



# MINTZ CHRISTIAN ACADEMY

2741 Mintz Road. ♦ Roseboro, NC 28382 ♦ (910) 564-6221 Office ♦ [www.mcanc@intrstar.net](mailto:www.mcanc@intrstar.net)

## STAFF APPLICATION

### Personal Information

Date: \_\_\_\_\_ Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name: \_\_\_\_\_  
                     Last                                      First                                      Middle                                      Maiden

Home Address \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Position Desired \_\_\_\_\_

Church Membership \_\_\_\_\_

On a separate piece of paper, please answer the following questions in one or two paragraphs. Attach pages to this application.

1. Briefly give your Christian testimony.
2. Why do you desire to work in a Christian school, i.e., Mintz Christian Academy?
3. What are your strengths and weaknesses as a professional and as a person?
4. In the area of morality, what are your views on abortion, homosexuality and sexual activity outside of marriage?

### Education:

Schools	Name/Address	Graduate Y/N	Attendance Dates	Course Of Study	Degree
High School					
Community College					
College/University					
Graduate/Professional					

**EMPLOYMENT HISTORY: Please start with your current or most recent employer and work backwards. Resumes should be attached, but cannot substitute as completing this section.**

**Job Title:** \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Name/Title of Supervisor: \_\_\_\_\_

Employer Name and Address: \_\_\_\_\_

Duties: \_\_\_\_\_

**Job Title:** \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Name/Title of Supervisor: \_\_\_\_\_

Employer Name and Address: \_\_\_\_\_

Duties: \_\_\_\_\_

**Job Title:** \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Name/Title of Supervisor: \_\_\_\_\_

Employer Name and Address: \_\_\_\_\_

Duties: \_\_\_\_\_

**REFERENCES:**

Name	Address	Phone	Position

For purposes of compliance with the Immigration Reform and Control Act of 1986, are you legally eligible for employment in the United States? \_\_\_\_ You may be required to provide documentation should you be hired.

Have you ever been arrested, received a Notice to Appear, been charged, convicted, plead *No/lo Contendere* or pleaded guilty to any criminal violation? \_\_\_\_\_ (Answering “Yes” will not necessarily disqualify you from employment.) If “Yes”, please give details. \_\_\_\_\_

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I hereby certify that all entries above and all attachments are true and complete and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part to any employment in the service of Mintz Christian Academy. I understand that all information on this application is subject to verification and I consent to criminal history, drug screening and background checks. I also consent to references and former employers and educational institutions listed to be contacted regarding this application. In addition, I hereby release the school, my former employers, references and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the school. This consent shall continue to be effective during my employment if I am hired. I further authorize Mintz Christian Academy to rely upon and use, as it sees fit, any information received from such contacts. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or to reflect adversely on the school or on me as a Christian role model.

I understand that this is an open application for employment and that no offer of employment is offered at this time.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that Mintz Christian Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize Mintz Christian Academy to thoroughly interview the primary references, which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former employers, references, and other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to personally view any references given to the school.

I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that could reflect adversely on the school or on me as a Christian role model.

I understand that this is only an application for employment and that no employment contact is being offered at this time.

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

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**AUTHORIZATION TO RELEASE REFERENCE INFORMATION**

I have completed an application for employment at Mintz Christian Academy. I have authorized the school to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals that know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and all other matters related to my suitability for employment.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure.

In addition, I hereby release Mintz Christian Academy, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

I waive the right to personally view any references given to Mintz Christian Academy.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

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

Applicant's Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Applicant's SS# \_\_\_\_\_

## CONDITIONS OF EMPLOYMENT

- Mintz Christian Academy expects employees to be “born-again” Christians who know the Lord Jesus Christ is Savior (John 3:3, I Peter 1:23). I accept without verbal or mental reservations the school’s Statement of Faith (attached), and am committed to upholding it. I also give testimony that this is a spiritual calling and that this Christian school is God’s direction for my life for this school year.
- Mintz Christian Academy expects employees to exhibit the highest Christian virtue, serving as a Christian role model (I Timothy 4:12) both in and out of the school to pupils (Luke 6:40), parents and fellow employees. I agree that instruction is not only through rational explanation of formal subject material, but even more powerful through word, deed, example, and shared experience. I agree to be a role model in judgment, dignity, respect, and Christian living.
- Mintz Christian Academy’s biblical role is to work in conjunction with the home to mold students to be Christ like. Of necessity, this involves the school’s understanding and belief of what qualities or characteristics exemplify a Christ like life. The school reserves the right, within its sole discretion, to refuse admission of any applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the faculty member are counter to or are in opposition to the biblical lifestyle the school teaches. This including but not necessarily limited to, premarital, extramarital, or homosexual activity, sexual harassment; use or viewing of pornographic material or websites; and sexual abuse of children is forbidden and violates the employment requirements of being a Christian role model. I agree that such behaviors are grounds for immediate dismissal from my position of ministering to children.
- I agree the unique roles of the male and female are clearly defined in Scripture, and that Romans 1:24-32 condemns the homosexual lifestyle (Romans 12:1-2; I Corinthians 6:9-20; Ephesians 4:1-11; Ephesians 5:3-5, I Thessalonians 4:3-8; I Timothy 4:12; II Timothy 2:19-22; I Peter 1:15-17; John 3:1-3).
- Mintz Christian Academy expects employees to faithfully attend and financially support a local church whose fundamental beliefs are in agreement with the Statement of Faith of this school (Hebrew 10:25).
- I affirm that I have read and will abide by the Job Description, the policies set forth in the Employee Handbook, and the Parent-Student Handbook. I also agree to abide by any additions, changes, or deletions made to school policies at the sole discretion of the School Board without prior notice during this contract school year.
- Mintz Christian Academy expects employees to accept their assignments to rooms, grades, subject, and extracurricular duties made at the discretion of the Administrator. I agree to maintain a classroom atmosphere that is conducive to learning. This includes maintaining a professional appearance.
- Mintz Christian Academy expects employees to understand, appreciate, love, and serve and will to the best of my ability provide spiritual, intellectual, physical, and emotional development. I agree to observe appropriate confidentiality in regard to pupil, parent, and school matters.

- Mintz Christian Academy expects employees to be on time for faculty devotions, which begin each school day, and to remain in the building at least 30 minutes after classes have been dismissed. I also agree to be present for such meetings and conferences as may be called by the administration.
- Mintz Christian Academy expects employees to avoid highly debatable topics as much as possible that tend to divide Christians. I agree that a student is to be referred to his/her local church if a debatable topic arises of the theological nature.
- Mintz Christian Academy expects employees to resolve differences with others (parents, fellow-workers, administration) by following the biblical pattern of Matthew 18:15-17. Should I have unresolved issues with my employer after utilizing the Matthew 18 principle, the two parties agree to be bound by the mediation and binding arbitration agreement in an attempt to resolve issues and bring reconciliation.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## STATEMENT OF FAITH

Carefully read the Statement of Faith and indicate your degree of support.

\_\_\_\_\_ I fully support the Statement of Faith as written without reservation.

\_\_\_\_\_ I support the Statement of Faith except for the areas listed and explained on a separate paper. The exceptions represent either disagreement of items for which I have not yet formed an opinion or conviction.

1. We believe the Bible to be the inerrant, inspired, infallible, and authoritative Word of God (2 Timothy 3:15, 2 Peter 1:21).
2. We believe there is only one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1: 7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1: 11, Revelation 19:11).
4. We believe that regeneration by the Holy Spirit for salvation is necessary because of the exceeding sinfulness of human nature, that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16-19, 5:24, Romans 3:23, 5:8-9, Ephesians 2:9-10, Titus 3:5).
5. We believe in the resurrection of both the saved and the lost—they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life (Romans 8:13-14, 1 Corinthians 3:16, 6:19-20, Ephesians 4:30, 5: 18).

Signature \_\_\_\_\_ Date \_\_\_\_\_

**BACKGROUND INVESTIGATION CONSENT**

I, \_\_\_\_\_, hereby authorize Mintz Christian Academy, and its agents to make an independent investigation of my background, references, character, past employment, education, credit history, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for employment now and, if applicable, during the tenure of my employment with Mintz Christian Academy.

I release Mintz Christian Academy and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name and all information contained herein is true and correct to the best of my knowledge:

\_\_\_\_\_  
Applicant/Employee Name and Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number\*

\_\_\_\_\_  
Date of Birth

\*Note: The above information is required for identification purposes only, and is in no manner used as qualifications for employment. Mintz Christian Academy is an Equal Opportunity Employer, and does not discriminate on the basis of Sex, Race, Religion, Age (40 and over), Handicap or National Origin.

**NON-DISCRIMINATION POLICY**

MCA admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs. The *Non-Discrimination Policy* of MCA also includes the hiring of faculty and administrative staff. MCA makes no distinction concerning an individual's race or ethnic background because we acknowledge that there is no preferential treatment with God. (Romans 2:11)

**APPLICANT'S SIGNATURE**

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

Prospective Staff Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

