



WAKE
CHRISTIAN ACADEMY

NON TEACHING EMPLOYMENT APPLICATION

Greetings,

WCA is a Christian ministry that seeks to “Emphasize the preeminence of Christ in life and learning (Col. 1:18)”. We are pleased to have an opportunity to discuss an employment possibility with you. In order to proceed, we need to have some basic information that will assist us in the initial evaluation before we move into a formal interview phase. Each piece of the application and interview process is given consideration as we look at possible candidates.

As we review the information you return, we will be praying for guidance. We ask that you do the same. We will not make any employment decisions without having peace from the Lord.

Please complete and return the application, information release form, essay answers and any applicable documents (i.e. transcripts, teaching certificates, awards, etc.)

Thank you for your interest in Wake Christian Academy.

Sincerely,

Mike Woods,
School Administrator

To be considered for a non-teaching position, please complete the following forms and return to WCA Human Resource Department:

- 1. Non-Teaching Application**
- 2. Disclosure statement**
- 3. Pastoral Reference**

Each form of the application packet will help us process your application request without delay.

Thank you for your interest in Wake Christian Academy.



NON-TEACHING APPLICATION

Position for which you are applying: _____ **Date** _____

Name _____
Last First Middle

Email Address: _____

Present Address _____ **Home Phone# (____)** _____
Number/Street City/State Zip Code

Permanent Address _____ **Cell Phone# (__)** _____
Number/Street City/State Zip Code

How long at your present address? _____ How long do you plan to be in the Raleigh area? _____

Of what church are you a member? _____ How long? _____

In what ways do you actively participate in your church? _____

What prompted you to seek employment at Wake Christian Academy? _____

Briefly describe why you feel you could be an asset to Wake Christian Academy? _____

EDUCATION

High School _____ **Year Graduated** _____

College or Technical School:

If applying for a teaching position, have official transcripts of all college work sent to WCA.

Major Degree Held	Number of Hours	Name of School & Address	Minor Held	Number of Hours

List other academic preparation with school where received: _____

List academic and athletic honors received: _____

List extracurricular activities, travel and offices held: _____

List any professional certificates or licenses you hold (If teaching certificate, indicate level and subjects):

Type of Certificate or License	Issuing State or organization	Number
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Type of Certificate or License _____

Issuing State or organization _____

Number _____

List extracurricular school activities you could sponsor or assist _____

Describe your computer knowledge _____

WORK EXPERIENCE

List non-educational work experience starting with the present or most recent employer:

Firm	Address (Street, City, ST, Zip)	Phone Number	Dates: From/To	Reason for Leaving	Position Held	Supervisor

What type of work do you prefer? _____

What would be your second choice? _____

Please list any other job skills you possess _____

CHURCH REFERENCE

Present Church	Address	City/State	Zip	Phone	Pastor's Name	How long attended

If you have attended your present church less than one year, give the name of previous pastor and church:

Previous Church	Address	City/State	Zip	Phone	Pastor's Name	How long attended

List below three persons who are well acquainted with you, not including relatives or employers:

Name	Address	City/State	Zip	Phone Number

SPIRITUAL PREPARATION (Attach additional sheets if needed)

State briefly your personal testimony of salvation _____



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Indicate how the Lord has led you toward full-time Christian Service _____

CAREFULLY AND PRAYERFULLY EXAMINE THE FOLLOWING STATEMENTS:

MISSION STATEMENT

The purpose of Wake Christian Academy has three aspects:

- To be an extension of the Christian home and Bible-believing church, thus providing a continuity of training for Christian young people for the purpose of equipping them for the service of God,
- To furnish a Christ-centered, quality education, and
- To function as a missionary outreach to students who may be unsaved in order to bring them to a saving knowledge of our Lord and Savior, Jesus Christ.

Wake Christian Academy cannot employ anyone who does not himself personally give wholehearted assent to the articles of faith, code of conduct, and submission to the authority of the administration and school board. Therefore, a signature is required signifying the prospective employees willingness to comply with the following statements:

CONFESSION OF FAITH

Wake Christian Academy unqualifiedly affirms and teaches the following:

1. The Bible, both the Old and New Testaments, is the only authoritative, inspired, infallible Word of God and is the final authority in faith and practice. (*II Timothy 3:16-17*)
2. There is one God, eternally existent in the persons of the Father, Son, and Holy Spirit. (*Matthew 28:19*)
3. The creation of the universe, world, and man in six literal days was a direct act of God. (*Exodus 20:11, Gen. 1*)
4. The deity of the Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood on the cross, His bodily resurrection, His ascension to the right hand of the Father, His personal return for the rapture of the Church, and the power and great glory at His revelation are essential doctrines to an understanding of the person and work of Jesus Christ. (*I Corinthians 15:3-4*)
5. For the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential. (*Titus 3:5-7*)
6. Personal salvation is by faith in the blood of Jesus Christ which He shed on the cross of Calvary for the remission of sins for all who believe. Salvation is the gift of eternal life by the grace of God apart from works. (*Titus 3:5-7; Ephesians 2:8-9*)
7. The believer is eternally secure in his salvation through Jesus Christ. (*John 10:28-29*)
8. There will be a resurrection of both the saved and the lost: they that are saved unto the resurrection of life; they that are lost unto the resurrection of damnation. (*I Thessalonians 4:16; Revelation 20:12*)
9. Believers in our Lord Jesus Christ are joined in a spiritual unity. (*Philippians 2:2*)
10. The Holy Spirit is a Person, and He is God, possessing all the divine attributes. He indwells, baptizes, and seals all believers at the moment of their salvation and fills them in response to their confession of sin and yieldedness. (*John 14:17; John 16:7-8*)
11. God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. Any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (*Genesis 2:24; 19:5, 13; 26:8-9; Leviticus 18:1-30; Romans 1: 26-29; I Corinthians 5:1; 6:9; 1 Thessalonians 4:1-8; Hebrews 13:4*)
12. The family is the basic unit of society established by God, Who intends for it to consist of a man and a woman legally married to each other in a permanent relationship, which may or may not produce children. If the man and woman have children, they are responsible to train and teach those children in biblical principles. (*Genesis 2:24; Deuteronomy 6:6-7; Romans 7:2; 1 Corinthians 7:10; Ephesians 5:22-23*)



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CODE OF CONDUCT

All employees of Wake Christian Academy are expected to abide by the following guidelines:

1. Make daily prayer, Bible study, and witnessing a part of my life
2. Be member of a Bible-believing church, attend church services regularly unless providentially hindered, and be involved in the programs of the church
3. Use spiritual discernment in choosing to use various forms of the media (i.e., TV, video, movie, internet, etc.) or to participate in any recreational activity
4. Dress modestly and appropriately at all times
5. Abstain from participating in, condoning, or promoting immorality in any form
6. Refrain from using tobacco products, alcoholic beverages, or non-medicinal drugs
7. Live so as to bring honor to God and provide a model for the students

Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God. (1 Corinthians 10:31)

I SUBSCRIBE WITHOUT RESERVATION TO SUBMISSION TO THE ADMINISTRATION AND BOARD, THE ARTICLES OF FAITH (*Mission Statement & Confession of Faith*), STANDARDS OF CONDUCT, AND CHURCH MEMBERSHIP REQUIREMENTS.

Printed NameApplicant SignatureDate

Statement of At-Will

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate WCA in any way if the school decides to employ me. I understand and agree that my employment is on an at-will basis.

Printed NameApplicant SignatureDate

Conflict Resolution/Grievance Procedure – Christian Conciliation Statement

The conflict resolution procedure of the “employment” section of the employee handbook is intended to establish effective means of communication by which to channel personnel problems. This procedure is in no way intended to deny the rights of any individual to seek a satisfactory solution, but to provide a biblical model for conflict resolution. As an employee, I agree to follow the conflict resolution procedure as set forth in the employee handbook under “employment, conflict resolution. I agree that arbitration is the manner by which the Bible recognizes as an acceptable discipline process. (1 Corinthians 6:1-8, Matthew 5:23-24 and Matthew 18:15-18)

Printed NameApplicant SignatureDate

Application Checklist:

- Completed Application College Transcripts attached (original) ** Pastor Letter of Reference Essay questions/answers
 Fair Credit Reporting Act release statement

** Original College Transcripts required only if Hired

Non-Discriminatory Policy

WAKE CHRISTIAN ACADEMY DOES NOT DISCRIMINATE ON THE BASIS OF AGE, RACE, COLOR, GENDER, GENETIC TESTING, VETERAN or MILITARY STATUS, CITIZENSHIP, DISABILITY, NATIONAL OR ETHNIC ORIGIN



NON-TEACHING APPLICATION

On a separate sheet of paper, type detailed answers to the following questions:

1. Explain the biblical role of the Christian school.
2. Give an example of a recent witnessing encounter, emphasizing the Scripture that was used in the presentation of the Gospel.
3. Describe your current relationship with the Lord.
4. Do you have a sense of God's calling you to this position? Explain that calling.



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DISCLOSURE

As part of our hiring process we may obtain information about you for employment purposes from a third party consumer reporting agency. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks. Credit history will only be requested where such information is related to the duties and responsibilities of the position for which you are applying. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report and a copy of any report about you. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by a third party consumer reporting agency. The scope of this notice and authorization is all-encompassing, however, allowing the Company to obtain from any outside organization all manners of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

_____	_____	_____
Last Name	First Name	Middle Name
_____		_____
Current Address (House #, Street, City, State, and Zip)		Dates Lived Here
Addresses for the Past Seven Years: (include street, city, state, zip code)		Dates of Residence:
_____		_____
_____		_____
_____		_____
_____	_____	_____
Date of Birth (MM/DD/YYYY)	Other Names Used (including maiden name)	Years Used
_____	_____	_____
_____	_____	_____
Social Security Number	Driver's License #	State

If your current residing state is not listed below your response is optional: AL, AR, FL, GA, IA, IL IN, OR, SC, TX, & WI.

Sex: Male _____ Female _____

Race: Asian: _____ African American: _____ American Indian: _____ Hispanic: _____ White : _____ Other: _____

AUTHORIZATION TO RELEASE INFORMATION

I, _____ do hereby authorize Wake Christian Academy (WCA) and/or its agents to make an independent investigation of my background, references, character, past employment, education, credit history, criminal or police records, including those maintained by both public and private organization and all public records for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications for employment now and if applicable during the tenure of my employment with WCA.

I release WCA and/or its agents and any person or entity, which provides information pursuant to this authorization from any and all liabilities, claims, law suits in regards to the information obtained from any and all of the above referenced sources used.

I agree to provide additional information that may be requested to process my employment application. I authorize without reservation any party or agency contacted by WCA and or an independent investigation company to furnish the above-mentioned information. This authorization is valid during the course of my employment to the extent permitted by law.

** I hereby do _____ do not _____ authorize you to contact my current employer for Employment and Reference Verifications (This will authorize immediate inquiries to the Human Resources Department and to any listed supervisors or references in the "Employment/Reference Section of WCA's application".)

I have the right to make a request to **WCA and/or an independent investigation company** upon proper identification to request the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports on me which WCA and/or independent investigation company has previously furnished within the two year period preceding my request. I understand and agree that any omission, false statement, misleading statement, or answer made by me on my application or any supplements to it and in any interviews will be sufficient grounds for rejection of employment and my discharge after employment.

_____	_____	_____
Printed Name	Applicant Signature	Date

****NOTE: THE ABOVE INFORMATION IS REQUIRED FOR IDENTIFICATION PURPOSES ONLY AND IS IN NO MANNER USED AS QUALIFICATIONS FOR EMPLOYMENT. WCA IS AN EQUAL OPPORTUNITY EMPLOYER, AND DOES NOT DISCRIMINATE ON BASIS OF AGE, RACE, COLOR, GENDER, GENETIC TESTING, VETERAN or MILITARY STATUS, CITIZENSHIP, DISABILITY, NATIONAL OR ETHNIC ORIGIN.**



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Pastoral Reference

Applicant _____
(Please Print) Last First MI Position Desired

To the Applicant:

All applications and accompanying records become the property of Wake Christian Academy and are not available to candidates. Many people will not complete a reference form unless confidentiality can be assured.

I agree for this reference to be confidential. By signing and dating the waiver of access below, I, the undersigned, waive any right of access to this reference.

Signature of Applicant _____ Date _____

To the Reference:

The applicant is formally applying for a teaching position. As a part of the employee selection process, references are required from persons who are uniquely familiar with the applicant's ability, potential, and past performance. Your prompt attention in completing the items below and returning the form to us will be greatly appreciated. Your reply will be considered strictly confidential.

Is the applicant a member of your church? Yes ___ No ___ How many Years _____

Frequency of attendance? ___ Weekly ___ Monthly ___ Occasionally

Level of involvement? ___ Active ___ Inactive

Check all areas of involvement:

- ___ Sunday School attendance ___ Committees ___ Teaching
- Youth work ___ Choir or other music ministry
- ___ Other

How long and in what capacity have you known the applicant? _____

To the best of your knowledge, is the applicant saved? _____

What are the applicant's strengths? _____



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Pastoral Reference (page 2)

His/Her weaknesses? _____

Describe how the applicant shows evidence of good character: _____

Are you aware of any experience the applicant has had with children/youth? _____

Describe how well the applicant works with/relates to children/youth: _____

Would you want this person to teach your child? _____

Is there additional information you wish us to know as we consider this applicant for employment at Wake Christian Academy? _____

I recommend this applicant:

() Highly () Favorably () With reservation () Not at all

Reservation: _____

Signature: _____ Church _____

Name (Please Print) _____ Date _____

Position _____ Phone _____

E-mail Address _____

**PLEASE MAIL THIS FORM DIRECTLY TO THE ADDRESS BELOW
OR FAX TO 919-779-0948.
Wake Christian Academy
5500 Wake Academy Drive
Raleigh, NC 27603-4197
Attn: Human Resource Department**

If you have any questions, please call 919-772-6264
Thank you for your help with this application process