



Non-Instructional Staff Employment Application



Pantego Christian Academy is an equal opportunity employer. All employment decisions will be made without regard to race, color, sex, national origin, age, disability, or veteran status. However, within its legal capacity as a nonprofit religious educational institution with a curriculum directed toward the propagation of evangelical, born-again Christianity, Pantego Christian Academy reserves the right to carefully and fully explore the religious values, faith, and convictions (including personal conduct) of all applicants and employees in order to employ those individuals who support, advance, and live in a manner consistent with Pantego Christian Academy's Statement of Faith and Lifestyle Statement.

This application must be completed in full. Please print or write, whichever is more legible. Answer every question. Please include copies of transcripts (college level and above) and a current resume if available. If you are applying for a teaching or administrative position, also include a copy of your **state teaching/administrative certificate(s).**

PANTEGO CHRISTIAN ACADEMY

2201 WEST PARK ROW DR.
ARLINGTON, TX 76013



Non-Instructional Staff Employment Application

THIS APPLICATION IS FOR EMPLOYMENT AS NON-INSTRUCTIONAL STAFF, PART TIME, TEMPORARY, AND SEASONAL EMPLOYEES.

Position	Date Submitted	How or by whom were you referred to PCA?	Date Available for Employment	Annual Salary Desired
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The Immigration Reform and Control Act of 1986 prohibits the employment of unauthorized aliens, and requires employers to verify the employment eligibility of all new employees. An offer of employment made by Pantego Christian Academy will be conditioned upon your providing the documentation required by law as evidence of your personal identity and your authorization to work in the United States. Any offer of employment is also conditioned upon the successful completion of a background investigation.

Are you a U.S. citizen or national, permanent resident, temporary resident, legalization applicant, or refugee?

Yes ___ No ___

Temporary residence does not include those with non-immigrant work authorization (F, J, or L visas). A legalization applicant is one who is eligible and who has made a naturalization application within the regulatory time requirements of the INS. Exceptions to these requirements will be determined based on shortage of qualified candidates with a particular skill.

Personal Information

Name (Last, First, MI)			Social Security No.	
Previous/Different last name(s) used in past 7 years (please indicate N/A if you have no other names)				
Present Address		City	State	Zip
How long have you lived at this address?	Contact Phone	Driver's License No.	State Issued:	
Email Address:				
Are you Currently Employed?	If so, may we inquire of your present employer?			
Have you ever applied to PCA before?	If so, when?	Are you a former employee?		

Education and Training

Name and Location of High School & Post High School Educational Experience.			Month & Year Attended		No. of Credit Hours Completed	Type of Degree (B.A., M.A.)	Month & Year of Degree
Name	City	State	From	To			
1)							
2)							
3)							
4)							
5)							

PLEASE ATTACH A COPY OF YOUR EDUCATION TRANSCRIPTS. (Does not have to be a certified copy)

Revised April 2011

Name (Last, First, MI)



Special Skills, Accomplishments, and Awards

Please identify your level of proficiency with the following and any additional office skills you may have.

Description	Version Used	No Knowledge	Basic Knowledge	Proficient	Able to Train Others
MS Word					
MS Outlook					
MS Excel					
Multi-line Phone System					
Other:					

Give the title and year of any honors, awards, or fellowships you have received. List your special qualifications, skills, or accomplishments that may apply to this position. Some examples are: skills with computers or other machines; coaching skills; public speaking and writing experience; membership in professional societies; etc.

Description of Skill, Honor, Award, Etc.	Years of Experience with Skill	Date of Honor, Award, etc.

Maintenance Applicants Only: Please indicate the amount and level of experience you have in the following areas:

Carpentry: _____ Plumbing: _____

Electrical: _____ Sheetrock: _____

HVAC: _____ Roofing: _____

Other relevant maintenance skills: _____

What power tools have you operated? _____

Name (Last, First, MI)



Employment History

ATTACH RESUME HIGHLIGHTING RELEVANT WORK EXPERIENCE.

Account for all time for the past ten years. Give all employment experience, starting with your present or most recent employer and working back ten years. Include full and part-time work self-employment, military service, unemployment, and full-time education. Use additional sheet if necessary.

From MM/YYYY	To MM/YYYY			
		Employer Name	City/State	Position Held
		Contact Name	Contact Phone	Reason for Leaving
		Employer Name	City/State	Position Held
		Contact Name	Contact Phone	Reason for Leaving
		Employer Name	City/State	Position Held
		Contact Name	Contact Phone	Reason for Leaving

References

List five (5) people who know your qualifications and fitness for the position for which you are applying. References may include up to one family member. Please contact these references and inform them an authorized Pantego Christian Academy staff person will be contacting them.

Full Name of Reference	Telephone Number(s) (Include Area Code)	Present Business or Home Address (Number, Street, and City)	State	ZIP Code
1)				
2)				
3)				
4)				
5)				

Name (Last, First, MI)



Christian Background

Attach on separate paper your Christian spiritual journey, what Christ means to you, and the difference He makes in your life.

Briefly answer the following questions on separate paper:

1. Why do you wish to work at a Christian school?
2. What are the main characteristics that distinguish a Christian school from a public school?
3. What areas do you feel are your strengths? Your weaknesses?
4. Please summarize any additional information that you would like to present regarding your candidacy for this position.

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

Do you attend church regularly? ___ Yes ___ No

If yes, Name of local church you attend		Denomination or Affiliation	
Church Address		Length of Time Attended	Are you a member? Yes No
Please provide the name and phone number of your pastor or other church leader whom we may contact			
Name	Position	Phone Number	
Church activities you are involved in			
Other Christian service			
Describe how you maintain/improve your personal relationship with Christ			

Name (Last, First, MI)



Personal History

Give all addresses for the past five (5) years, starting with current address. Also provide city and state prior to the past five years during adult life.

Street	City	State	ZIP Code	From		To	
				Mo.	Yr.	Mo.	Yr.
							Present

List churches you have attended regularly during the past ten (10) years.

Church Name	Street Address	City	State

Legal History

For any "yes" answers to the following questions, please attach a detailed explanation in writing.

Yes No

		Have you ever plead guilty, or no contest to, or been convicted of any misdemeanor or felony? If Yes, please give the date(s) and details.
		Have you been arrested for any matters for which you are out on bail on your own recognizance pending trial? If Yes, please give the date(s) and details.
		Have you ever been charged with a sexual offense, offense relating to children, or crime of violence?
		Do you have any disciplinary action or investigation pending by an employer, other organization, professional association, or licensing body, for violence, sexual misconduct, or misconduct involving children?
		Have you been discharged or permitted to resign because you were convicted of fraud, wrongful taking of property, violating federal, state, or local laws, statutes, regulations, rules, or established standards of conduct?

NOTE: Answering "YES" to these questions does not constitute an automatic bar to employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. (Do not include traffic citations and arrests or convictions which have been sealed or expunged in answering these questions).

Name (Last, First, MI)



Signature, Certification, and Release of Information

You must sign this application to be considered.

Read the following carefully before you sign.

- I understand that a false statement on any part of this application may be grounds for not hiring me or for terminating my employment after I begin work. I will provide additional information, if requested, or provide verification of any information that I have given on this application.
- I acknowledge that I have received and carefully read the PCA Statement of Faith and Lifestyle Statement. I support these statements and, if offered a position with PCA, I will adhere to their guidelines.
- I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by PCA that such employment may be terminated by either the school or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of PCA or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of the school except the Headmaster or his delegate has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the Headmaster or his delegate.
- I consent to the release of information about my qualifications, ability, and fitness for employment by former or current employers, schools, law enforcement agencies, and other individuals and organizations, to investigators, personnel staffing specialists, and other authorized employees of PCA.
- I understand that if offered a position with PCA, I may be required to submit to a pre-employment medical examination, drug screening, and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.
- I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith.

Signature (Sign application in black ink)

Date Signed (Month, Day, Year)

Name (Last, First, MI)



Authorization to Release Information

(Please read the following statements and sign below.)

I, _____, hereby authorize any investigator or duly accredited representative of **Pantego Christian Academy (PCA)** bearing this release to obtain any information from schools, residential management agents, employers, criminal justice agencies, or individuals, relating to my activities. This information may include, but is not limited to, academic, residential, achievement, performance, attendance, personal history, disciplinary, arrest, and conviction records. I hereby direct you to release such information upon request of the bearer. I understand that the information released is for official use by PCA and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities.

I hereby release any individual, including record custodians, from any and all liability for damages of whatever kind or nature, which may at any time result to me on account of compliance, or any attempts to comply, with this authorization.

Applicant's Name (Print)

Applicant's Signature

Date