

The Branches Academy and Early Learning Center Application For Employment

Job applying for _____ Date Available _____ Full-time _____ Part-time _____

Name _____ Social Security Number _____

Address _____

City _____ State _____ Zip _____

Telephone Number _____ Cell Phone _____

Last Physical Exam Date _____ (required yearly) Last TB Test Date _____

Do you have any physical or emotional condition that may restrict your performance of the job you are applying for? _____

Education:

	Major	Date Attended	Certificate or Degree	Completion Date
High School				
College/University				

Licenses or certificates held, or credentials qualifying you for this employment:

Awards, published materials:

Special skills or talents that you may care to list:

Foreign language _____ Computers _____ Musical Instruments _____

Art _____ Gymnastics _____ Other _____

Membership in Professional Organizations (list):

Experience:

Employer (name and address)	Job Description	From/To	Salary	Reason for leaving

Volunteer or unpaid experience:

References:

	Name and address	Title	Phone Number
Professional (two)	1.		
	2.		
Personal (two)	1.		
	2.		

When did you accept Christ? Would you share your personal testimony with us? _____

Have you ever been convicted of or are you the subject of pending charges of any crime within the Commonwealth or equivalent offense outside the Commonwealth? If yes or pending, specify crime, state, or other location: _____

Have you ever had a court enter a protective order against you? If so, explain. _____

Have you ever been the subject of a founded complaint of child abuse or neglect within or outside the Commonwealth? If yes or pending, specify state, or other location. _____

Why would you like to have this position? _____

What do you feel most qualifies you for this position? _____

Will you be willing to continue your education by enrolling in certain courses or training programs that may be recommended?

Please attach a description of your personal philosophy of Christian Education.

What church are you presently attending? _____

Please describe any experience you have had working in your local church? _____

Applicant's Certification and Agreement:

I understand that The Branches Academy and Early Learning Center does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, or handicap. I further understand that any offer of employment is conditioned on the proof of legal authority to work in the United States.

I understand that The Branches Academy and Early Learning Center employees are not eligible to receive unemployment in the event of staff reduction or lay-off.

I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or significant omission of fact during any phase of the hiring process may prevent me from being hired or if hired may subject me to immediate dismissal.

I authorize The Branches Academy and Early Learning Center to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews. I authorize the release and giving of information requested by reviews and personal references. I release any person, organization, or company from liability or damage that may result from furnishing the information requested. I further waive the right to ever personally view any references given to The Branches Academy and Early Learning Center.

I am aware that a criminal history record check is made on all employees.

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

I hereby affirm that the information provided on this form is true and complete. I understand that the information is subject to verification.

Signature of applicant _____ Date _____

Christian Role Model

I agree to manifest by daily example the highest Christian virtue and personal decorum, serving as a **Christian role model** (I Timothy 4:12) both in and out of school to pupils (Luke 6:40), and as an example to parents and fellow faculty members in judgment, dignity, respect, and Christian living. I acknowledge that this includes, but is not limited to, the refraining from such activities as the use of alcoholic beverages, tobacco, illicit drugs, and the use of vulgar and profane language. (Col. 3:17, Titus 2:7-8, I Thess. 2:10, 1 Thess. 5:18, 22-23, and James 3:17-18).

I agree that the Bible dictates the standards for my sexual behavior. That any sexual misconduct—including, but not limited to—premarital, extramarital, or homosexual activity; sexual harassment; use or viewing of pornographic material or websites; and sexual abuse of children is forbidden and violates my employment requirement of being a **Christian role model**. I agree that scripturally forbidden sexual behavior is grounds for immediate dismissal from my position of ministering to children. I further agree that the unique roles of the male and female are clearly defined in Scripture and that Romans 1:24-32 condemns the homosexual lifestyle.

Cause, as used herein includes, but is not limited to, any conduct tending to reflect discredit upon the school or upon the teacher by impairing his/her continued usefulness as a **Christian role model** for the students.

As an applicant for employment or for a volunteer position with unsupervised access to children at **The Branches Academy and Early Learning Center**, I, _____, Recognize, understand, and agree to live by the moral standards of the school.

I declare that I am not engaged in inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage commitment; homosexual or lesbian sexual activity; or sexual abuse or improprieties toward minors as defined by Scripture and state law.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of **The Branches Academy and Early Learning Center**. I have discussed these standards and requirements with the administrator.

Applicant's signature _____ Date _____

Administrator's signature _____ Date _____

**Branches Academy and Early Learning Center
Faculty/Staff Policy Handbook**

The application process is not complete and the teacher cannot work until this agreement is signed and returned to the office.

I, _____, have read and understand the policies and guidelines in the Faculty Handbook and I agree to abide by them.

Faculty/Staff Signature _____ Date _____

Acceptable Computer System Use Policy

Faculty/Staff Agreement

I understand and agree to abide by the Branches Academy and Early Learning Center Acceptable Computer System Use Policy. I understand that Branches Academy and Early Learning Center may access and monitor my use of their computer system, including my use of the Internet, e-mail and download material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy, my computer system privileges may be revoked and disciplinary action (termination) and/or legal action may be taken against me.

Staff Signature

Date

The Branches Academy and Early Learning Center Statement of Faith

Convinced that the Bible is the inspired and only infallible, authoritative Word of God, The Branches Academy and Early Learning Center is a Christ-centered, interdenominational, Christian school. It is the policy of the school not to discriminate in the admission of students, or hiring, based on race, color, gender, or national/ethnic origins. Therefore, we affirm the following truths:

1. **Scripture** – We believe the Bible is the inspired and only infallible, authoritative Word of God.
2. **God** – We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. We believe God is the Creator and Sustainer of all things and the Source of all truth.
3. **The Person and Work of Jesus Christ** –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 where He makes intercession for believers, and in His personal return in power and glory.
4. **The Holy Spirit** – We believe the Holy Spirit, proceeding from the Father and the Son, is of one substance, majesty and glory with the Father and the Son, very and eternal God. We believe in the continuing ministry of the Holy Spirit, in that He dwells within the Christian thus enabling each to live a Godly life.
5. **Satan** –We believe in the reality and personality of Satan: that he is a created being, once known as the “anointed angel” that fell because of pride; that he is the “god of this world” and the “prince of the power of the air”, that the judgment already passed on him will be executed at the Revelation of Jesus Christ; and that ultimately he will be cast into the lake of fire.
6. **Man** –We believe man was created by God in His own image, not by evolution but by a special act of creation. We believe the Scripture records the fall of man through his own disobedience, bringing the whole race under sin and death.
7. **Salvation** – We believe salvation is by grace through faith in the shed blood of Jesus on the cross. Every individual is a sinner by birth; and that all accountable human beings are sinners by practice and choice and therefore must exercise personal faith in the redeeming work of Christ on Calvary and receive Him as Savior in order to be saved.
8. **The Church** –We believe the local church is a congregation of believers associated together by faith and fellowship of the gospel.
9. **The Righteous and the Wicked** –We believe in the resurrection of both the saved and the lost. They who are saved will have eternal life and they who are lost will have eternal damnation.

Arranged Interview	___ yes	___ no
Remarks _____		
Interview Report _____		
Employed	___ yes	___ no
Job Title _____	Class or age group _____	
Date of employment _____	Hourly rate/Salary _____	
By _____	Date _____	

**The Branches Academy and Early Learning Center
Staff Emergency Information**

Employee Name _____ **Social Security Number** _____

Position _____ **Supervisor** _____

Hire Date _____ **Today's Date** _____

Home Phone _____ **Cell Phone** _____

Address _____ **City/State/Zip** _____

Emergency Contact-1

Name _____ **Relationship** _____

Address _____ **City/State/Zip** _____

Home Phone _____ **Work Phone** _____ **Cell** _____

Emergency Contact-2

Name _____ **Relationship** _____

Address _____ **City/State/Zip** _____

Home Phone _____ **Work Phone** _____ **Cell** _____

Physician Information

Name _____ **Phone Number** _____

Address _____ **City/State/Zip** _____



Branches Academy
 And
 Branches Early Learning Center
 2812 Greenview Drive
 Lynchburg, Virginia 24502
 434-455-0294
 www.branchesacademy.org

Our school has received an application for a _____ position from _____ and would appreciate your opinion on the applicant's character, personality, and ability to fill this position. There is a signed authorization at the end of this form whereby the applicant releases you from liability if you provide this reference. The applicant has also agreed that we have the right to keep your reference confidential. Thank you for your help.

Administrator _____ Date _____

Former employer's company/organization name: _____

Address: _____

Phone: Daytime (____)____-____ Evening: (____)____-____

Position(s) held by applicant: _____

Dates of service: _____ Full time Part time

Reason for leaving: _____

Is there a performance evaluation for this individual? Yes No

What are the ratings on the form? _____

What problems, if any are noted? _____

Did this individual ever receive a written or verbal employment warning? Yes No

Because we put such a high priority on the safety of our students, we ask some pretty direct questions regarding misconduct. We ask these questions on all reference checks.

Are you aware of any instance in which the applicant sexually harassed another individual or was accused of doing so? Yes No

Has anyone, to your knowledge, ever brought or discussed bringing a civil or criminal claim against the applicant alleging physical or sexual abuse by him/her? Yes No

Did you, as his/her employer, ever discipline or reprimand him/her for any reason related to physical or sexual abuse, or sexual impropriety? ? Yes No

Do you have any reason to believe that he/she should not be working around children, those in need of counsel, or any other individual? Yes No

Do you have any reason to believe that he/she is not totally honest or that he/she cannot be trusted in handling funds? Yes No

For reasons that you may prefer to keep confidential, should we enlarge our search for the right person for this position beyond this particular applicant? Yes No

Please provide both positive and negative comments on this person regarding anything that you feel we should know.

Do you believe that this applicant demonstrated a real commitment to Christian living both on and off the job site? Would he/she be a good Christian role model for our students?

Please list main character and personality strengths.

Thank you for your help and cooperation!

I authorize Branches Academy and Early Learning Center to inquire about my work and personal history and to verify all data given in my application for my employment, related papers, and my oral interviews. I authorize the release and giving of information requested by reviews and personal references. I release any person, organization, or company from liability or damage that may result from furnishing the information requested. I further waive the right to ever personally view any references give to Branches Academy and Early Learning Center.

Name: _____ **Date:** _____