



Metuchen Christian Academy

Corner of Rose & Whitman Avenue, P.O. Box 561 Metuchen, New Jersey 08840

A Ministry of Metuchen Assembly of God
Cynthia McFarren, Principal

Office: 732-549-7854
Fax: 732-549-6686

APPLICATION FOR EMPLOYMENT

I. PERSONAL

Name _____ Date _____

Social Security Number _____ Phone: Days _____ Evenings _____

Address _____ City _____ St _____ Zip _____

How long have you lived at the above address? _____

Circle Marital Status: Single.....Married.....Separated....Widowed.....Divorced....Remarried....

Contemplating Marriage (date:_____)

Spouse's Name: _____ Spouse's Occupation _____

Years Married _____ How does your spouse feel about you working? _____

Number of dependents _____ Age of dependents _____

Have you recently had a tuberculin test? _____ Approximate date _____ Have you ever had a course in CPR? _____ (date:) _____ First Aid? _____ (date:) _____

Describe musical abilities, hobbies, and/or other interests: _____

Please list activities or sports that you would be capable of and willing to direct, sponsor, advise, or coach. (Indicate grade or ability levels.) _____

Have you ever been charged with or convicted of a criminal offense other than minor traffic violations? If so, please explain: _____

Position applied for: Kindergarten.....Elementary Grade _____.....Subject _____

Future plans: What would you like to be doing five years from now? _____

II. CHRISTIAN EXPERIENCE

Do you have personal assurance that you are a born-again Christian? _____ How long have you had assurance of salvation? _____ In your own handwriting on separate paper, briefly give your Christian testimony and the account of your personal salvation experience.

Quote John 3:16: "For God _____

(turn over)

Do you believe that young children of Kindergarten age and up can be saved? _____

Do you believe that you can lead a young child to Christ? _____

What is your denominational preference? _____

Church Membership: Name and address of your church _____

_____ Pastor _____ Phone # _____

Are you presently a member in good standing? _____ Years: _____

What is your practice regarding church attendance?

	Regularly	Intermittently	Rarely
Sunday School	_____	_____	_____
Sunday Morning	_____	_____	_____
Sunday Evening	_____	_____	_____
Midweek Service	_____	_____	_____

In what Christian service have you recently participated? Describe its effectiveness: _____

What is your attitude toward working with those of other races and those of other denominational beliefs?

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, conduct, and truth? Yes ____ No ____ Signature: _____

Please carefully read our Statement of Faith (page four) and indicate below your degree of support:

____ I fully support the Statement as written without mental reservations. Signature: _____

____ I support the Statement except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Signature: _____

Do you use tobacco in any form? _____ Do you use alcoholic beverages in any form? _____

Are you willing to abide by the philosophy of the Administration on matters of questionable social conduct, worldly habits and activities, and school policies contained in the Parent and Teacher Handbooks?

III. EDUCATIONAL PREPARATION (Start with High School)

Name of Institution City State	Years Attended From – To	Degree	Date Grad.	Major	Minor
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Cumulative grade point average: BA _____ Graduate work _____

Exact kind of teaching certificate held or anticipated _____

Valid in what state(s): _____ Expiration date: _____

*Please attach photocopies of any certificates held.

If you do not hold a certificate, what requirements do you lack? _____

Special degrees held: _____

Please attach photocopies of all your college transcripts. Should you be offered a position, official copies of your college transcripts will be required to be submitted for inclusion in your personnel file.

Are you under contract to any school system at the present time? _____ If so, give name of school:
_____ Address _____

IV. TEACHING EXPERIENCE

Please list most recent position first. Teachers with less than three years experience please include student teaching. Do not list part-time or substitute teaching unless for extended time.

School year	School & address	Supervisor	Grade, Subject, Or Position
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Number of years teaching experience: Public _____ Other _____

Describe how teacher evaluation has been helpful to you: _____

Reason for leaving last or present teaching position _____

Date you will be available for service _____

V. NON-ACADEMIC EMPLOYMENT

Date	Employer and Address	Position & Duties
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

VI. PERSONAL REFERENCES

You will need to sign the Reference Release Form that is attached and return it with this application. Do not list family members or relatives for references.

Give three references who are qualified to speak of your spiritual experience and Christian service. List your current pastor first.

Name	Complete Address	Phone	Position
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Give three references who are qualified to speak of your professional training and experience (previous employers or teachers). List your current or most recent principal or supervisor first.

Name	Complete Address	Phone	Position/Duties
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

VII. SELF-EVALUATION

What degree of success as a teacher or staff member would you predict for yourself?

Superior_____ Excellent_____ Above Average_____ Average_____ Below Average_____

In demonstrating initiative, do you: Anticipate needs _____ Show good initiative _____

Occasional initiative _____ Require some direction _____ Require constant supervision _____

How is your influence on others? Consistently good _____ Varying _____ Passive _____

Detrimental _____

How do you relate to children? Great rapport _____ Well liked_____ Liked _____ Tolerated _____

Are you: Dominating_____ Outgoing _____ Quiet and Reserved _____

STATEMENT OF FAITH

WE BELIEVE:

The Bible is the inspired and only infallible and authoritative Word of God. (II Timothy 3:16)

There is One God, eternally existent in three Persons: God the Father, God the Son, and God the Holy Spirit. (II Corinthians 13:14)

In the Deity of our Lord Jesus Christ, in His Virgin birth, in His sinless life, in His vicarious and atoning death, in His miracles, in His bodily resurrection, in His ascension to the right hand of the Father, and in His future personal return to this earth in power and glory to rule a thousand years. (Matthew 16:16, I Corinthians 15:3-4)

In the blessed hope, which is the rapture of the Church at Christ's coming. (Titus 2:13)

The only means of being cleansed from sin is through repentance and faith in the precious blood of Christ. (I Peter 1:18-19)

Regeneration by the Holy Spirit is absolutely essential for personal salvation. (John 3:3-5)

The redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer. (I Peter 2:24)

The Baptism in the Holy Spirit is given to believers who ask for it. (Acts 2:4,39)

In the sanctifying power of the Holy Spirit by Whose indwelling the Christian is enabled to live a holy life. (Galatians 5:16)

In the resurrection of both the saved and the lost; the one to everlasting life and the other to everlasting damnation. (John 5:28-29)



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APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Metuchen Christian Academy does not discriminate in its employment practices against any person because of sex, race, color, national or ethnic origin, gender, or handicap. I further understand that any offer of employment is conditioned on the proof of legal authority to work in the United States.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or significant omission of fact during any phase of the hiring process may prevent me from being hired, or if hired may subject me to immediate dismissal.

I authorize Metuchen Christian Academy to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interview. I authorize the release and giving of any information requested by Metuchen Christian Academy such as employment records, performance reviews, and personal references. I release any person, organization, or company from liability or damage which may result from furnishing the information requested. I further waive the right to ever personally view any references given to Metuchen Christian Academy.

I further certify that I have carefully read and do understand the above statements.

Signature of Applicant

Date



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AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position with Metuchen Christian Academy. I authorize Metuchen Christian Academy to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews.

I authorize the release and giving of any information requested by Metuchen Christian Academy such as employment records, performance reviews, and personal references whether such information is favorable or unfavorable to me.

I release any person, organization, or company from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

I further waive the right to ever personally view any references given to Metuchen Christian Academy.

I further certify that I have carefully read and do understand the above statements.

Applicant's Name (Print)

Applicant's Signature

Applicant's Social Security Number

Date