



WAKE

CHRISTIAN ACADEMY

STUDENT EMPLOYMENT APPLICATION

(If under 18 yrs of age a Youth Employment Certificate is required – Please refer to www.NCLABOR.com)

Date: _____

Name _____

Address _____

City _____ Zip _____

Home Phone _____ Cell Phone _____

E-Mail Address _____

Educational Background:

_____ Name of School

_____ Current Grade

_____ School Attending in Fall

_____ Planned Graduation Date

Work/Volunteer Experience

Employer	Job Title	Start Date	End Date	Wage	Reason For Leaving

Please Answer the Following Questions

Are you currently working?	Yes or No – If yes, where?	Employer's name and contact phone #
Do you have a driver's license?	Yes or No – If yes, License #	State
Do you have transportation to your place of employment?	Yes or No – If yes how?	
Have you ever been convicted or pleaded guilty to committing a crime involving the abuse or endangerment of children?	Yes or No – If yes explain:	
Have you ever been convicted of or pled guilty to a crime involving a drug-related charge, a crime of violence, theft, or criminal negligence?	Yes or No – If yes explain:	
Have you ever been convicted of a felony?	Yes or No – If yes explain:	

REFERENCES

Present 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



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
- ✓ 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 employee’s willingness to comply with the following statements:

CONFESSIONS 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. (*1 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 29:11*)
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. (*1 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. (*1 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; 1 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*)

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 Name	_____ Applicant Signature	_____ Date
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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 Name	_____ Applicant Signature	_____ Date
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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 Name	_____ Applicant Signature	_____ Date
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_____ Printed Name	_____ Parent’s Signature (if applicant is under 18yrs of age)	_____ Date
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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



STUDENT EMPLOYMENT APPLICATION

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
Printed Name	Parent Signature (If applicant is under 18 yrs. of age)	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.**



PASTORAL REFERENCE – STUDENT APPLICATION

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 Student employment 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? _____

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? _____



PASTORAL REFERENCE

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

Describe your knowledge of the applicant's work ethic: _____

Would you want this person to teach or be a role model for your child? _____

Would you want this applicant to work for you? _____

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 _____

Church Address: _____

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 919-772-626.
Thank you for your help with this application process