



# Employment Application

ACTSchools, Inc.  
P.O. Box 405  
Greenville, KY 42345

**A Christian School's success is dependent upon its exceptional staff. We are grateful for those who are professionally qualified, who really love children, and who, by the pattern of their lives, exemplify Christ.**

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

## Applicant Information

Name: \_\_\_\_\_  
Last First Middle

Social Security #: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

Residential Address: \_\_\_\_\_  
Street City State Zip

Mailing Address (if different): \_\_\_\_\_  
PO Box City State Zip

Name/City of Church you attend: \_\_\_\_\_  
Church City

When are you available for employment? \_\_\_\_\_

Upon employment, can you show verification of your legal right to work in the United States?  Yes  No

Have you ever been convicted of a felony which has not been dismissed or sealed by a court?  Yes  No

Please list any hobbies and personal interests: \_\_\_\_\_

\_\_\_\_\_

**Educational Background**  
 Please attach photocopies of all college transcripts.  
 (Official copies will be required later for your personnel file should you be offered a position.)

COLLEGE/UNIVERSITY	DEGREE	DATE RECEIVED
1.		
MAJOR AND MINOR:		
2.		
MAJOR AND MINOR:		
3.		
MAJOR AND MINOR:		

**Professional Experience**  
 Please list your most recent experience first.

NAME OF SCHOOL/BUSINESS	ADDRESS AND PHONE NUMBER	POSITION HELD
1.		
Immediate Supervisor:		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No    Dates of Employment: _____ to _____		
2.		
Immediate Supervisor:		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No    Dates of Employment: _____ to _____		
3.		
Immediate Supervisor:		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No    Dates of Employment: _____ to _____		
4.		
Immediate Supervisor:		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No    Dates of Employment: _____ to _____		
5.		
Immediate Supervisor:		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No    Dates of Employment: _____ to _____		

Please list any professional licenses or certifications you hold: \_\_\_\_\_

### References

Please submit names of persons to whom you are not related.  
You will need to sign the Reference Release Form that is attached and submit it with this application.

Give three references who are qualified to speak on your *spiritual experience and Christian service*. List your current pastor first.

NAME AND ADDRESS	TELEPHONE	OCCUPATION	YEARS KNOWN
1.			
2.			
3.			

Give three references who are qualified to speak on your *professional training and experience*. List your current or most recent supervisor first.

NAME AND ADDRESS	TELEPHONE	OCCUPATION	YEARS KNOWN
1.			
2.			
3.			

### Personal Philosophy

Attach additional sheets if necessary.

1. Why do you wish to work in a Christian School? \_\_\_\_\_

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2. What is your philosophy of discipline? \_\_\_\_\_

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3. What areas do you feel are your strengths? Weaknesses? \_\_\_\_\_

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4. What do you believe about the origin of the earth and mankind? \_\_\_\_\_

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5. Do you believe that people need to be saved? How can people be saved? \_\_\_\_\_

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6. Briefly write your Christian testimony. \_\_\_\_\_

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7. Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, conduct, and truth?  Yes  No

Please read our attached Statement of Faith and indicate below your degree of support.

\_\_\_\_\_ I fully support the Statement of Faith as written with no mental reservations.

\_\_\_\_\_ I support the Statement of Faith except the area(s) listed and explained below. The exceptions represent either disagreement or items for which I have not yet formed an opinion or conviction.

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**Signature Statement**

“I assure that all information provided in the application is accurate and truthful.”

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **AUTHORIZATION TO RELEASE REFERENCE INFORMATION**

I have applied for a position with ACT Christian Academy, a non-denominational Christian school in Greenville, KY. I authorize ACTSchools, Inc. to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interview.

I authorize the release and giving any information requested by ACTSchools, Inc. such as employment records, performance reviews, and personal references whether such information is favorable or unfavorable to me.

I release any person, organization, or company from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

I further waive the right to ever personally view any references given to ACTSchools, Inc.

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

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Applicant's Printed Name

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Applicant's Signature

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Applicant's Social Security Number

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Date