



MARANATHA CHRISTIAN ACADEMY
 Administrative Office
 6826 Lackman Road
 Shawnee, KS 66217
 Ph: 913-631-0637
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 Website: www.mca-eagles.org

**APPLICATION FOR A
 SUPPORT STAFF POSITION**

- School Office/Clerical
- Business Office/Bookkeeper
- Maintenance/Custodial
- Classroom Aide/Child Care
- Other _____

PERSONAL DATA

Name: _____ Date: _____

Address: _____ Hm. Phone: _____

E-mail: _____ Cell Phone: _____

Occupation: _____

Co. Name: _____ Wk. Phone: _____

Co. Address: _____

Emergency Contact: _____ Emergency Phone: _____

CHRISTIAN BACKGROUND

Present Church: _____ Denomination: _____

Address: _____ Member: Yes No

Please relate your born-again experience briefly: _____

Church activities: _____

EDUCATION

	SCHOOL	CITY/STATE	FROM	TO	GRADE	MAJOR	DEGREE
High School							
College							
Business Trade							
Other							

WORK EXPERIENCE

EMPLOYER	CITY/STATE	POSITION TITLE	DATES FROM/TO	SALARY	DUTIES	REASON FOR LEAVING

Please specify skills in your area of expertise: _____

ADDITIONAL INFORMATION

Please attach a copy of your resume. Add by letter any additional information which will provide a more complete estimate of your training, experience, character, and ability. Emphasize your special preparation and training, and any area of the application which you wish to explain in greater details.

REFERENCES

Employment/Professional References: List two references who are qualified to speak of your professional qualifications. List your current or most recent supervisor first.

NAME	ADDRESS	PHONE	TITLE/RELATIONSHIP

Personal References: List two references who are qualified to speak of your personal and character qualifications. Do not list immediate family members or other relatives as references.

NAME	ADDRESS	PHONE	TITLE/RELATIONSHIP

APPLICANT'S CERTIFICATION & AGREEMENT

I understand that **Maranatha Christian Academy** does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, or disability. 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 these application forms are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or significant omission of facts during any phase of the hiring process may prevent me from being hired or if hired may subject me to immediate dismissal.

I authorize **Maranatha Christian Academy** to inquire about my previous 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 **Maranatha Christian Academy** such as employment records, performance reviews, and personal references. I understand that investigative background inquiries are to be made on myself including but not limited to consumer credit, criminal conviction, motor vehicle and other reports. 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 **Maranatha Christian Academy**.

I understand the employment relationship that exists between **Maranatha Christian Academy** and its employees is employment "at will". I understand this application will be discarded on or after two years from the date it is received unless a call is received between Oct. 1 & Dec. 1 the same year requesting that this application be held over for the following year.

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

Signature of Applicant

Date

NON DISCRIMINATION POLICY

Maranatha Christian Academy does not discriminate in hiring or the administration of its policies on the basis of race, color, gender, disability, ancestry, age, or national origin. To do so would be in violation of Christian principles as set forth in God's Word, the Holy Bible.

MARANATHA CHRISTIAN ACADEMY STATEMENT OF FAITH

All personnel of **Maranatha Christian Academy** are asked to read the following Statement of Faith, which is the doctrinal basis for all our educational program.

Maranatha Christian Academy is a ministry of Eastern Kansas Christian Schools, it is interdenominational in its attitude and emphasis. The school stand's and operates firmly on the changeless Word of God as expressed in the following statement of historic evangelical Christianity.

1. **We Believe** the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (*II Timothy 3:15, II Peter 1:21*).
2. **We Believe** there is 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 (*I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9*); His Resurrection (*John 11:25, I Corinthians 15:4*); His Ascension to the right hand of the Father (*Mark 16:19*); His personal return in power and glory (*Acts 1:11, Revelation 19:11*).
4. **We Believe** in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and 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 we are saved (*John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; 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, I 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; I Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18*).
8. **We Believe** that marriage is a God-created sacrament, which joins one man and one woman in a single, exclusive union, as delineated in Scripture, (*Numbers 30:2; James 5:12*), and that God designed the marital relationship to be the exclusive means for sexual intimacy (*Hebrews 13:4*).
9. **We Believe** in the sanctity of all human life, including the pre-born from conception, and consider each person to be of infinite value and each life a gift from God to be cherished, nurtured and redeemed. (*Genesis 1:27; Genesis 9:6; Psalm 139:13-16; Luke 1:44*).
10. **We Believe** that when disputes, disagreements, or other offenses arise among members of the body of Christ, it is a matter of grave concern for the whole body. Conflicts that occur in the body should be resolved promptly (*Matthew 5:23-24; Ephesians 4:26-27*). We believe God calls us to proceed with one another with "the same attitude that was in Christ Jesus", (*Philippians 2:5*) and to follow Biblical principles for conflict resolution (*Matthew 18*).

Check **one** of the boxes and indicate by signature your degree of support for this statement of faith.

I have read the above Statement of Faith and testify that it reflects my own convictions and understanding regarding the Christian faith, and I fully support the statement as written without mental or spiritual reservations.

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 _____

Date _____

Please Print Your Name

APPLICANT'S DECLARATION OF ETHICAL AND MORAL INTEGRITY

As an applicant for a position at **Maranatha Christian Academy**, and its ministries, I (print name), _____ recognize, understand, and adhere to the moral and ethical standards and mandates of said school. I further declare that with regard to my personal moral and ethical character and conduct as of this date, I am not, nor have been in the past, engaged in inappropriate conduct toward minors, nor do I have inclinations toward such conduct. Inappropriate conduct includes the following: Homosexuality, verbal, physical or sexual abuse as defined by Scripture and/or state law. I do declare that the above statement is factual and true. By affixing my signature, I declare that I meet the moral and ethical standards of **Maranatha Christian Academy**.

Applicant Signature

Date

EASTERN KANSAS CHRISTIAN SCHOOLS, INC
Maranatha Christian Academy Lifestyle Statement

Eastern Kansas Christian Schools, Inc. (Maranatha Christian Academy) is a religious, nonprofit organization, Maranatha Christian Academy requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9-10, 1 Tim. 4:12, Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

The Maranatha Christian Academy Statement of Faith expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity and homosexual behavior or any other violation of the unique roles of male and female (Rom. 1:21-27, 1 Cor. 6:9-20). Maranatha Christian Academy believes that biblical marriage is limited to a covenant relationship between a man and a woman.

Maranatha Christian Academy employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of Maranatha Christian Academy that each employee will have a lifestyle in which "He may have the preeminence" (Col. 1:18, NKJV).

By my signature, I declare that as a follower of Christ and as an applicant for a ministry position, as an employee or as a volunteer at this school, I (print name) _____ recognize, understand, and agree to live a lifestyle in concurrence with this statement.

Applicant's Signature

Date

Applicant's Declaration of Ethical and Moral Integrity

Maranatha Christian Academy expects all of its employees, as well as its volunteers who have unsupervised access to children, to model the same Christian values and lifestyle that it seeks to inculcate its students. As an applicant for a ministry position, as an employee or as a volunteer at this school, I, (print name) _____, recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that as a follower of Christ, I am not engaging in and commit to not engage in inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual activity, sexual harassment, use of (including the viewing of) pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of Maranatha Christian Academy.

Applicant's Signature

Date

"Honor marriage, and guard the sacredness of sexual intimacy between wife and husband. God draws a firm line against casual and illicit sex." (Hebrews 13:4, The Message)

"A pupil is not superior to his teacher, but everyone [when he is] completely trained (readjusted, restored, set to rights, and perfected) will be like his teacher." (Luke 6:40, AMP)

EMPLOYEE BACKGROUND CHECK

To enhance student safety and comply with Association of Christian Schools International (ACSI) accreditation standards, Maranatha Christian Academy has selected First Advantage as the school's background screening provider for employee applicants, current employees and volunteers.

To assist with this process, please complete, sign, and return this Authorization Form. The requested information is used to assist in the completion of a background investigation. **The information will be maintained in a limited access file. The information will be used for the sole purpose of identification when conducting a background investigation.**

Those employees and volunteers who have undergone an official background check within the last three years may submit a copy of the report results and not be subject to a new check.

Thank you in advance for your cooperation in helping to ensure a safer school environment for our children.

AUTHORIZATION FORM

During the application process and at any time during the tenure of my employment (including contract for services) or volunteer service with Maranatha Christian Academy, I understand that investigative background inquiries are to be made on myself including but not limited to consumer credit, criminal conviction, motor vehicle, and other reports.

I hereby authorize First Advantage, on behalf of Maranatha Christian Academy to procure a consumer report and/or investigative report which I understand may include but not be limited to information regarding my residence history, personal history, academic achievement, character, work performance, general reputation, personal characteristics, or mode of living along with reasons for termination of past employment.

This report may be compiled with information from credit bureaus, courts record repositories, department of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I specifically release each of these agencies, their officers, or authorized representatives and/or personal references from any liability so that they may freely and completely respond to any inquiry made by First Advantage relating to my application for employment, continued employment or volunteerism at Maranatha Christian Academy. For release purposes, a facsimile or photocopy of this document will be as valid as the original.

I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification; to the extent such investigation includes information bearing on my character, general reputation, personal characteristics or mode of living.

I understand to aid in the proper identification of my file or records the following information as well as other information is necessary.

Applicant/Employee Printed Name

Date

Applicant/Employee Signature

Social Security Number

Driver License No./State

Date of Birth

Other Licenses/Certifications with State