

Native American Christian Academy

INSTRUCTIONS FOR APPLICATION PROCESS:

1. Complete the Application for Employment completely and as accurately as possible.
2. Complete the Written Interview.

RETURN: the two forms listed above to:

Administrative Assistant
Native American Christian Academy
P.O. Box 4013
Sun Valley, AZ 86029

4. Two Professional Reference Forms: Ask two people you have worked with professionally to complete the reference forms.

Forms should be **MAILED DIRECTLY TO OUR OFFICE**
(application will not be considered complete until returned)

5. Professional Reference Form: Ask your pastor to complete the reference form and **MAIL DIRECTLY TO OUR OFFICE in envelope provided.**
(application will not be considered complete until returned)

Thank you for your interest in God's work here at Native American Christian Academy.

Application for Employment –Non Teaching

Native American Ministries, Inc.
Native American Christian Academy
P.O. Box 4013, 8450 S. Sun Valley Road
Sun Valley, AZ 86029

Telephone: 928-524-6211
Fax: 928-524-3230
Email: Jobs1@naca-az.org

Native American Christian Academy is a non-profit Christian organization affiliated with the Church of the Nazarene. Our mission is “To reach children and youth for Christ and develop their Christian character through teaching and discipleship.”

Date _____ Social Security No. _____

Position(s) you are applying for _____

Name _____
(Last) (First) (Middle)

Address _____
(Street) (City) (State) (Zip Code)

Phone: home _____ work _____ cell _____

Email: _____

Available start date _____

How did you hear about this opening? _____

If hired, can you provide proof of your age? _____ Yes _____ No

Have you filed an application here before? _____ Yes _____ No

Have you been employed here before? _____ Yes _____ No If Yes, When? _____

Do you have a valid driver’s license? _____ Yes _____ No

Have you ever been convicted of a felony or an offense involving moral turpitude? _____ Yes _____ No If Yes, When? _____
(conviction will not necessarily disqualify you from employment)

Have you ever used or been known by any other name? If yes, specify names used and for what reason. _____ Yes _____ No

Have you ever been dismissed from a job? If Yes, why? _____ Yes _____ No

Do you have any physical or health limitations that might hinder your fulfilling essential functions of this position or affect your participation in any phase of this ministry? If yes, please explain: _____

Marital status: single engaged married separated divorced widowed

Number of dependents who will be living with you _____ Ages _____

Skills and Qualifications

Please summarize special skills and qualifications acquired from employment, military service, or other experience. Attach copies of certificates of completion if available.

Employment Experience

Starting with your present or most recent job, list your last four employers. Please complete this section even if you attaching your resume.

Employer _____ Phone _____
Address _____
Dates Employed _____ Job Title _____
Duties _____
Reason for leaving _____
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer _____ Phone _____
Address _____
Dates Employed _____ Job Title _____
Duties _____
Reason for leaving _____
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer _____ Phone _____
Address _____
Dates Employed _____ Job Title _____
Duties _____
Reason for leaving _____
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer _____	Phone _____
Address _____	
Dates Employed _____	Job Title _____
Duties _____	
Reason for leaving _____	
May we contact? _____ Yes _____ No	

Education

Name and Location	Dates Attended	Years Completed	Diploma/Degree	Course of Study
High School:				
College:				
Other:				

Please attach copies of your GED Certificate, high school diploma or college diploma. Describe any specialized training, apprenticeships, skills, honors, and extra-curricular activities.

Name of your church affiliation/denomination _____

In what ways are you involved in your church or other Christian organizations?

Please give a statement of your Christian testimony and experience.

Personal Information

1. What are your hobbies?

2. What skills do you have that could be used in other areas of the ministry beside the ones that are a part of your job description?

- | | |
|--|--|
| <input type="checkbox"/> Preaching | <input type="checkbox"/> Speaking |
| <input type="checkbox"/> Working with Children | <input type="checkbox"/> Musical (instrumental/vocal?) |
| <input type="checkbox"/> Mechanical | <input type="checkbox"/> Cooking |
| <input type="checkbox"/> Building or carpentry | <input type="checkbox"/> Secretarial |
| <input type="checkbox"/> Computer Skills | <input type="checkbox"/> Art |
| <input type="checkbox"/> Pottery/ceramics | <input type="checkbox"/> Crafts |
| <input type="checkbox"/> Driving (van/bus) Do you have a CDL ? | |
| <input type="checkbox"/> Other skills _____ | |

STATEMENT OF FAITH

We believe in one God - God the Father, God the Son, and God the Holy Spirit. (John 1:1, John 10:30, John 10:37, 38)

We believe that the Old and New Testament Scriptures were given by the inspiration of the Holy Spirit and contain all truth necessary to faith and Christian living. We believe the Holy Bible to be the only Word of God. (II Timothy 3:16, II Peter 1:21)

We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential and an absolute necessity for eternal life in Christ. (Romans 3:19, 29; John 3:16-18; John 5:24; Ephesians 2:8-10; Titus 3:5, 6)

We believe that Jesus Christ died for the sins of the whole human race; that whosoever repents and believes on the Lord Jesus Christ is right in God's sight, renewed in heart and life, and saved from the power of sin. (John 3:16)

We believe that believers are enabled to live a godly life through the indwelling presence of the Holy Spirit when they commit their lives fully to God and allow the Holy Spirit to be in control. (Ephesians 5:18, Ephesians 4:30, I Corinthians 3:16, I Corinthians 6:19-20.)

**As an applicant of employment at Native American Christian Academy,
I _____, have read and understand the above listed Statements of Faith. By affixing my signature below I agree to comply with these Statements of Faith while employed at Native American Christian Academy.**

Applicant Signature _____ Date _____

DECLARATION OF ETHICAL & MORAL INTEGRITY

As an applicant of employment at Native American Christian Academy,

I _____ recognize, understand and adhere to the moral and ethical standards and mandates of said school. I further declare that with regard to my personal and moral and ethical character and conduct as of this date, I am not, nor have been in the past engaged in inappropriate conduct toward minors, nor do I have inclinations toward such conduct. Inappropriate conduct includes, but is not limited to the following: homosexuality, verbal, physical or sexual abuse as defined by Scripture and state law. I do declare that the above statement is factual and true. By affixing my signature, I declare that I meet the moral and ethical standards of Native American Christian Academy.

Applicant Signature _____ **Date** _____

POLICY STATEMENT

It is the policy of Native American Christian Academy to thoroughly investigate references given during or after the employment application process. This investigation may be done by the Administrator or his/her agent(s). The results of this investigation may directly affect an applicant's eligibility for future employment with Native American Christian Academy. Should an applicant be employed prior to this investigation, the applicant's continued employment may be directly affected by the results of this investigation.

I hereby certify that the information contained in this application and any attachments is true to the best of my knowledge and agree to have any of the statements checked by Native American Christian Academy unless I have indicated to the contrary. I authorize the references listed above to provide Native American Christian Academy any and all information concerning my previous employment and any pertinent information that they may have. I release all parties from all liability for any damage that may result from use of such information by Native American Christian Academy. I understand that any misrepresentation, falsification or material omission of information may result in my failure to receive an offer of employment, or if I am hired, in my dismissal from employment.

I hereby understand that Native American Christian Academy is a Christian, non-profit organization and that smoking, drugs, alcohol, tobacco, and any other substances are not permitted on campus at anytime. I certify by signing below that I agree to this policy and am not involved in any such things.

I understand that no employee or representative of Native American Christian Academy other than the Administrator has any authority to enter into any agreement for employment or make any agreement contrary to the foregoing. I also understand that all offers of employment are conditioned on the provision of satisfactory proof of an applicant's identity and legal authority to work in the United States.

Applicant Signature _____ **Date** _____

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Written Interview

We realize that there can be great expense in both travel and telephone calls when one is seeking employment. Please help us get to know you better by completing this written interview. If you need more space for any question, please attach a separate piece of paper. However, please identify clearly the question answered.

1. Native American Christian Academy is a cross-cultural, compassionate ministry to Native American children. Please discuss your call to cross-cultural ministries.
2. How would you describe your relationship with co-workers in the your last place of Employment?
3. In your previous employment when conflicts/disagreements surfaced, how did you deal with them? How was your conflict/disagreement resolved?
4. What did you like best about your last position of employment?
5. In what ministries are you presently involved at your local church?
6. Do you agree with every part of our Statement of Faith? If not, what do you disagree with?
7. Is there anything about our ministry that troubles or concerns you?

8. Why do you want to work for Native American Christian Academy?

9. Are you willing to volunteer over and above the duties for which the school is able to compensate you?

10. How do you feel about placing your children in our school?

11. Please share with us your spiritual journey on a separate sheet of paper.

Did we forget anything?

1. Is there anything you would like to ask us?

2. Is there anything else you would like to share with us?

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I authorize Native American Christian Academy to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral/written interviews.

I authorize the release and giving of any information requested by Native American Christian Academy such as employment records, performance reviews, and personal references whether such information is favorable or unfavorable to me.

I also authorize the release and giving of any information concerning criminal and/or civil records, driving records, credentials, credit, educational records, etc.

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 Native American Christian Academy.

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

Applicant Name _____
Applicant Signature _____
Applicant Social Security No. _____
Applicant Driver's License No. _____ **State** _____
Date _____

Personal Reference Pastor

The person listed below has applied for employment at Native American Christian Academy. Please help us by answering all the questions listed below as accurately as possible. Thank you for your assistance in this matter.

Applicant:

Name: _____

Person supplying reference:

Name: _____ Date _____

Address: _____

Telephone: _____

Position/Title: _____

Name of Church _____

1. I have known the applicant for _____ years.

2. Please rank the applicant in each category listed:

	Below Average	Average	Good	Excellent	Exceptional	No basis for Judgment
Self-discipline						
Responsibility						
Emotional Maturity						
Honesty						
Spiritual Development						
Leadership						
Respect for Cultural Differences						
Overall Evaluation						

3. In what ministries/areas have the applicant been involved at your church?

4. Please expand your evaluation regarding the applicant's spiritual development.

5. Recommendation:

I recommend the applicant:

___ Enthusiastically ___ Strongly ___ With Reservation ___ Not Recommended

Please send this form directly to:

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Attn: Administrative Assistant
P.O. Box 4013
Sun Valley, AZ 86029
Fax: 928-524-3230

Professional Reference

The person listed below has applied for employment at Native American Christian Academy. Please help us by answering all the questions listed below as accurately as possible. Thank you for your assistance in this matter.

Applicant:

Name: _____

Person supplying reference:

Name: _____ Date _____

Address: _____

Telephone: _____ Position/Title _____

1. I have known the applicant for _____ years.

2. Please rank the applicant in each category listed:

	Below Average	Average	Good	Excellent	Exceptional	No basis for Judgment
Self-discipline						
Responsibility						
Emotional Maturity						
Honesty						
Spiritual Development						
Leadership						
Respect for Cultural Differences						
Overall Evaluation						

3. Do you have any concerns or other issues regarding the applicant that we should know about? If yes, please discuss.

4. Recommendation:

I recommend the applicant:

____ Enthusiastically ____ Strongly ____ With Reservation ____ Not Recommended

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Professional Reference

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Name of Applicant: _____

Reference Person

Name: _____ Date _____

Address: _____

Telephone: _____ Position/Title _____

1. I have known the applicant for _____ years.

2. Please rank the applicant in each category listed:

	Below Average	Average	Good	Excellent	Exceptional	No basis for Judgment
Self-discipline						
Responsibility						
Emotional Maturity						
Honesty						
Spiritual Development						
Leadership						
Respect for Cultural Differences						
Overall Evaluation						

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