



THE MASTER'S ACADEMY APPLICATION For Employment

Your interest in working at The Master's Academy is appreciated. We invite you to fill out this initial application and return it to our school office.

We realize that the key to a successful Christian School is its staff. We are seeking applicants who are qualified in their field, who love children, and who, by the pattern of their lives, are Christian role models. Luke 6:40.

We look forward to receiving your initial application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

A. APPLICANT'S NAME AND ADDRESS

Full name: _____

Application date: ____/____/____ Date available: ____/____/____

Present Address _____

Phone: Days () _____ Evenings () _____

Best time to call you? _____ Soc. Sec. No. _____

How long have you lived at the above address? _____

Permanent Address and Phone number, if different than present address

B. POSITION DESIRED

Please indicate 1, 2, or 3 in the parenthesis to prioritize your preference.

() _____ () _____

() _____ () _____

Full time _____ Part time _____

Special Abilities

Please list activities or sports which you would be capable of and willing to direct, sponsor, advise, or coach. (Indicate grade or ability levels). _____

Future Plans

What would you like to be doing five years from now? _____

C. CHRISTIAN BACKGROUND

Testimony

* In your own handwriting, on a separate paper, briefly give your Christian testimony.

Statement of Faith

Do you subscribe without reservation to our Statement of Faith as printed on the insert to this application?

☐ Yes ☐ No If no, please explain. _____

Church Service

What is your current church membership? _____

Are you presently a member in good standing? _____ Years? _____

In what church activities are you involved and with what degree of regularity? _____

What other Christian service have you done since becoming a Christian? _____

Will you agree to join NTBC as a requirement for employment? ☐ Yes ☐ No

Devotional Life

Describe your routine of personal Bible study and prayer. _____

What books have you read recently that have helped you spiritually? _____

D. PROFESSIONAL QUALIFICATIONS

Formal Training

What degree or degrees do you hold?

Degree _____ Date Received _____

Issuing Institution _____

Your Major(s) _____

Your Minor(s) _____

Cumulative grade point average: BA _____ Graduate work _____

Total credits beyond Bachelor's degree _____

Other Training

Please list any training you have had that would be applicable to the position you are seeking

E. EMPLOYMENT HISTORY

List the last four positions you have held:

From Mon/Year	To Mon/Year	Employer Address/Telephone Number	Salary or Hourly Rate	Job Title Description of work performed	Reason for Leaving

Have you ever been convicted of violating any criminal law (except traffic misdemeanors)? ☐ Yes ☐ No

If yes, please attach a summary of the details. Disclosure of a criminal record does not automatically disqualify you from consideration for employment. Your case will be judged on its own merits. All employees of NTBC/TMA must submit to a background check.) NTBC/TMA is also a Drug-Free Workplace so all applicants must submit to a drug test.

F. PERSONAL REFERENCES

You will need to sign the Reference Release Form that is attached and return it with this application. Do not list family members or relatives for references.

References

Give three references who are qualified to speak of your education, your experience, your background, and/or your Christian life.

	Name/Complete Address	Phone	Position
1.	_____	() _____	_____

2.	_____	() _____	_____

3.	_____	() _____	_____

G. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that The Master's Academy does not discriminate in its employment practices against any person because of race, color, or ethnicity.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or a significant omission of fact may prevent me from being hired, or if 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 The Master's Academy to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals which know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate 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 the 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 ever personally view any references given to the school.

Since I will be working in a school with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording 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_____

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