



SALEM SAYERS BAPTIST ACADEMY

Employment Application

Date of Hire: ___/___/___
Position: _____
Rate of Pay: _____

First Name		Middle Name		Last Name		Today's Date
Date of Birth	Age	Social Security No.	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Married	<input type="checkbox"/> Single
			<input type="checkbox"/> Separated	<input type="checkbox"/> Divorced	<input type="checkbox"/> Widowed	
Physical Address			Mailing Address (if different)			
City				State		Zip
Home Phone		Cell Phone			Email	
Position Desired						

Name of Spouse		Work Phone	Cell Phone
Names and Ages of Children			
Emergency Contact Name			Relationship
Address		Home Phone	Cell Phone

Are you authorized to work in the United States?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of Church Currently Attending		Denomination	
Are you a member?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you active in your church?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Are you a born again Christian?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		In what Capacity?	

Give your definition of a Christian: _____

What is your reason for seeking a position in a Christian school? _____

What do you believe is the unique function of the Christian school program? _____

What is your favorite Bible verse? Explain: _____

Which Biblical character do you relate to most? Explain: _____

Write a short paragraph why you are interested in this position, your understanding of the program, and what you think would be expected of you: _____

Work Experience

1.	Employer	Supervisor
	Position Held	From _____ To _____
	Phone _____	Reason for Leaving _____
2.	Employer	Supervisor
	Position Held	From _____ To _____
	Phone _____	Reason for Leaving _____
3.	Employer	Supervisor
	Position Held	From _____ To _____
	Phone _____	Reason for Leaving _____

Education	Name of School	Years Completed or Degree
High School		
College		
Special Courses		

REFERENCES (NO RELATIVES)

Character Reference

Name	Home Phone
Address	Cell Phone

Work Reference

Name	Home Phone
Address	Cell Phone

Education Reference

Name	Home Phone
Address	Cell Phone

Pastor Reference

Name	Home Phone
Address	Cell Phone

Please attach a letter of reference from your pastor or minister to the back of this application.

Have you ever been convicted of a crime? Yes No If yes, explain: _____

(Criminal convictions are not an absolute bar to employment, but a false statement is. SSBA will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.)

How did you hear about Salem Sayers Baptist Academy? _____

Volunteer experience with children? Yes No List here: _____

Have you ever worked in a licensed childcare facility? Yes No

Where/When: _____

OFFICE APPLICANTS ONLY (complete & skip to page 4)

Please describe the office equipment that you are able to operate: _____

List office computer programs that you have operated: _____

Are you able to work well in an environment that has many interruptions? _____

Are you able to handle stressful situations? (i.e. calls from upset parents, student injuries, etc.) _____

ACADEMY, PRESCHOOL, DAYCARE & MDO APPLICANTS

What do you think your strengths are as a teacher? _____

Describe the steps that you would take to gain the attention of an inattentive and talkative student: _____

Do you enjoy field trips? Explain: _____

What would be your approach to classroom holiday/birthday/special occasions/themes? _____

Please read the following situational questions and answer them briefly. There are no right or wrong answers.

You are reading a story to a group of 15 students. Only 10 are listening, while the others are playing, talking, etc. What do you do? _____

You are in the gym with a group of students. Two of them are fighting over the same item. What will you do? _____

You are asked to enforce a policy that you may not understand or agree with. What will you do? _____

A parent tells you the Administrator has been rude to her. How will you respond? _____

Another employee tells you that the Administrator does not like you. What will you do? _____

List interests and hobbies: _____

Please read the following statements carefully and indicate your understanding and acceptance by signing in the space provided.

I certify that all the information in this application (and accompanying resume or supplemental sheets, if any) is true and correct, and I further understand that any misstatement or omission of information may be grounds for disqualification or immediate dismissal.

I authorize all persons listed to give Salem Sayers Baptist Academy any and all information regarding my previous employment and education and any other pertinent information they may have, personal or otherwise, and release all parties, such persons, and Salem Sayers Baptist Academy from liability for any damage that may result from furnishing same to Salem Sayers Baptist Academy.

Under State law, Salem Sayers Baptist Academy may obtain any criminal history record information pertaining to me. Salem Sayers Baptist Academy may obtain such information from any law enforcement agency, including a policy department or the Department of Public Safety or from the Texas Department of Corrections or similar out of state entities.

If employed by Salem Sayers Baptist Academy, I agree to conform to all policies and procedures.

_____/_____/_____
Signature of Applicant Date

What hours are you available to work? _____ to _____

Date you are available to start work: ____/____/____

Salem Sayers Baptist Academy is an equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Salem Sayers Baptist Academy prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with a disability.

Date of Interview: ____/____/____

****Hiring Subject to AAT Approval ****