

**MUSCATINE CHRISTIAN ACADEMY
NON-INSTRUCTIONAL STAFF APPLICATION**

To make your file complete, please send the following documents to:

Muscatine Christian Academy

3003 Mulberry Ave

Muscatine, IA 52761

Or

Email to: **dave.mcintosh@muscatinechristianacademy.org**

1. Completed Application Packet
2. Resume or provide a list of no more than six characteristics and/or experiences that makes you qualified for this position.
3. Three letters of recommendation, one from your church leadership

Date _____

Position Applying For _____ FT/PT

PERSONAL INFORMATION

Name _____

Address _____

Street

City

State

Zip

Home Phone _____ Cell Phone _____

Email Address _____

Dates Available for Interview (general) _____

Date Available for Employment _____

CHRISTIAN BACKGROUND

What is your local church affiliation? _____

Are you presently a member? Yes No Number of years attended _____

Are you currently attending weekly? Yes No

Explain any current or past involvement in your church

Please provide a brief statement of your faith in Jesus Christ.

ACADEMIC PREPARATION

List the names and addresses of all schools, colleges or universities attended.

High School _____

Graduated: Yes/No _____ Date _____

Community/Junior College _____

Degree _____ Date _____ Major _____

College/University _____

Degree _____ Date _____ Major _____

Graduate/Other _____

Degree _____ Date _____ Major _____

PROFESSIONAL QUALIFICATIONS

Please complete this section, even if you plan to attach a resume. List your employment experience beginning with your present position. Account for all periods of time including military service and periods of unemployment.

Employer	City & State	Position	Dates of Employment

May we check with your present employer for a reference? Yes No n/a

Why are you interested in this position at Muscatine Christian Academy? _____

Muscatine Christian Academy's mission is *Developing students who desire to love God and others, and are academically prepared for God's unique plan for their lives*. How do you envision applying this mission within your work here? _____

What are your overall career goals and where do you expect to be 5 years from now? _____

Have you ever been discharged/disciplined in a previous job? _____

Have you been convicted of anything other than a minor traffic violation? _____

Conviction of a crime will not necessarily be a bar to employment. Factors such as age at the time of the offense, type of offense, remoteness of the offense in time, and rehabilitation will be taken into account in determining effect on suitability for employment.

Are you physically and mentally able to perform the essential functions of the position? (See Job Description)

Briefly describe your technology skills. Include any special programs or applications that you are familiar with.

REFERENCES

Give three references who are qualified to testify to your Christian character and/or professional training and experience.

Spiritual Reference

Name	Years Known	Relationship	Organization	City, State	Home & Business Phone
					H: B:

Professional

Name	Years Known	Relationship	Organization	City, State	Home & Business Phone
					H: B:

Other

Name	Years Known	Relationship	Organization	City, State	Home & Business Phone
					H: B:

DOCTRINAL AGREEMENT

Please read the attached Statement of Faith of Muscatine Christian Academy. If you agree without reservation, please indicate by signing below. If you disagree on any point, please state your viewpoint. (Attach an additional page if necessary)

The employee must have a clear testimony of personal faith in Jesus Christ as Savior and Lord and must not be participating in practices that would be considered illegal or considered by the school as immoral or inconsistent with a positive Christian lifestyle, such as co-habiting without marriage or in a homosexual relationship.

I have read and fully understand the above information and I have read and fully agree with the Muscatine Christian Academy Statement of Faith. I certify that all information provided in this application and any attachments is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment, or, if I am hired, may result in my dismissal from employment if discovered at a later date. I agree to do my part to keep sectarianism and denominationalism out of the school at all times because I understand the school's non-denominational position.

Signature of Applicant

Date

Employment at Muscatine Christian Academy is open to qualified individuals who are Christians of good character, without regard or reference to race, gender, national or ethnic origin, color, age, or disability. Muscatine Christian Academy is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with Muscatine Christian Academy's mission statement, and they must be willing to conduct their lives in conformity with the school's statement of faith and the school's Lifestyle Statement.

Permission to Obtain a Background Check - Please read carefully

(This form authorizes the school to obtain background information and must be completed by the applicant. The school must keep this completed form for at least two years after requesting a background check.)

I, (print name) _____, authorize Muscatine Christian Academy to request investigative reports from consumer, law enforcement, and other agencies. These reports may include my driving history (including any traffic citations), a social security number verification, present and former addresses, criminal and civil history/records and the state sex offender records. It may include information as to my character, reputation, personal characteristics, and mode of living obtained from interviews with neighbors, friends, former employers, schools, and others. I understand I have a right to make a written request within a reasonable time for the disclosure of the name and address of the reporting agencies so that I may obtain a complete disclosure of the nature and scope of the investigation.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. I also understand that a pre-employment physical, drug test, and fingerprinting may be required.

I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time. If employed, I understand that I have been hired at the will of the employer and that my employment may be terminated at any time, with or without cause and with or without notice. I understand that no employee or representative of Muscatine Christian Academy, other than the President or his or her designee, has any authority to enter into any agreement for employment for a specified period of time or to make any agreement contrary to the foregoing. Further, the President or his or her designee may not alter the at-will nature of the employment relationship unless done so specifically and in writing.

I voluntarily provide the following information to enable the above-described actions to be undertaken; and I have read, understand, and consent by my signature to these statements.

Signature: _____ Date: _____

Identifying Information for Background Information Agency (also known as “Consumer Reporting Agency”)
**INFORMATION REQUIRED TO COMPLETE BACKGROUND CHECK*

*Printed Name:

First Middle Last

Other Names Used (alias, maiden, nickname): _____

Years Used: _____

*Current Address:

Street/P.O. Box City State Zip Code County Dates

*Email Address: _____

*Social Security Number: _____ *Daytime Telephone Number: _____

Driver's License Number: _____ State of Issuance: _____

*Date of Birth: _____ Gender: _____

Confidential

MUSCATINE CHRISTIAN ACADEMY STATEMENT OF FAITH

Scripture

We believe the Bible is the only authoritative, infallible, inerrant, inspired Word of God. It consists of the 66 books of the Old and New Testaments and is the supreme and final authority in faith and life. (2 Peter 1:20-21; 2 Timothy 3:16-17)

The Trinity

We believe that there is only one true God, who is infinitely perfect and eternally existent in three distinct persons: Father, Son and Holy Spirit, who are all equal in power and glory. (Matthew 28:19)

God the Father is the first person or the God-Head of the Trinity. He is the Creator, Sustainer and Sovereign of all creation. (Genesis 1:1, Deuteronomy 6:4; John 1:1-3, 14; Isaiah 48:12-16; 1 Corinthians 8:6).

We believe that Jesus Christ, the second person of the Trinity, is the Son of God manifested in the flesh; fully divine and fully man. He lived a sinless life, suffered and died on our behalf, and arose bodily from the grave, ascended to the right hand of the Father, and is coming again in power and glory. He intercedes for us as our High Priest and rules over His Church and the world as Lord and King. (John 10:30; 2 Corinthians 5:21; Mark 16:19; Luke 24:6-7; Revelation 19:11-16; Hebrews 9:26-28; 1 Corinthians 15:2-4; Matthew 1:22-23; John 14:2-3; Hebrews 7:24-27;)

We believe that the Holy Spirit is the third person of the Trinity who regenerates sinners, resides in believers, and convicts them of sin. He enables them to live a Godly life and to use the spiritual gifts He has given them. (John 16:7-15; 1 Corinthians 12-13; Ephesians 1:13-14)

Man

We believe that God created man in his own image - male and female. Mankind sinned and thereby received not only physical death, but also spiritual death, which is eternal separation from God. As a result of the fall, all people are born sinful and in need of salvation, being unable to remedy their lost condition. (Genesis 3:1-24; Romans 3:23; Romans 3:9-20; Psalm 51:5; Romans 5:12)

Salvation

We believe that salvation from our sin is by grace alone, through faith alone, in Jesus Christ alone; and is acquired through one's personal faith in the person and finished work of Jesus Christ upon the cross. It is a free gift of God's grace, not by any works. We believe that for the salvation of lost and sinful man regeneration by the Holy Spirit is absolutely essential. (Ephesians 2:8-9; John 3:18; Ephesians 2:8-10; Titus 3:3-8; Titus 3:5; John 3:5-6; 2 Corinthians 5:17)

Spiritual Unity of Believers

We believe in the spiritual unity of believers in our Lord Jesus Christ. We believe that Jesus Christ is the head of the church, which is His body. All those who profess faith in Jesus Christ as Savior and Lord are part of His body. We believe that all believers in Jesus Christ are united spiritually to Christ and to one another through the Holy Spirit, who is the source of our unity. (1 Corinthians 12:13; Galatians 3:28; Romans 12:4-5; Colossians 2:2)

Creation

We believe in the scriptural account of Creation and that the Bible and science are compatible. (Genesis 1-2:3)

Gender/Sexuality

We believe that God wonderfully, perfectly and unchangingly creates each person male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27; Genesis 2:18-25; Psalm 139:13-16)

Marriage

We believe that marriage is an exclusive, covenantal relationship created by God between one man and one woman. Sexual intimacy is a gift from God and is proper only within the context of marriage. (Genesis 2:18-25)

Sanctity of Human Life

All human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally infirm, and every other state or condition from conception through natural death. (Exodus 20:13, 21:22; Psalms 139:13-16; Jeremiah 1:5)