



# PALM BEACH CHRISTIAN ACADEMY

1101 South Flagler Drive ■ West Palm Beach, FL 33401 ■ 561-671-5795 ■ pbchristianacademy.com

## Staff Employment Application

**Non-Discrimination Policy**  
PBCA hires employees of any race, color national or ethnic origin, 9r disability to all rights, privileges, and activities generally accorded or made available at the school.

### PERSONAL INFORMATION

Full Name \_\_\_\_\_ Maiden Name \_\_\_\_\_

Application Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Available \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Phone: Days (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Evenings (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Best time to call? \_\_\_\_\_

E-Mail \_\_\_\_\_ U.S. Citizen? \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? \_\_\_\_\_  
\_\_\_\_\_  
(Proof of citizenship or immigration status will be required upon employment)

Are you presently employed or ever been employed by the FBC or PBCA? \_\_\_\_\_

What Position \_\_\_\_\_ Time Period? \_\_\_\_\_

Do you have preschool-age children that you would like to attend the PBCA? \_\_\_\_\_ How many children? \_\_\_\_\_

Children's Birthday's \_\_\_\_\_

### POSITION APPLYING FOR

<p><i>Please indicate the position applying for</i></p> <p>( ) Lead Teacher</p> <p>( ) Assistant Teacher</p> <p>( ) Office Assistant</p> <p>( ) Security</p>	<p><i>Please indicate 1, 2, 3 choice of age group in the parenthesis.</i></p> <p>( ) Infant ( ) 3K</p> <p>( ) Toddler ( ) Pre-4/VPK</p> <p>( ) 2 year Olds ( ) Kindergarten</p> <p>( ) ANY</p>
<p>( ) Substitute <u>Availability</u></p> <p>( ) anytime ( ) days _____ ( ) hours _____</p>	

Most Recent Hourly Wage? \_\_\_\_\_ Or Annual Salary \_\_\_\_\_

### CHRISTIAN BACKGROUND

*(John 3:3 says "In reply Jesus declared, I tell you the truth, no one can see the kingdom of God unless he is born again.")*

Are you Born Again? \_\_\_\_\_

On a separate paper, please describe your salvation experience and your current walk with Christ.

Name of Church you regularly attend \_\_\_\_\_ Denomination \_\_\_\_\_

What church activities are you involved in and with what degree of regularity? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever led a child or youth to Christ? \_\_\_\_\_

Do you, without reservation, subscribe to our statement of faith? (page 6) \_\_\_\_\_

Do you, without reservation, subscribe to our Staff Leadership Covenant? (Page 7) \_\_\_\_\_

Have you ever been convicted (or any charges pending) of any criminal offense other than a minor traffic violation?

\_\_\_\_\_ If yes, give details. \_\_\_\_\_  
\_\_\_\_\_

Have you ever been engaged in or been convicted of inappropriate conduct toward minors. ? \_\_\_\_\_  
\_\_\_\_\_

### PROFESSIONAL QUALIFICATIONS

*Should you be offered a position, official copies of your teaching certifications and or training transcripts must be provided to the school for inclusion in your personnel file.*

What certification or degrees do you hold?

Degree/Certification	Date Received	Issuing Institution & location
_____	_____	_____
_____	_____	_____
_____	_____	_____

### Preschool/Child Care Employee

Full Time –Must have or complete:

- 40-clock-hour [Introductory Child Care training](#) comprised of Part I and Part II courses
- 5-clock-hour (or .5 Continue Education Units) [Early Literacy and Language Development](#), within 1 year of employment
- 10-clock-hours of [Annual In-service](#) training completed between July 1 and June 30 each year

What Childcare Training Requirements do you currently hold?

Training	Date of Completion	Issuing Institution & location
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Child care personnel must begin training by commencing coursework, obtaining an educational exemption or by completing a competency exam within the first 90 days of employment in the child care field. All training must be completed one (1) year after the date on which training began.*

If you do not currently have transcripts of training requirements, are you willing to commence coursework, obtain an educational exemption or complete a competency exam within the first 90 days of employment, and complete the training within (1) year of employment at employee expense? \_\_\_\_\_

(To be filled out by security applicant)

**Security – Preschool/School Employee**

What Security Training do you currently hold?

Training	Date of Completion	Issuing Institution & location
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you hold certification for – CPR? \_\_\_\_\_ if yes, give expiration date \_\_\_\_\_

Do you hold certification for – First Aid? \_\_\_\_\_ if yes, give expiration date \_\_\_\_\_

If you do not currently have transcripts of trainings regarding safety and security requirements, are you willing to commence coursework, complete a competency exam, and complete the training within (1) year of employment.

**EMPLOYMENT HISTORY**

*Please start with your current or most recent employment and work backwards.*

1. Position \_\_\_\_\_ Dates employed \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_
2. Position \_\_\_\_\_ Dates employed \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_
3. Position \_\_\_\_\_ Dates employed \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_
4. Position \_\_\_\_\_ Dates employed \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_
5. Position \_\_\_\_\_ Dates employed \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Have you ever been "let go", fired, asked to resign from a job, or have your ever had a job contract not renewed? \_\_\_\_\_

If so, explain. \_\_\_\_\_

\_\_\_\_\_

Have you ever broken a contract? \_\_\_\_\_ If so please explain \_\_\_\_\_

\_\_\_\_\_

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### PERSONAL REFERENCES

*Please list 4 references. (Do not include family members or relatives.)*

1. Name \_\_\_\_\_ Phone \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

2. Name \_\_\_\_\_ Phone \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

3. Name \_\_\_\_\_ Phone \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

4. Name \_\_\_\_\_ Phone \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

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### PERSONAL PHILOSOPHY

*Please answer concisely the questions below.*

1. Why do you want to be a (preschool/early education) teacher?

2. What are your expectations of (preschool/early education) children?

3. Explain your views on discipline and how you would apply discipline in a (preschool/ early education) classroom.

4. What do you believe about the origin of the earth and humankind?

5. Will you be able to interweave scriptural truth into all teaching, sharing Christ with children and parents?  
If yes, explain the significance of doing so.

6. What value do you place on continuing your education?

## **APPLICANT'S CERTIFICATION AND AGREEMENT**

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that 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.

I give my consent for Palm Beach Christian Academy at First Baptist to conduct a criminal history check. I understand that I must submit to a fingerprint check and Local, State, and FBI SCREENINGS. I also understand that the Palm Beach Christian Academy is a drug free workplace and that i must submit to a drug test if offered employment.

I authorize Palm Beach Christian Academy at First Baptist to consult with present and previous employers to verify my references and background. 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 position.

I release the school, all references, former employers 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.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, an employment relationship with this organization is of an "at will" nature which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. I further understand that First Baptist Church of West Palm Beach is exempt from participation in state and federal unemployment benefit programs and that no such benefit will be available to me through my employment with the First Baptist Church and Palm Beach Christian Academy at First Baptist West Palm Beach.

I understand that any offer of employment is partially contingent upon satisfactory results obtained from the aforementioned Investigations.

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

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## STATEMENT OF FAITH

1. The Bible (Old and New Testaments) is the inerrant verbally inspired Word of God (II Tim. 3:16; II Peter 1:21).
  2. There is one true living God, revealed to us as the Godhead existing eternally in three persons: God the Father, God the Son, and God the Holy Spirit. (1John 5:7-8; Matt. 28:19)
  3. Jesus Christ was born without sin, of the Virgin Mary and is the Son of God (Isa. 7:14; Matt. 1:18-25)
  4. Jesus Christ died on the cross for our sins. (Luke 23:33-34; I Cor.15:3-4)
  5. Jesus Christ bodily arose from the grave. (Luke 24:1-6; John 20:26-29)
  6. Christ ascended into Heaven and will bodily return again. (John 14:3; Acts 1:9-11; I Thess. 4:14-17)
  7. Whoever, will call on the name of the Lord as Savior will be saved. (Rom. 10:9-13)
  8. Salvation is only by grace through faith, not by works, good deeds, giving, baptism, money, etc. (Eph.2:8-9; II Rom. 3 19-31; Tim.1:9; Titus 3:5)
  9. A True believer is secure with the knowledge of eternal life. (John 3:16-36; 5-24; 10:24-31; Rom. 6:23)
  10. A Christian should follow Christ's example of baptism and take the Lord's Supper. (Col. 2:12; I Cor. 11:23-29)
  11. A Christian should give a portion of his income(tithe) as the Lord has prospered (Mal. 3:8-10)
  12. To live a Christian life is only possible by God's power within us. (John 15:5)
  13. A Christian should live a separated life (II Cor. 6:14-18)
  14. A Christian should share the Good News of the Gospel and bring others to Christ (1Peter 3:15; John 1:40-42; Acts 1:8)
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**The example set by all our employees should be one  
that is appropriate with representing Christ..**

## STAFF LEADERSHIP COVENANT

As an employee of Palm Beach Christian Academy and First Baptist Church of West Palm Beach, I understand the calling that has been placed on my life by agreeing to be a part of the staff and am willing to serve with a strong sense of integrity, morality and to be held to the highest standard.

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Recognizing the high commitment asked by our Lord Jesus Christ of those who would lead and serve in His Church, I am committed to rise to the challenge of leadership and have indicated my commitment by writing a Yes on the blank.

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- \_\_\_\_\_ 1. I am committed through my membership of First Baptist Church, West Palm Beach **or** a Bible Believing Church and am in agreement with what we believe, what we practice, and what we value as the local church body of the Lord Jesus Christ. Acts 2:41, 42
  
- \_\_\_\_\_ 2. I am committed to the ministry of First Baptist Church, West Palm Beach and excited about the possibilities of expanded ministry and am resolved to protect the unity of the church by my support to the appropriate place and manner. Hebrews 13:17
  
- \_\_\_\_\_ 3. I am committed to a growing relationship with Jesus Christ through my personal devotion time, prayer and following Him in obedience. 2 Timothy 2:15; Philippians 4:6; John 14:21
  
- \_\_\_\_\_ 4. I am committed to be a “tither of record” by bringing a tenth of my income to “my storehouse” and practicing biblical stewardship. 1 Corinthians 4:1, 2; Malachi 3:10
  
- \_\_\_\_\_ 5. I am committed to faithfully attending worship and Bible study groups. Hebrews 10:25; Colossians 3:16; Acts 2:42, 46
  
- \_\_\_\_\_ 6. I am committed to fulfilling the Great Commission and sharing the Gospel with others. Matthew 28:19, 20; Acts 1:8; Romans 1:16
  
- \_\_\_\_\_ 7. I am committed to moral purity and Christ-like conduct in every area of my personal life and in my lifestyle example, including abstaining from the use of alcohol. Titus 2:12; Romans 12:1, 2; Ephesians 4:1; 1 Corinthians 8:9; 1Corinthians 6:19, 20; James 1:22
  
- \_\_\_\_\_ 8. I am committed to full responsibility of all Church property that has been entrusted to me.

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date