
Washington Christian Academy

16227 Batchellors Forest Road

Olney, MD 20832

phone: 240-390-0429

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www.washingtonchristian.org

General Employment Application

A. Personal Information

Name	
Phone (Home)	Phone (Cell)
Email	
Address	
Position Desired	
Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you been convicted of any crimes in the past ten years, that bear a direct relationship to the job for which you are applying for, which have not been expunged, or sealed by a court? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:	
Do you have any limitations that would affect your ability to perform the job for which you are applying? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain, noting any accommodations which may be necessary.	
How did you learn about the position for which you are applying?	

B. Education

	Name and Location	Major/Minor (# credit hours)	Cumulative GPA	Degree/ Date
Graduate School				
College				
High School				

C. Christian Background

Have you received Jesus Christ as your personal Savior and Lord?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a member of a local church?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you attend church?	<input type="checkbox"/> regularly <input type="checkbox"/> occasionally <input type="checkbox"/> never
Please write your personal testimony on the back of the next page.	

D. For Substitute Teachers

I am interested in opportunities in the following areas:	<input type="checkbox"/> K-2 grades <input type="checkbox"/> 6-8 grades <input type="checkbox"/> 3-5 grades <input type="checkbox"/> 9-12 grades
I am available to substitute on the following days:	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday
The teacher's school day is from 8:00 AM – 3:00 PM. Are you available to work during these hours?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you are not available for full day positions, are you interested in half day substitute positions? Check when you are available.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> AM <input type="checkbox"/> PM
Are there any particular subject areas in which you are proficient or equipped to teach?	

E. For Athletic Coaches

If applying for a coaching position, which sport(s) would you like to coach?
On a separate piece of paper, please explain your philosophy of coaching and team discipline.

F. Employment History

Please start with your most recent employer and give an accurate and complete full-time and part-time employment record. Please include any teaching or substitute teaching experience. Additional information may be attached.

Employer	Phone
Address	Dates Employed (month and year) From To
Supervisor	Salary Start End
Job Title and Duties	
Reason for Leaving	

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Address	Dates Employed (month and year) From To
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I. Certification and Agreement

I understand that Washington Christian Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge. I recognize that Washington Christian Academy is prohibited from demanding submission to a lie detector test as a condition of employment. I understand that discovery of falsification of any statement or a significant omission of fact may prevent me from being hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand that I will be paid and receive benefits only through the day of release.

I authorize Washington 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 job.

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 my 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 view personally 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 State of Maryland, FBI and possibly other federal and state authorities. I agree to cooperate fully in providing 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 to 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 certify that I have carefully read and do understand the above statements.

Signature of Applicant _____ **Date** _____