



**The King's Christian Academy**  
 20738 Point Lookout Road, Callaway, MD 20620  
 Phone (301)994-3080 • Fax (301)994-3087  
 www.KingsChristianAcademy.org

## EMPLOYMENT APPLICATION

**Please complete this form in ink. The previous employment section should be as complete as possible. Show address of employer and name of immediate supervisor. All information will be held in complete confidence.**

Date: \_\_\_\_\_ Position: \_\_\_\_\_

Full Name: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone #:(     ) \_\_\_\_\_ Birthplace: \_\_\_\_\_

Church Affiliation: \_\_\_\_\_ Membership: \_\_\_\_\_

### EDUCATION

	<i>Name of School</i>	<i>Address</i>	<i>Yrs. Attended</i>	<i>Degree</i>
<b>HIGH SCHOOL</b>				
<b>COLLEGE</b>				
<b>GRADUATE</b>				
<b>OTHER</b>				

**ACADEMIC & ATHLETIC HONORS, EXTRA CURRICULAR ACTIVITIES, TRAVEL & OFFICES HELD:**

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**WORK EXPERIENCE**

<i>Employer</i>	<i>Address</i>	<i>Position Held</i>	<i>Dates</i>	<i>Reason for Leaving</i>

**SPIRITUAL PREPARATION**

State briefly your personal relationship with God: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you subscribe without reservation to our statement of faith? \_\_\_\_\_

Comment: \_\_\_\_\_

What is your attitude toward liquor, tobacco, and matters of recreation and entertainment?

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES**

*These should be persons qualified to answer concerning your fitness for the position you seek.  
Do not use anyone related to you.*

**PASTOR/SPIRITUAL**

Name: \_\_\_\_\_ Position/Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_ Cell \_\_\_\_\_

How long have you known this person and in what way?

\_\_\_\_\_

\_\_\_\_\_

## **Applicant Screening and Background Check Consent**

In line with our commitment to well-being of students and staff, KCA has implemented a thorough applicant screening policy. The main goal is to create a secure educational environment while upholding the honor to Our Lord Jesus Christ. These questions are designed to gather relevant information and are treated confidentially by authorized personnel. It is crucial to answer each questions thoroughly. A positive response does not automatically disqualify individuals. Responses will be considered in accordance with our policies and standards of conduct and in compliance with laws and regulations in the state of Maryland.

- |     |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| YES | NO | 1. Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violation)? The term “Convicted” includes entering into a plea agreement including a “no contest” plea or, a deferred sentence or deferred judgment arrangement in connection with a criminal charge. If so, please attach a statement of explanation, including the nature of the offense, date, and court where the conviction was entered, a sentence of disposition, and any other relevant information. |
| YES | NO | 2. Have you ever been the subject of an investigation, criminally charged, or been the subject of a civil lawsuit involving physical abuse, sexual misconduct, sexual harassment or an offense relating to children? If so, please provide an explanation in a separate attachment of the circumstances, the outcome, and any other relevant information you wish KCA to consider.                                                                                                                                  |
| YES | NO | 3. Have you ever been subjected to discipline or dismissed from employment or Volunteer service by any church, school, or other organization as the result of an allegation or charge of physical abuse, sexual harassment, or an offense relating to children? If so, please provide an explanation in a separate attachment of the circumstances, the outcome, and any other relevant information you wish KCA to consider.                                                                                       |

## **Approval for Background Check**

I understand that as part of this application, **I CONSENT AND GIVE AUTHORIZATION** for KCA to conduct a background investigation of me and the information provided in this application.

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Signature of Applicant

Date

**PROFESSIONAL/EDUCATIONAL**

Name \_\_\_\_\_ Position/Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_ Cell \_\_\_\_\_

How long have you known this person and in what way? \_\_\_\_\_

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**PERSONAL**

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_ Cell \_\_\_\_\_

How long have you known this person and in what way? \_\_\_\_\_

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**OTHER**

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_ Cell \_\_\_\_\_

How long have you known this person and in what way? \_\_\_\_\_

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**SPIRITUAL STANDARDS  
FOR THE  
SCHOOL BOARD, FACULTY, AND STAFF MEMBERS**

The Word of God gives general principles that the conscientious believer must, before God, apply to specific situations. While the Board of Directors recognizes the freedom of conscience of every Christian, it believes that in our present society the following specifics should be observed and that their neglect would hinder the ministry and testimony of the School.

In addition to those things that are specifically commanded or forbidden by Scripture, each Board Member, Administrator, Teacher, and Staff is expected to:

1. Develop a personal devotional life and cultivate a desire to do God's will in all things.
2. Submit to the authority structure of the school and abide by the School's dress code when acting in an official capacity.
3. Faithfully attend and be committed to a local church that is doctrinally compatible with the School's Statement of Faith.
4. Abstain from the use of tobacco, alcoholic beverages, and illicit drugs, and teach such abstinence to the students.
5. Strive to maintain a Christ-like image in all outside activities.
6. Manifest a spirit of concern for the conscience of others, rather than one's own personal liberty.
7. Comply with KCA's Sexual Immorality Policy regarding all aspects of conduct and behavior including sexual orientation.

The Board of Directors recognizes that it is impossible to construct a code of conduct that would cover every aspect of human life and Christian responsibility. The Board further recognizes that the legalistic keeping of the above guidelines is no substitute for daily submission to the Spirit of God. It does believe, however, that the observance of these will avoid many unnecessary conflicts and inconsistencies between the school and its constituency.

Signed \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## STATEMENT OF FAITH

The following has been adopted as the official doctrinal position of The King's Christian Academy. All Biblical instruction shall be in conformity to these commonly held doctrines of historic Christianity. Denominational distinctives shall be left to the individual churches and shall not be taught within the school.

- We believe in one God, Creator and Sustainer of all things-eternally existent in the three persons: Father, Son and Holy Spirit.
- We believe the Bible to be the only inspired, infallible, and authoritative Word of God.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, and in His substitutionary and atoning death through His shed blood, in His bodily resurrection, and in His Ascension to the right hand of the Father.
- We believe that the present ministry of the Holy Spirit is to glorify the Lord Jesus Christ, to convict men, regenerate the believing sinner, indwell, guide, instruct, and empower the believer for Godly living and service.
- We believe that man was created as a unique being in the image of God to have dominion over the earth, but man fell into sin and is, therefore, lost. Only through regeneration by the Holy Spirit can salvation be obtained.
- We believe that the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who believe, and only such as receive Jesus Christ are born of the Holy Spirit, and thus become believers.
- We believe that the true church is composed of all such persons who, through saving faith in Jesus Christ are born of the Holy Spirit, and thus become believers.
- We believe in the personal and imminent return of our Lord Jesus Christ and that this blessed hope has a vital bearing on the personal life of the believer.
- We believe in the bodily resurrection of the dead; of the believer to everlasting blessedness and joy with the Lord, of the unbeliever to judgment and everlasting punishment.

## STATEMENT OF AFFIRMATION

I, the undersigned, do hereby certify my complete and unreserved concurrence with the official doctrinal position of The King's Christian Academy. I further understand that denial of any of the above statements shall be sufficient grounds for dismissal from my capacity with the school.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Official Position: \_\_\_\_\_