



Greenleaf Friends Academy

Human Resources Department

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APPLICATION FOR EMPLOYMENT

Your interest in employment with Greenleaf Friends Academy is appreciated. We invite you to complete the application and send it, along with a resume and college transcripts (unofficial copies are acceptable) to our Human Resources Department at any time during the year. Applications are kept on file for one year. All openings are posted on our website. If an opening becomes available for which you believe you are qualified, please contact us.

Greenleaf Friends Academy desires to strive for the excellence that God calls us to in preparing our students to impact the world for Christ. Therefore, we are seeking applicants who first and foremost have a strong relationship with Christ that is evidenced in all aspects of their life.

Application Date: _____ Date Available: _____

Personal Information

Full Name: Mr. () Miss () Mrs. () _____

Present Address _____

City/ State: _____ Zip Code: _____

Phone: _____ Cell Phone: _____

Email Address: _____

General Information

Position Sought: Counselor (Skip grade preference) Teacher (Choose Grade Preference)

In the boxes, designate in order of preference the type of position sought – “1” indicates 1st preference. On the line, indicate specific subject or grade preference.

____ Early Childhood Education (ages) _____ Junior High (subjects) _____

____ Elementary Grades _____ High School (subjects) _____

Employment desired: Full Time Part Time Full or Part Time

Have you previously been employed by Greenleaf Friends Academy? Yes No

If yes, when and in what position? _____

Do you currently have students attending GFA? Yes No

If Yes, give name and grades of the students: _____

Names of any relatives currently employed at GFA: _____

How did you learn of this position? _____

Are you eligible for lawful employment in the United States? Yes No

Have you ever:

... been dismissed from a position? Yes No

... been asked to resign from a position? Yes No

... been refused continuing employment? Yes No

... been convicted, pled guilty, or pled nolo contendere to a felony? Yes No

... been convicted, pled guilty, or pled nolo contendere to a crime Yes No

... been involving child abuse or sexual abuse? Yes No

... had a report of child abuse or sexual activities involving an Early Childhood-12th grade student or minor filed against you with a school district, Children Services Division, a police agency, or in court? Yes No

If yes to any of the above, please explain: _____

Can you perform the requirements of the job for which you are applying without accommodation? Yes No

Please summarize any additional information that you would like to present regarding your qualifications for this position:

Christian Background and Commitment

Have you accepted Jesus Christ as your personal Savior and Lord? _____ When? _____

Do you believe the Bible to be the inspired and infallible Word of God, our final authority in all matters of faith, conduct, and truth?

As a religious educational institution, one of our criteria is religious belief and we reserve the right to seek employees on the basis of position qualifications and on the basis of Christian beliefs. Greenleaf Friends Academy's right to use religion as a criterion for employment is established by the First Amendment of the Constitution of the United States, the Constitution of the State of Idaho, and federal and state statues. (Title VII, Section 702-703, US Civil Rights Act of 1964). Greenleaf Friends Academy's Statement of Faith is included as the last page of this application. **After reading:**

- I fully support the Statement of Faith.
- I support the Statement except for the area(s) listed and explained on a separate sheet of paper. The exceptions represent either disagreements or items about which I have not yet formed an opinion or conviction.

On another sheet of paper:

1. Give your Christian testimony; describe your relationship with Jesus Christ, and your personal spiritual growth since becoming a Christian.
2. Give your own definition of a Christian.
3. Why do you think God is calling you to serve at Greenleaf Friends Academy?

4. What are your strengths?
5. List your weaknesses and describe how you are working with them.
6. Greenleaf Friends Academy values the integration of Christianity into everything we do. Please briefly describe how you might integrate biblical Truth into academic subjects.
7. State what you consider to be the important function of the Christian school and the distinctive characteristics of its educational practice.
8. State how your handling of the subject matter itself in a Christian school would differ from your handling of it in a public school.
9. What is your philosophy of discipline?
10. The mission statement at Greenleaf Friends Academy is based on Romans 12:2: "Inspiring students to think clearly, act responsibly, serve passionately." What are some key implications of this mission for the work of the teacher?
11. Describe the relationship between home, church, and school in the education of the student.
12. How would you handle a child's questions if you knew they were theologically controversial, and the student's family's church held a viewpoint different than your own?
13. Describe how you would lead someone to a relationship in Jesus Christ.

What book(s) have you read recently that has/have helped you spiritually? _____

What do you believe to be your spiritual gift(s)? _____

As a Christian role model, please share your personal attitude as a Christian toward liquor, tobacco, and matters of recreation and entertainment.

Have you had experience in discipling students:

- Elementary-aged Students Junior High Students (grades 7-8) High School Students (grades 9-12)

If yes, please explain: _____

What Church do you attend _____ Location? _____

For how long? _____ How often do you attend? _____

List any church activities/ ministries you are involved in: _____

Education Experience

Please submit a photocopy of your official college transcript with your application. At the time of hire, you will be requested to submit your official college transcripts.

Education	Name and Address	Dates Attended (From mm/yyyy to mm/yyyy)	Graduated? (Give Degree)	Major/Minor
High School				
College				
College				
Graduate School				
Business/Technical				

Are you presently enrolled in a degree or certificate program? Yes No

If yes, describe: _____ Tentative completion date: _____

List Christian Education courses you have taken:

List any other educational advantages you have had including opportunities for travel: _____

List endorsements you are qualified to teach: _____

List school activities/sports you could direct or coach: _____

Employment Experience

Student Teaching Experience

School/City	Supervisor	Grade(s)	Subject(s)	Date

Do you have teaching experience? Yes No

Number of years of certified teaching experience: Public _____ Private _____

School Name/Location	Grade(s) Taught	Dates Taught Here (From mm/yyyy to mm/yyyy)	Subject(s) Taught	Reason for Leaving

Do you have a current state teaching certificate? Yes No What state? _____

Expiration date: _____ What level/subjects: _____

If you do not hold a certificate, what requirement(s) do you lack? _____

Do you have a current Association of Christian Schools International (ACSI) teaching certificate? Yes No

If yes, what level/subjects? _____ Expiration date: _____

What Christian education courses have you had? _____

Have you had any courses in Christian Philosophy of Education? Yes No If yes, where and when? _____

Employer		Street Address
City, State, Zip		Telephone Number
From (Month/Year)	To (Mon/Yr)	Supervisor's Name
Job Title/Position		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Describe your principal duties		
Reason for leaving		
May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employer		Street Address
City, State, Zip		Telephone Number
From (Month/Year)	To (Mon/Yr)	Supervisor's Name
Job Title/Position		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Describe your principal duties		
Reason for leaving		
May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Please attach an explanation for any gaps in your employment history longer than three months.

Why do you desire to make a change from your present position? _____

What would you like to be doing 5 years from now? _____

List other work experience that may have significance for the position for which you are applying:

References

Please give two references that are qualified to speak of your Christian character and Christian service. (Please do not list family members or relatives as references.) **List your current pastor first.**

Name	Name
Address	Address
Phone	Phone
Relationship	Relationship

Please give two references that are qualified to speak of your **professional training and experience**. (New graduates should include a professor in your major area and your student teaching supervisor.)

Name	Name
Address	Address
Phone	Phone
Relationship	Relationship



Applicant's Certification and Agreement

I understand that Greenleaf Friends 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 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 Greenleaf Friends Academy to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

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 of such disclosure.

In addition, I hereby release Greenleaf Friends Academy, 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 Greenleaf Friends Academy.

Since I will be working 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 Greenleaf Friends Academy to conduct a criminal records check.

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



Authorization to Release Reference Information

I have made an application for a position as a teacher, counselor, administrator (circle one) with Greenleaf Friends Academy. I have authorized the school to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

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 Greenleaf Friends Academy, 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 Greenleaf Friends Academy.

I certify that I have carefully read and do understand the above statements.

Applicant's Name (print)

Applicant's Signature

Applicant's Social Security Number

Date



Greenleaf Friends Academy Statement of Faith

- 1) We believe the Holy Scriptures of the Old and New Testaments were given by inspiration of God. They are the divinely authorized record of the doctrines that we as Christians are bound to accept, and of the moral principles that are to regulate our lives and actions.
- 2) We believe that there is one God, eternally existent in three persons — Father, Son, and Holy Spirit.
- 3) We believe in the deity of our Lord Jesus Christ — in His Virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal return in power and glory.
- 4) We believe that for the salvation of the lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
- 5) We reverently believe that there is one Lord, one faith, so there is one baptism, whereby all believers are baptized in the one spirit into the one body.
- 6) We believe that the true supper of the Lord is observed when the believer partakes spiritually and inwardly.
- 7) We believe in the ministry of the Holy Spirit, who fills and indwells the consecrated believer and enables him to live a Godly life.
- 8) We believe that all war is utterly incompatible with plain precepts of our divine Lord and Law Giver.
- 9) We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of eternal separation from God.

With this signature, I hereby agree to live in harmony the above doctrinal statement. It is recognized that students and staff come from a wide diversity of doctrinal backgrounds and therefore I will refrain from creating polarizing or controversial doctrinal debates within the GFA community, especially those that are in direct conflict with the above statement of faith.

Applicant's Name (Printed)

Applicant's Sig

Criminal History Verification – Greenleaf Friends Academy

First Name:

Middle Name:

Last Name:

Sex:

States you have resided in:

Other Name(s) Previously Known by:

SSN#:

A. Have you ever been convicted of a sex-related crime? Yes No

If yes, was the conviction in Idaho or in another state? (Please specify if in another state.)

If yes, did the crime involve force or minors? Yes No

B. Have you ever been convicted of a crime involving violence or the threat of violence? Yes No

If yes, was the conviction in Idaho or in another state? (Please specify if in another state.)

C. Have you ever been convicted of a crime involving any criminal activity in drugs or alcoholic beverages? Yes No

If yes, was the conviction in Idaho or in another state? (Please specify if in another state.)

D. Have you ever been convicted of any other crime except a minor traffic violation? Yes No

E. Have you been arrested for a crime for which there has not yet been an acquittal or dismissal? Yes No

Advisory: *Greenleaf Friends Academy will make a check of the applicant's criminal history to verify the responses to the preceding questions.*

Regardless of whether the applicant grants consent, Greenleaf Friends Academy will conduct a criminal offender record check of applicants because any involvement at Greenleaf Friends Academy includes working in the proximity of children. The applicant is entitled to review his/her criminal history for inaccurate or incomplete information. Discrimination by an employer on the basis of arrest records alone may violate federal civil rights law. The applicant may obtain further information concerning the applicant's rights by contacting the Bureau of Labor and Industries, Civil Rights Division, State Office Building.

I acknowledge receipt of this notice.

Signed:

Date:

For Office Use Only

Criminal Background Check Completed Date

Printed Confirmation Attached

Further Information:

nature

Date