

# Native American Christian Academy

## **INSTRUCTIONS FOR NON TEACHING VOLUNTEER APPLICATION PROCESS:**

1. Complete the Application for Long Term Volunteer completely and as accurately as possible.

RETURN: the form listed above to:

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

2. 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 Long Term Volunteering–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? \_\_\_\_\_

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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Education**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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?

- |   |                                   |
|---|-----------------------------------|
| ____Preaching                             | ____Speaking                      |
| ____Working with Children                 | ____Musical (instrumental/vocal?) |
| ____Mechanical                            | ____Cooking                       |
| ____Building or carpentry                 | ____Secretarial                   |
| ____Computer Skills                       | ____Art                           |
| ____Pottery/ceramics                      | ____Crafts                        |
| ____Driving (van/bus) Do you have a CDL ? |                                   |
| ____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 \_\_\_\_\_  
Administrator's 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 Sun Valley Indian School.**

**Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_  
Administrator's 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\_\_\_\_\_**

**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:

**Native American Christian Academy  
Attn: Administrative Assistant  
P.O. Box 4013  
Sun Valley, AZ 86029  
Fax: 928-524-3230**