

# APPLICATION



DESERT CHRISTIAN ACADEMY

*Empowering the Mind, Engaging the Soul*

STAFF

APPLICATION FOR EMPLOYMENT

## APPLICATION AND HIRING PROCESS INFORMATION

The Mission of Desert Christian Academy is to train students to glorify Jesus Christ by growing spiritually, academically, physically, and socially.

Thank you for your interest in becoming a staff member at Desert Christian Academy.

## HIRING PROCESS

- 1. Application:** A thoroughly completed employment application must be submitted.
- 2. References:** Four references are required from people familiar with the applicant's character and employment background.
- 3. Transcripts:** Photocopies of all college transcripts should be attached and turned in with the application. Should the applicant be offered a position, official copies of your transcripts will be required. The applicant is responsible for requesting that all official transcripts be sent to Desert Christian Academy. (Official transcripts are transcripts sent directly from a College or University). Hand-carried transcripts or sealed transcripts, mailed by anyone but the school, will not be accepted as "official".
- 4. Interview:** An interview with the applicant will be conducted by the CEO and members of the Administrative Cabinet.

### Applicants must complete and submit the following items before being considered for a position:

#### Completed application for employment, including the following sections:

- Personal and Position Information
- Professional Qualifications
- Christian Background
- Christian Testimony
- Certification and Agreement Form

#### Four (4) reference forms in a sealed envelope:

- Professional Reference
- Colleague Reference
- Character Reference
- Personal Reference

#### Copy of all college transcripts

#### Copy of any certifications and/or credentials

## APPLICATION

Position applying for: \_\_\_\_\_ Date of Application \_\_\_\_\_ Applying for:  Full-time  Part-time

## PERSONAL INFORMATION

Full Legal Name \_\_\_\_\_ Preferred Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Email Address \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Birthday \_\_\_\_\_ *(Optional, if hired information will be used for faculty birthday celebrations).*

How did you learn of the position for which you are applying? \_\_\_\_\_

When would you be available to start? \_\_\_\_\_

## PROFESSIONAL QUALIFICATIONS

Please attach photocopies of all of your college transcripts.

Name of high school \_\_\_\_\_ Location \_\_\_\_\_

Colleges/Universities attended and degrees held:

Name of institution	Major/Minor	Degree(s)	Cumulative G.P.A.

Total graduate units (beyond BA degree): Semester Units \_\_\_\_\_ Quarter Units \_\_\_\_\_

List your employment experience, beginning with the most recent:

City/ State	School	Grade	Subject	Dates

Annual salary in most recent position \$ \_\_\_\_\_ Reason for leaving present or last position: \_\_\_\_\_

List any professional organizational memberships or other special mentoring, professional conference speaking or leadership experiences:

Description	Dates	Place

Please indicate your skill level in the following programs/tasks:

	Excellent	Good	Proficient	Fair	Poor
Microsoft Word					
Microsoft Excel					
Microsoft Powerpoint					
Microsoft Access					
Microsoft Outlook					
Typing					
Other:					
Other:					
Other:					
Other:					

What are your greatest strengths and weaknesses? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why do you want to work at Desert Christian Academy? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please emphasize experiences that would seem to be valuable and useful for working at Desert Christian Academy. Also include any other information that you feel would be helpful in evaluating your application. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe your work ethic. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you consider yourself task oriented or people oriented? Explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Indicate your response to each question by marking the appropriate box.**

If hired, can you show proof of authorization to work in the United States?  Yes  No

Have you ever been convicted of a misdemeanor?  Yes  No (If yes, explain) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No (If yes, explain) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a currently valid, unrestricted California Driver's License?  Yes  No

Can you perform the essential functions of the job for which you are applying with or without reasonable accommodation?

Yes  No (If no, explain) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Can you work the hours required for the job?  Yes  No (If no, explain) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CHRISTIAN BACKGROUND

Denominational preference \_\_\_\_\_ What church do you attend? \_\_\_\_\_

How long have you attended? \_\_\_\_\_ Pastor's Name \_\_\_\_\_

Describe your current church involvement (include any Christian organizations or activities) \_\_\_\_\_

State briefly your reasons for seeking employment with a Christian organization such as ours. \_\_\_\_\_

List community service or other volunteer activities in which you have participated: \_\_\_\_\_

Do you believe the Bible to be the only inspired and infallible Word of God, our final authority in all matters of faith, truth and conduct?  Yes  No Signature: \_\_\_\_\_

Please carefully read the Statement of Faith and indicate your degree of support:

I fully support the Statement of Faith as written and without reservations. Signature \_\_\_\_\_

I support the Statement of Faith except for the area(s) listed and explained. Signature \_\_\_\_\_

*(Attach separate paper)*

## CHRISTIAN TESTIMONY

1. Describe your acceptance of Jesus Christ as your personal Savior.

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2. Describe your sense of leading by God to serve Him in a Christian school.

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## STATEMENT OF FAITH

We believe in the authority and sufficiency of the Holy Bible, as originally written; that it was verbally and plenary inspired, that it was the product of Spirit-controlled men and therefore is infallible and inerrant in all matters of which it speaks (II Timothy 3:16,17; I Peter :19-21).

We believe that there is one and only one living and true God, an infinite Spirit, the creator and supreme ruler of Heaven and earth; that in the unity of the Godhead there are three persons – the Father, the Son, and the Holy Spirit, equal in every divine perfection and executing distinct but harmonious offices in the great work of redemption (Exodus 20:2,3; I Corinthians 8:6; Revelation 4:11).

We believe that Jesus Christ was begotten of the Holy Spirit in a miraculous manner; born of Mary, a virgin; and that He is both the Son of God and God the Son (Isaiah 7:14; Matthew 1:18-25; John 1:1,14). We believe that Jesus Christ, by the appointment of God the Father, voluntarily took upon Himself our nature, yet without sin, and honored the divine law by His personal obedience, thus qualifying himself to be our Savior; that by the shedding of His blood in His death, He fully satisfied the just demands of a holy and righteous God regarding sin; that He died in the sinner's place, bearing our sins in His own body on the tree, that all who believe on Him are justified by their faith on the grounds of His shed blood; and having risen from the dead, He is now enthroned in Heaven, where He ever liveth to intercede on behalf of the believers (John 3:16; II Corinthians 5:21; I Peter 2:24); and that He is coming again for the believers and that as Lord of Lords and King of Kings, He will establish His kingdom on earth.

We believe that the Holy Spirit is a divine person, equal with God the Father and God the Son and of the same nature; that He was active in the creation; that in his relation to the unbelieving world, He restrains the evil one until God's purpose is fulfilled; that He convicts of sin, of righteousness, and of judgment; that He is the Agent in the new birth; that He seals, endues, guides, teaches, witnesses, sanctifies, and helps the believer (Genesis 1:1-3; John 16:8-11; John 3:5,6; Romans 8:14,16,26,27).

We believe that man was created in innocence (in the image and likeness of God) under the law of his Maker. By voluntary transgression, Adam fell from his sinless and happy state, and all men sinned in him. Consequently, all men are totally deprived and are partakers of Adam's fallen nature. They are sinners by nature and by conduct, and therefore are under just condemnation without defense or excuse and in need of salvation by the Savior (Genesis 1:26; Romans 3:23; Romans 5:12; I Corinthians 15:21-22).

We believe that faith in the Lord Jesus Christ is the only condition of salvation. Repentance is a change of mind and purpose toward God prompted by the Holy Spirit and is an integral part of saving faith (Ephesians 2:8,9; John 3:16; I John 5:11-13; Titus 3:5).

We believe the Church is that living body of believers in Christ (those who by faith have accepted Jesus Christ as their Lord and Savior) on earth, both universally and locally. We believe the true mission of the church is the faithful witnessing of Christ to all men as we have opportunity (Acts 20:17-28; Acts 2:41,42).

## CERTIFICATION AND AGREEMENT FORM

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

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 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 Desert 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.

In addition, I hereby release Desert Christian Academy, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to Desert Christian Academy.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as necessary for such an investigation. I authorize Desert Christian Academy to conduct a criminal records check and a background check.

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

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

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Signature of Applicant

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Date

**PROFESSIONAL REFERENCE – to be completed by current employer, supervisor or teacher**

Applicant's name \_\_\_\_\_

The above named applicant is being considered for a staff position at Desert Christian Academy. The hiring committee finds candid, thorough evaluations invaluable to the decision-making process. Please include any information that you feel is pertinent, and remember that your prompt appraisal of the candidate will help ensure full consideration. Thank you. This reference is confidential – please mail or fax completed form to **Desert Christian Academy, 40-700 Yucca Lane, Bermuda Dunes, CA 92203. Fax (760) 345-8173**

**1. Please rate the applicant in each of the following areas:**

<b>Personal Qualities</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>N/A</b>
Professional dress & appearance					
Courtesy & tact					
Enthusiasm					
Emotional stability					
Honesty					
Sense of humor					
Student rapport					
Parent rapport					
Flexibility					

<b>Professional Qualities</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>N/A</b>
Promptness					
Initiative					
Willingness to Cooperate					
Dependability					

<b>Computer Proficiency</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>N/A</b>
Overall computer skills					
Typing ability					
Knowledge of Word processing					
Knowledge of PC computers					
Knowledge of MAC computers					

<b>Social Skills</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>N/A</b>
Verbal communication skills					
Written communication skills					
Ability to work well with co-workers					
Ability to follow instruction					

PROFESSIONAL REFERENCE – continued

2. Please include additional comments to expand or qualify your appraisal of the applicant. \_\_\_\_\_

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3. Would you employ (or rehire) the candidate? Please explain. \_\_\_\_\_

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4. How long have you known the applicant and in what capacity? \_\_\_\_\_

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5. I  recommend       do not recommend       recommend with reservation

this individual for employment at Desert Christian Academy.

Name \_\_\_\_\_ Position/occupation \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ street \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

Signature \_\_\_\_\_

**PROFESSIONAL REFERENCE – to be completed by a current co-worker**

Applicant's name \_\_\_\_\_

The above named applicant is being considered for a staff position at Desert Christian Academy. The hiring committee finds candid, thorough evaluations invaluable to the decision-making process. Please include any information that you feel is pertinent, and remember that your prompt appraisal of the candidate will help ensure full consideration. Thank you. This reference is confidential – please mail or fax completed form to **Desert Christian Academy, 40-700 Yucca Lane, Bermuda Dunes, CA 92203. Fax (760) 345-8173**

**1. Please rate the applicant in each of the following areas:**

Personal Qualities	Superior	Above Average	Average	Below Average	N/A
Professional dress & appearance					
Courtesy & tact					
Enthusiasm					
Emotional stability					
Honesty					
Sense of humor					
Student rapport					
Parent rapport					
Flexibility					

Professional Qualities	Superior	Above Average	Average	Below Average	N/A
Promptness					
Initiative					
Willingness to Cooperate					
Dependability					

Computer Proficiency	Superior	Above Average	Average	Below Average	N/A
Overall computer skills					
Typing ability					
Knowledge of Word processing					
Knowledge of PC computers					
Knowledge of MAC computers					

Social Skills	Superior	Above Average	Average	Below Average	N/A
Verbal communication skills					
Written communication skills					
Ability to work well with co-workers					
Ability to follow instruction					

PROFESSIONAL REFERENCE – continued

2. Please include additional comments to expand or qualify your appraisal of the applicant. \_\_\_\_\_

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3. Would you employ (or rehire) the candidate? Please explain. \_\_\_\_\_

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4. How long have you known the applicant and in what capacity? \_\_\_\_\_

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5. I  recommend       do not recommend       recommend with reservation

this individual for employment at Desert Christian Academy.

Name \_\_\_\_\_ Position/occupation \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_  
street city state zip

Signature \_\_\_\_\_

# CHARACTER REFERENCE – to be completed by pastor or spiritual advisor/mentor

Applicant's name \_\_\_\_\_

The above named applicant is being considered for a staff position at Desert Christian Academy. The hiring committee finds candid, thorough evaluations invaluable to the decision-making process. Please include any information that you feel is pertinent, and remember that your prompt appraisal of the candidate will help ensure full consideration. Thank you. This reference is confidential – please mail or fax completed form to **Desert Christian Academy, 40-700 Yucca Lane, Bermuda Dunes, CA 92203. Fax (760) 345-8173**

1. Please rate the applicant in each of the following areas:

Qualities	Superior	Above Average	Average	Below Average	N/A
Ability to work with others					
Dependability					
Emotional stability					
Leadership					
Personal integrity					
Spiritual maturity					
Overall evaluation					

2. Please include additional comments to expand or qualify your appraisal of the applicant. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Please indicate any area(s) in which the applicant might need special attention from staff/faculty. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. How long have you known the applicant? \_\_\_\_\_

5. What is your relationship with the applicant? \_\_\_\_\_

6. I  recommend       do not recommend       recommend with reservation

this individual for employment at Desert Christian Academy.

Name \_\_\_\_\_ Position/occupation \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ street \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

Signature \_\_\_\_\_

**PERSONAL REFERENCE – to be completed by a close friend**

Applicant's name \_\_\_\_\_

The above named applicant is being considered for a staff position at Desert Christian Academy. The hiring committee finds candid, thorough evaluations invaluable to the decision-making process. Please include any information that you feel is pertinent, and remember that your prompt appraisal of the candidate will help ensure full consideration. Thank you. This reference is confidential – please mail or fax completed form to **Desert Christian Academy, 40-700 Yucca Lane, Bermuda Dunes, CA 92203. Fax (760) 345-8173**

1. Please rate the applicant in each of the following areas:

Qualities	Excellent	Good	Average	Poor	Do not know
Ability to work with others					
Consistency					
Creativity					
Flexibility					
Initiative					
Integrity					
Leadership					
Maturity					
Motivation					
Sensitivity					

2. How long have you known the applicant and in what capacity? \_\_\_\_\_  
 \_\_\_\_\_

3. What do you consider to be the applicant's outstanding talents or strengths? (Please give specific examples). \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. What do you consider to be the applicant's major weaknesses? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PERSONAL REFERENCE – Continued

5. What is your perception of the applicant's desire to work at Desert Christian Academy? \_\_\_\_\_

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6. I  recommend       do not recommend       recommend with reservation

this individual for employment at Desert Christian Academy.

Name \_\_\_\_\_ Position/occupation \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ street \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

Signature \_\_\_\_\_