

DORIS TODD CHRISTIAN ACADEMY

519 Baldwin Avenue
Paia, HI 96779
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cjmoore@doristoddchristian.org



APPLICATION FOR EMPLOYMENT

Non-Teaching Position

Application Date ____/____/____

Date Available ____/____/____

NAME: _____
Last First Middle

Current Address: _____

City _____ State _____ Zip _____

Phone: Day (____) _____ Evening (____) _____ Cell (____) _____

How long have you lived at the above address? _____

Mailing Address if different from above: _____

City _____ State _____ Zip _____

CHRISTIAN COMMITMENT

1. Doris Todd Christian Academy employees are expected to exhibit a Christian lifestyle and be role models to our students both on and off the school campus. Are you able to comply with this statement? Yes / No
2. Are you a Christian? Yes / No

If you answered yes to the previous question, please write a brief testimony about your relationship with Jesus Christ in the section provided below:

3. Name of church you attend _____ Denomination _____

What services do you attend? _____

What activities are you involved in? _____

Name of pastor _____

Mailing address _____

Number & Street
City & State
ZIP Code

Church phone # () _____

4. Please carefully read our **Statement of Faith** and indicate your degree of support.
- ____ I fully support the Statement as written without mental 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.
5. 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
6. Are you able to perform the functions of the job for which you are applying with or without reasonable accommodations? Yes / No
7. Are you 18 years or older? Yes / No
8. Are you a U.S. citizen? Yes / No If NO, include documentation that you are authorized to work in the U.S.

MARITAL STATUS

Single Engaged Married Separated* Divorced* Re-Married* Widow(er)
**Attach explanation if divorced, separated or remarried.*

Spouse's name _____ Years married _____
 Occupation _____ Employer _____
 Number of children _____ Ages/Grades _____
 In case of emergency, notify _____
 Address _____
 Daytime Phone: _____ Evening _____ Cell _____

EDUCATIONAL PREPARATION

Please list in order of attendance, all educational institutions attended, including high school. Give the total number of semester hours you have earned since your bachelor's degree was conferred to you. If you did not complete a degree at a particular institution, please indicate the number of credits earned at that institution.

NAME of INSTITUTION <small>(High school, vocational, college)</small>	LOCATION <small>(City/State)</small>	Subject Major/Minor	Degree Earned <small>(Yes/No)</small>	Type of Degree	Sem. Hours Earned

WORK EXPERIENCE

Please list your prior work experience. You may attach additional pages if necessary.

1. **Name of Present/Last Employer** _____
 Address _____

City _____ State _____ Zip _____
Dates of Employment _____ Job Title _____
Your duties _____ Salary _____
Name of Supervisor _____ Title _____ Phone _____
Reason for Leaving _____

2. **Name of Previous Employer** _____
Address _____
City _____ State _____ Zip _____
Dates of Employment _____ Job Title _____
Your duties _____ Salary _____
Name of Supervisor _____ Title _____ Phone _____
Reason for Leaving _____

3. **Name of Previous Employer** _____
Address _____
City _____ State _____ Zip _____
Dates of Employment _____ Job Title _____
Your duties _____ Salary _____
Name of Supervisor _____ Title _____ Phone _____
Reason for Leaving _____

DESIRED EMPLOYMENT

- 1. Position Desired _____ Full-Time _____ Part-Time _____
- 2. Date you can start _____
- 3. Ever **applied or worked** at this school before? Yes / No When? _____
- 4. Reason for leaving _____
- 5. Who referred you to this school? _____
- 6. Have you ever been convicted of any violation of the law (felony and/or misdemeanor) other than minor traffic violations? Yes / No If yes, attach explanation.

MILITARY SERVICE RECORD

- 1. Branch of Service _____ Discharge Date/Rank _____
- 2. Present Membership in National Guard/Reserves _____
- 3. Date Obligation Ends _____

SPECIAL QUESTIONS

If you answer “**Yes**” to any of the following questions (#1 - 6), **attach a separate sheet** indicating the nature of the suit, offense, date, court, and disposition or other appropriate explanation. A conviction record will not automatically be a bar to employment. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job relatedness, and subsequent rehabilitation will be considered.

- 1. Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer? Yes / No

2. Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave a job or volunteer position on the grounds of any unlawful sexual behavior, or violation of an employer's sexual misconduct or harassment policy? Yes / No
3. Have you ever entered a plea of guilty, a plea of "no contest" (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense? Yes / No
4. Have you ever been suspended, discharged, or resigned in lieu of discharge from any position? Yes / No
5. Have you ever been charged in *civil* or *criminal* proceedings with improprieties regarding children? Yes / No
6. Have you been convicted of a felony or misdemeanor within the last 5 years? Yes / No
7. You have read the job description and essential functions for this position. Is there any reason why you might be unable to perform the essential duties and responsibilities of the position for which you are applying? Yes / No
If yes, please explain.
8. If you answered "yes" to the above question, is there anything that the school can reasonably do to accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position?
9. Do you have any personal responsibilities or other commitments that may prevent you from meeting this position's requirements for on-time arrival, attendance, or work schedules? Yes / No
10. If you answered "Yes" to the above question, please explain.
11. I understand and agree that I will be required to take one or more of the following: TB test, physical examination, criminal background clearance. I agree to consent to take such test(s) at such time as designated by the School and to release the school, its directors, officers, agents, or employees from any claim arising in connection with the use of such test (s). Yes / No

APPLICANT'S CERTIFICATION AND AGREEMENT

My answers on this application and any resume I provide are complete and true. I understand that the submission of any false or incomplete information in connection with my application, whether on this or other documents or in interviews, will be cause for the rejection of my application or the termination of my employment at any time. I understand that falsification of any statement or 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 **Doris Todd Christian Academy** to interview thoroughly 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 investigate thoroughly 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 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.**

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. 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 it 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 contract is being offered at this time.

I understand that **Doris Todd Christian Academy** does not discriminate in its employment practices against any person because of race, color, national origin, gender, protected age category, or qualified disability.

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

Applicant's Name (print) _____

Signature _____ Date _____

Declaration of Moral Integrity

Doris Todd Christian Academy is a religious, nonprofit Christian school representing Jesus Christ throughout the local community. Doris Todd Christian Academy requires its employees to be born-again Christians who live their lives as Christian role models (Romans 10:9-10, 1 Timothy 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 and 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.

Our school expects all of its employees and its volunteers with unsupervised access to children to model the same Christian biblical values and lifestyle that it seeks to inculcate in its students. As an applicant to be employed by this school, I (print name) _____ recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that during the past year I have not engaged in, at the current time I am not engaging in, and promise that I will not during the term of my employment or volunteering, 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, oral sex, extramarital sex), homosexual or lesbian sexual activity, sexual harassment, use or viewing of pornographic material or websites, or 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 Doris Todd Christian Academy.

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 every one [when he is] completely trained—readjusted, restored, set to rights, and perfected—will be like his teacher.” Luke 6:40 The Amplified Bible

Authorization to Release Reference Information

I have made application for a position as a _____ with Doris Todd 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 the Doris Todd 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 ever personally view any references given to Doris Todd 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 Full Name (Print) _____

Applicant's Signature _____ Date _____