



# Christian Academy of San Antonio

325 Castroville Road  
San Antonio, Texas 78207

210-436-2277

Fax: 210-436-2210

www.christianacademysa.org

## APPLICATION FOR EMPLOYMENT

Date \_\_\_\_\_ Social Security Number \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

Street

City/State/Zip

Cell Phone \_\_\_\_\_

Current Employer \_\_\_\_\_ Position \_\_\_\_\_ Work Phone \_\_\_\_\_

Birthplace \_\_\_\_\_

Church Attending \_\_\_\_\_

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Position Applied For \_\_\_\_\_

Type of employment \_\_\_\_\_ full time \_\_\_\_\_ part time Minimum Salary \_\_\_\_\_ Date Available \_\_\_\_\_

### Education:

High School Attended \_\_\_\_\_ Date of Graduation \_\_\_\_\_

College(s) Attended \_\_\_\_\_ Dates \_\_\_\_\_

\_\_\_\_\_ Dates \_\_\_\_\_

\_\_\_\_\_ Date of Graduation \_\_\_\_\_

Undergraduate: Major \_\_\_\_\_ Minor \_\_\_\_\_

Graduate: Major \_\_\_\_\_ Minor \_\_\_\_\_

Transcripts of all college work are required and will be kept on file by C.A.S.A.

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### Skills:

List Specific skills (hobbies, musical instruments, etc.) \_\_\_\_\_

List any awards or special recognition you have received \_\_\_\_\_

List computer programs in which you are proficient \_\_\_\_\_

List languages other than English in which you are proficient \_\_\_\_\_

List any special training or courses that you have taken \_\_\_\_\_

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**Professional Experience:**

List all positions you have held, beginning with your most recent, including self-employment and volunteer work. Attach an additional sheet, if necessary.

Current or last employer \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_

Pay Start \$ \_\_\_\_\_ End \$ \_\_\_\_\_ Your Title \_\_\_\_\_

Name/Title of Supervisor \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Duties \_\_\_\_\_

Previous employer \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_

Pay Start \$ \_\_\_\_\_ End \$ \_\_\_\_\_ Your Title \_\_\_\_\_

Name/Title of Supervisor \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Duties \_\_\_\_\_

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**Professional & Personal References:**

(List people who have a first hand knowledge of your character, work ethic, personality, Christian lifestyle, training, and experience.)

Please include a minister from the church you attend.

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

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**Attendance:**

How many days of work did you miss last year? \_\_\_\_\_

Have you ever been arrested or in trouble with the law? (Other than traffic violations) \_\_\_\_\_

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**Christian Experience:**

Have you trusted Jesus Christ as your Lord and Savior? \_\_\_\_\_ Date accepted: \_\_\_\_\_

Have you been baptized as an adult? \_\_\_\_\_ If so, when? \_\_\_\_\_

Give an account of your personal salvation experience; please use additional paper if needed.

Do you have assurance of salvation? \_\_\_\_\_

What is it based on? \_\_\_\_\_

What is your current relationship with Christ? How do you nurture a closer walk with Him? \_\_\_\_\_

Give your definition of a Christian \_\_\_\_\_

Have you led a person to Christ? \_\_\_\_\_ What impact did that have on your life? \_\_\_\_\_

Who is Jesus Christ? \_\_\_\_\_

Do you accept the Biblical account of creation as recorded in Genesis as true and the only explanation for the creation of man and the world? \_\_\_\_\_

Do you believe the Bible to be the inspired and infallible Word of God, our final authority in matters of conduct and truth? \_\_\_\_\_

How do you seek God's will? \_\_\_\_\_

In your opinion, what is the purpose of a Christian school? \_\_\_\_\_

What are the distinctive characteristics of a Christian school? \_\_\_\_\_

State briefly your view of Evangelism \_\_\_\_\_

Please give your reasons for wanting to work at Christian Academy of San Antonio \_\_\_\_\_

(please use a separate sheet to describe in detail any of the above questions)

#### TERMS AND CONDITIONS OF EMPLOYMENT

**Affidavit:**

I understand this application is designed for use with several types of jobs and some questions may not be completely applicable to the position for which I am applying. I certify that the answers given by me to the foregoing questions and statements are true and correct without any consequential omissions of any kind whatsoever. I understand that any misleading or incorrect statement may render this application void and if employed, would be cause for my termination. I further agree that CHRISTIAN ACADEMY OF SAN ANTONIO shall not be liable in any respect if my employment is terminated because falsity of statement, answers or omissions made by me in the questionnaire.

I authorize the companies, schools, persons or entities named above to give any information regarding my employment, character, qualifications, certifications, and licenses and hereby release said companies, schools, persons or entities from all liability for any damage for issuing this information. A favorable result may be a condition of employment where elements are job-related.

I understand that I may be required to have a medical examination and/or drug and alcohol test after an offer of employment has been made and prior to the commencement of my employment duties. A favorable result on the medical examination and/or drug/or alcohol test would be a condition of my employment.

My employment shall be in accordance with the terms of (A) this application, (B) all safety and incident reporting rules, and all other company rules and regulations, (C) any applicable labor agreements and (D) Arbitration Agreement. The Christian Academy of San Antonio shall have the right to amend, modify, or revoke its rules and regulations at any time. I will familiarize myself promptly with such rules and regulations and will abide and be bound by the rules and regulations now and hereafter in effect.

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

Christian Academy of San Antonio 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 at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration or its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.



## STATEMENT OF FAITH

- I believe that the Bible is the only inspired word of God to man, the infallible, all sufficient, final authority in all matters of faith and conduct. (II Timothy 3:16)
- I believe in one infinite, triune God: Father, Son and Holy Spirit. (John 1:1, Colossians 2:9, Acts 5:3-4)
- I believe Jesus Christ is true God and true man, having been conceived by the Holy Spirit and born of the virgin Mary. Having lived without sin, He died and was resurrected in His own body for my atonement and resurrection. (John 1:1,14, Matthew 1:23-24, Hebrews 4:15, I Corinthians 15:1-4, John 2:19-21, Acts 26:23, I Corinthians 15:20, 23)
- I believe that only through Christ's death on the cross, by the shedding of His blood and His resurrection I am saved and justified. Salvation is by grace, through faith; and is the free gift of God. (Ephesians 2:8-9, Romans 5:9, Ephesians 1:7)
- I believe in the bodily resurrection of all mankind: of the believer to an everlasting dwelling with God in heaven, of the nonbeliever to an everlasting, conscious hell without God. (John 3:16-18, John 5:28-29)
- I believe that the Holy Spirit, indwelling the believer, enables him/her to live a godly life. (Romans 8:13, I Corinthians 3:16, Ephesians 4:30, 5:18)
- I believe in the imminent return of the Lord Jesus Christ. (I Thessalonians 4:13-18)

I have read, I believe, and I accept the above Statement of Faith as my personal belief. I acknowledge that my employment is based on my belief and agreement with this Statement of Faith.

Signed By: \_\_\_\_\_

**EMPLOYMENT CANDIDATE CONSENT TO BACKGROUND SEARCH AND INVESTIGATION**

**CONSUMER NOTIFICATION:** This is to inform you that a consumer report is being obtained from a consumer reporting agency for the purpose of evaluating you for employment, promotion, reassignment, and/or retention as an employee. The report may include, among other items, criminal background information, confirmation of your educational and employment history, an investigative consumer report (for which you may request a disclosure of nature and scope) as to your work performance, and confirmation of any references provided.

The undersigned hereby authorizes CHRISTIAN ACADEMY OF SAN ANTONIO (hereinafter referred to as "Employer") and/or its agents to make an investigation of my background, references, character, employment, credit, motor vehicle, education, and criminal history record information which may be in any state or local files, including those maintained by both public and private organizations, and all public records, for the purpose of confirming the information contained in my application and/or obtaining other information which may be material to my qualifications for employment. A telephone facsimile (fax) or xero-graphic copy of this consent shall be considered as valid as the original consent.

In the event of my employment by Employer, this authorization shall remain in effect for the duration of such employment. Prior to taking adverse action as a result of any investigations resulting from this authorization, Employer shall provide to me a copy of the consumer report or investigative consumer report which caused such adverse action and a summary of my rights under the *Fair Credit Reporting Act*.

I release Employer and/or its agents and any person or entity which provides information pursuant to this authorization from any and all liabilities, claims, or lawsuits in regard to the information obtained from any and all of the above-referenced sources.

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

*Please type or print legibly the information requested below, black ink only.*

True and Complete  
Legal Name: First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Maiden or Other  
Names Used: \_\_\_\_\_ Dates Used: \_\_\_\_\_

Present Street  
Address: \_\_\_\_\_ Dates of residence  
(e.g. 1998 to 2000): \_\_\_\_\_ to \_\_\_\_\_

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

Other cities and states lived in during the past seven years:

City: \_\_\_\_\_ State: \_\_\_\_\_ Dates of residence: \_\_\_\_\_ to \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Dates of residence: \_\_\_\_\_ to \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Dates of residence: \_\_\_\_\_ to \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Dates of residence: \_\_\_\_\_ to \_\_\_\_\_

Driver's  
License Number: \_\_\_\_\_ State of  
Issue: \_\_\_\_\_

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

**Note:** The above information is required to ensure positive identification and is in no manner used as qualification for employment. California, Minnesota, and Oklahoma applicants check this box  if requesting copy of report be sent to address above.

**CHRISTIAN ACADEMY OF SAN ANTONIO REQUEST FOR PROCESSING**

- Criminal history, county jurisdictions**
- Criminal history, statewide**
- Criminal & sex offender database, nat'l**

Recruiter Name: \_\_\_\_\_

Department: \_\_\_\_\_

Tel: 210-436-2277 x102

ClientID: chr

**Fax to:** PRE-EMPLOYMENT, INC.  
210 829 5556

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