

THE MASTER'S ACADEMY

1500 Lukas Lane ♦ Oviedo, FL 32765 ♦ 407-971-2221

www.MastersAcademy.org

Employment / Volunteer Application

Stage I



The Master's Academy provides employment opportunities to qualified individuals without regard to race, color, age, sex, or national origin.

Application Process:

- 1) Complete the general stage I and job specific stage II applications. Submit them along with a resume via mail, fax, or email to SharonVick@mastersacademy.org / Fax: 407-706-0254
- 2) Once your information has been reviewed, we will contact you with next step information.
- 3) If you have any questions regarding the process, please feel free to contact Sharon Vick, Director of Human Resources, at 407-971-2221 x. 1244

Stage I General Information:

Full Name Miss Mrs. Mr. Dr. _____ Date _____

Address _____

Home Phone (____) _____ Cell (____) _____

Email Address _____

Marital Status (check one) Single Married Divorced Remarried Separated Widow(er)

Spouse's Name _____ Spouse's Occupation _____

Children: _____ Age _____ _____ Age _____ _____ Age _____

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

Have you ever been arrested? If yes, please explain below.* YES NO

Have you ever been in jail? If yes, please explain below.* YES NO

Do you have a currently valid, unrestricted Florida Driver's License? If no, please explain.* YES NO

*Explanations _____

Denominational preference _____ Name of church you attend _____

Do you attend regularly (3 - 4 weeks a month)? Yes No Number of years? _____ Pastor's Name _____

What church or community activities and service are you involved in and how often? _____

Stage I Questions: *Please provide 100 word answers to the following questions:*

- 1) What is your personal testimony - (When did you accept Jesus Christ as your personal Savior?)
- 2) Describe your present relationship with the Lord, including your daily plan for personal growth.
- 3) Why do you want to work in a Christian school, specifically at The Master's Academy?
- 4) What are the three most important aspects for of the position for which you are applying?

THE MASTER'S ACADEMY

1500 Lukas Lane ♦ Oviedo, FL 32765 ♦ 407-971-2221

www.MastersAcademy.org

Staff / Coach Application

Stage II



The Master's Academy provides employment opportunities to qualified individuals without regard to race, color, age, sex, or national origin.

Position Preferred _____ Full - Time Part - Time Either

Second Choice _____ Date Available _____

General Information

Full Name Miss Mrs. Mr. Dr. _____

Have you worked for The Master's Academy previously? YES NO

If so, when _____

Do you know any of our present faculty / staff? YES NO

Names _____

Education Information

EDUCATIONAL HISTORY List institution, City, and State	School Year		Semester Hours	Degree	Grad Date	Major	Minor
	From	To					

WORK / COACHING EXPERIENCE List Organization/Team Info	School Year		Administrator or Supervisor	Position Title	Salary
	From	To			

CERTIFICATIONS (please list any certifications you may have):

1) Are you certified in CPR? <input type="checkbox"/> YES <input type="checkbox"/> NO	2)
3)	4)

What are your professional goals for the next five years? _____

Please list other skills, training, and technological experience _____

Personal Information - Staff / Coaching application continued

Have you ever been treated for any mental or emotional illness? Yes No If so, explain _____

What are your personal convictions regarding the use of alcohol or tobacco? _____

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

What are your greatest strengths and weaknesses? _____

If selecting part-time employment, will you be working at another job while working here and if so, will your schedule enable you to be fully available for the hours required for the job? _____

Coaching Specific Questions:

The following questions should be answered if you are applying for a coaching position:

Why do you want to coach? _____

What characteristics do you have that will make you a good coach? _____

Which age groups of student athletes have you instructed in the past? _____

Explain your attitude related to sportsmanship _____

Explain your coaching philosophy concerning playing time vs. an emphasis on winning _____

What sports did you play in high school and/or college? _____

References

Please list four references - three references including your most recent supervisor, and a spiritual reference (someone from your church such as a pastor, Sunday school teacher, life group leader, etc.)

Name	Phone	Position	Institution

IMPORTANT

PLEASE READ THE FOLLOWING STATEMENTS BEFORE SIGNING THIS APPLICATION

I understand and agree that if hired, my employment is at will, which means that both the school and I have the right to terminate my employment with or without notice or cause.

I certify that the information shown on this application is correct and complete to the best of my knowledge and that I have not knowingly withheld any fact or circumstance. I understand that falsification or omission of information on this application may result in disqualification from further consideration for employment or, if hired, dismissal from employment.

I authorize the school and its representatives to investigate any and all of the information contained on this application, to conduct additional investigations of my experience and background as it relates to my application and to contact former employers, unless I otherwise stipulate. Employers listed on this application are hereby authorized to give any and all information concerning my previous employment. I hereby release the school from any liability arising from such investigation.

I understand and agree that this application does not represent an offer of, nor contract for, employment. I also understand and agree that if I am offered, and I accept, employment with the school, all disputes arising out of such employment shall be resolved by binding arbitration or mediation, and in lieu of any court action, or jury trial, which is expressly waived.

Signed _____

Date _____



CERTIFICATION AND AGREEMENT

I understand that The Master's Academy does not discriminate in its employment practices against any person because of sex, 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 U.S.

I understand that submission to testing for the presence of drugs and alcohol, fingerprinting, and background check is a condition of employment with The Master's Academy. 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 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 Master's 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 interviews. I authorize the release and giving of any information requested by The Master's Academy such as employment records, performance reviews, and personal references. I release any person, organization, or company from liability or damage which may result from furnishing the information requested. I further waive the right to ever personally view any references given to The Master's Academy.

I hereby represent that I have read the School's Statement of Faith and Statement of Conduct and hereby accept these statements as my own, unconditionally and without reservation unless conditions are enumerated and attached hereto as part of this application. I agree to abide by and model the principles in the Statement of Faith and the Statement of Conduct during School functions and activities as well as at home.

I hereby agree to cheerfully serve the full term of my agreement, and to faithfully and efficiently perform the duties incumbent upon myself as prescribed by the administration of the school.

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

Signature of Applicant

Dated



STATEMENT OF FAITH

1. I believe in the verbal, plenary inspiration of both the Old and New Testaments, i.e., that the very words of the original Scriptures are infallible and inerrant, and that they are our final and absolute authority in every area of life and knowledge. (*I Timothy 3:16; II Peter 1:21*).
2. I believe in one God, eternally existing in three co-equal persons: Father, Son and Holy Spirit. (*John 4:24; Romans 8:14-15*).
3. I believe that Jesus Christ was conceived by the Holy Spirit, born of the Virgin Mary, and that He is both undiminished Deity and genuine humanity in one person forever. (*Isaiah 7:14; Matthew 1:8-25; Colossians 1:15; John 1:14; Philippians 2:6-9*).
4. I believe that God the Holy Spirit is a personal Being who convicts the world of sin and who regenerates, indwells, empowers, guides, and bestows spiritual gifts on believers, and who seals them eternally for God. (*John 6:37; John 16; Romans 8; Ephesians 1:13-14, 4:30*).
5. I believe that man was created by a direct act of God in His image, not from previously existing life, that all men sinned in Adam (the historical father of the entire human race) and thus incurred both physical and spiritual death; and that all men have inherited a sinful nature. (*Genesis 1:1-3; Ephesians 2:1; Romans 1 & 5; Romans 3:23*).
6. I believe that Jesus Christ died as a substitutionary sacrifice for our sins and that through faith in Him as Lord and Savior, we are declared righteous by God. (*II Corinthians 5:21; Hebrews 7:24-27*).
7. I believe that salvation is by grace through faith in Jesus Christ, totally apart from human merit, and that the experience of regeneration produces a new creature in Christ. (*II Corinthians 5:17; Titus 3:5; Ephesians 2:8-9*).
8. I believe that Jesus Christ rose bodily from the dead and that He ascended in like form into Heaven, where He continually ministers as our Great High Priest and Advocate. (*Luke 24:1-6; Hebrews 10:12; I John 2:1-2; Hebrews 7:25*).
9. I believe in the literal, visible, bodily return of Jesus Christ with His saints to establish His Kingdom. (*Acts 1:9-11; Revelation 19; John 14:2*).
10. I believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost. (*Revelation 20, 21; I Corinthians 15*).

I believe that all believers are under the mandate of Jesus Christ to proclaim the Gospel to all the world. (*Matthew 28:18-20; Matthew 5:16*).

I hold to this Statement of Faith without mental reservations except for the differences explained below.

Signature of Applicant

Dated



STATEMENT OF CONDUCT

1. Since “it is enough for the student to be like his teacher, and the servant like his Master” (Matthew 10:25) and that children learn appropriate behavior through modeling the “significant others” in their lives, it is essential that staff members model a Godly character in all facets of their lives. The modeling of Christian character to students and their parents and the ability and willingness to genuinely communicate a Christian worldview as a professing Christian to students and their parents are bona fide occupational qualifications for all teachers/staff members.

2. Since certain types of actions and behaviors are deemed inconsistent with the disciple-making process taught at The Master’s Academy, teachers/staff members must:
 - Abstain from a sexually immoral lifestyle, including fornication, adultery, “living with” a member of the opposite sex or engaging in homosexual relationships. I Corinthians 6:18; I Thessalonians 4:3
 - Avoid the appearance of evil. I Thessalonians 5:22
 - Wear modest apparel. I Timothy 2:9
 - Avoid gossiping, grumbling and complaining. Philippians 2:14; Proverbs 26:20
 - Abstain from the use of tobacco or illegal drugs. I Corinthians 6:19, 20
 - Not be convicted of a felony or morally reprehensible misdemeanor.
 - Adhere to the following policy regarding alcohol:
 - ◆ Drunkenness is a sin (Ephesians 5:18) and is grounds for dismissal (or early contract termination in the case of a contracted employee). As a matter of Biblical respect for others, consuming alcohol in the following circumstances is prohibited: I Cor 8:9, 10:32
 - ◆ In the presence of TMA students (other than members of one’s own family) or in a public location where it is reasonably likely that TMA students (other than members of one’s own family) will be present.
 - ◆ In the presence of any TMA parent or employee after such parent or employee tells you that he or she is offended by such consumption.

From a doctrinal perspective, TMA will not take a dogmatic position as to whether consuming alcohol in moderation is a sin.

3. Christian fellowship is essential for spiritual growth. Each staff member will be regularly attending a local, evangelical, Bible-believing church.

If hired, I will live in accordance with these stipulations except for the differences explained below.

Signature of Applicant

Dated



AUTHORIZATION TO REQUEST REFERENCE INFORMATION

I have made application for a position with The Master's Academy. I authorize The Master's 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 interviews.

I authorize the release and giving of any information requested by The Master's Academy such as employment records, performance reviews, and personal references whether such information is favorable or unfavorable to me, criminal record check and fingerprinting.

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 The Master's Academy.

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

Name of Applicant (Print)

Social Security Number

Signature of Applicant

Date