



A ministry of the Church of the Open Door
1260 Fort Washington Avenue, Fort Washington, PA 19034
215-542-9795
www.opendoorchristianacademy.com

OFFICE APPLICATION FORM

PERSONAL INFORMATION

Name (Mr. Mrs. Ms.) _____
Last First Maiden

Address: _____

Phone: _____ Cell: _____ Email: _____

Date of Birth: _____ Marital Status: _____

Dependents: (ages) _____

Military Service: _____ Type of Discharge: _____

Name and Address of Church You Attend: _____

Name of Pastor: _____

Church Involvement/Activities: _____

Position Desired: _____

Date you can begin: _____

Are there any limitations on your ability to perform the duties for which you are applying? (Y/N) _____

CPR and First Aid certified: (Y/N) _____ Expiration of certification? _____

List any extracurricular activities you would be interested in leading: _____

EDUCATIONAL BACKGROUND:

High School Address Yr. of Graduation

Undergraduate Colleges & Universities:

Name of Institution	Location	Dates attended	Degree (month/year)
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Major: _____ Minor: _____

Graduate Colleges and Universities:

Name of Institution	Location	Dates attended	Degree (month/year)
1.	_____	_____	_____
2.	_____	_____	_____

OFFICE EXPERIENCE:

Name of Institution	Location	Job Title	Dates
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

List any other ministries or positions where you are involved:

1. _____
2. _____
3. _____
4. _____
5. _____

OTHER EMPLOYMENT EXPERIENCE:

Employer & Address	Type of Work	Dates	Supervisor
1. _____			
2. _____			
3. _____			

Have you ever been dismissed or asked to resign from a position? No _____ Yes _____
(If yes, please give details on a separate sheet)

Have you ever been arrested? No _____ Yes _____
(If yes, please give details on a separate sheet)

List hobbies and interests: _____

REFERENCES: Please list persons that we may contact to attest to your professional preparation and work experience.

Professional References:

Name	Organization	Position	Phone Number
1. _____			
2. _____			

Pastor's Reference:

Name of Pastor	Phone Number	Email
----------------	--------------	-------

Personal References:

- 1. _____
- 2. _____

STATEMENT OF CHRISTIAN FAITH AND COMMITMENTS:

1. Please write a spiritual biography. Your biography should include your personal relationship to Christ, your present church involvement and your testimony of salvation. (Please use a separate piece of paper.)

DECLARATION OF MORAL INTEGRITY:

Open Door Christian Academy expects all of its employees, as well as volunteers who have unsupervised access to children, to model the same Christian values and lifestyle that it seeks to instill in its students.

As an applicant for a ministry position as an employee or volunteer or current employee or volunteer,

I, _____, recognize, understand, and agree to live by

Christian moral standards of the school.

I declare that as a follower of Christ, that during the past year I have not engaged in, and promise that I will not during the term of my employment or volunteering, engage in inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g. premarital sex, cohabitation, extramarital sex), homosexual or lesbian activity, transgender and/or gender identity, sexual harassment, use of (including the viewing of) pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture and federal or 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 Open Door Christian School.

Signature of employee, volunteer or applicant

Date



AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as a _____ at Open Door Christian Academy. I have authorized the school to thoroughly investigate references, work records, evaluations, education and other matters related to my suitability for employment.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports and other information related to my life and employment, without giving me prior notice of such disclosure.

In addition, I hereby release Open Door Christian Academy, my former employers, references and all other parties related to such investigation or disclosure.

I waive the right to ever personally view any references given to Open Door Christian Academy.

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

Applicant's Name (Print)

Applicant's Signature

Date



APPLICANT'S CERTIFICATION AND AGREEMENT:

I understand that Open Door Christian Academy does not discriminate in its employment practices against any person because of race, color, age, gender, disability, and national origin or ancestry.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of 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. If I am released under these circumstances, I further understand that I will be paid and receive benefits only through the day of release.

I authorize Open Door Christian Academy to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports and other information related to my life and employment, without giving me prior notice of such disclosure.

I waive the right to ever personally view any references given to Open Door Christian Academy.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI as well as other clearances required by the State of Pennsylvania.

I understand that this is only an application for employment and that no employment contract is being offered at this time.

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

Signature of Applicant

Date