



# Old Plank Christian Academy

8964 Old Plank Road ~Jacksonville, FL 32220

(904) 783-4888 ~Fax (904) 786-9809

Ministry of Old Plank Road Baptist Church

www.oldplankca.com

## Employment Application

Date Submitted: \_\_\_\_\_

### I Am Applying for the following positions

- Pre-Kindergarten (K-3 –K-4)       Kindergarten (k-5)       Elementary (1st—5th)  
1st Choice \_\_\_\_\_ 2nd Choice \_\_\_\_\_
- Middle School (6th—8th ) Subject \_\_\_\_\_  High School (9th thru 12th) Subject \_\_\_\_\_
- Media/Library  Administration—Area \_\_\_\_\_  Custodial  Paraprofessional (Teachers Aide)
- Other \_\_\_\_\_

List other areas that you are qualified to teach: \_\_\_\_\_

List any extra-curricular activities you are interested in sponsoring: \_\_\_\_\_

### Personal Data

Name (First Middle Last): \_\_\_\_\_

Complete Address: \_\_\_\_\_

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

US Citizen? \_\_\_\_\_ DOB (mm/dd/yy) : \_\_\_\_\_ SSN \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

How many children do you have? \_\_\_\_\_ Grades entering in the coming school year (or ages) : \_\_\_\_\_

### Teacher Certification

List current certificates:

State \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Type: \_\_\_\_\_ Endorsements: \_\_\_\_\_

Entity \_\_\_\_\_ State \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Type: \_\_\_\_\_ Endorsements: \_\_\_\_\_

Entity \_\_\_\_\_ State \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Type: \_\_\_\_\_ Endorsements: \_\_\_\_\_

( ) I have applied for a certificate. Date Applied: \_\_\_\_\_ Have you ever had your certificate suspended or revoked? \_\_\_\_\_

Have you ever broken an employment contract? \_\_\_\_\_

**Academic Record**

Applicants are responsible for requesting OFFICAL TRANSCRIPTS from all colleges and universities. Transcripts must be received at OPCA before any application will be considered.

Highest degree attained as of application date: \_\_\_\_\_

	School Name	Location	From—To	Diploma /	Major(s)	GPA
H/S						
College						
College						
College						
College						
Other						

**Employment History**

Include all work experience, teaching or otherwise, plus student teaching beginning with the most recent. If more room is needed attach a separate sheet.

Dates	Employer	Complete Address And Phone Number	Duties	Reason For Leaving	YRS of Exp.

Have you ever been "LET GO", Fired, or asked to resign from a job? \_\_\_\_\_ If Yes , Please Explain \_\_\_\_\_

\_\_\_\_\_

## **Background**

Old Plank Christian Academy is a private, Christian /Biblically based educational institution. It operates in accordance with the Civil Rights Act of 1964 and section 504 of the Rehabilitation Act of 1973. We reserve the right to select all employees by specific religious preference who can contribute to the stated religious objectivities of the institutions. This position is taken under the authority granted within the provisions of Public Law 92-261 (Equal Opportunity Act of 1972), section 702, 703 (e) and title 41, chapter 60, Subpart 60-50.

NOTE: It is the policy of OPCA that all Employees must be active, attending, participating and tithing members of a local church.

1. Church you regularly attend: \_\_\_\_\_ Denomination: \_\_\_\_\_

2. Church Address & Pastors name: \_\_\_\_\_

3. Are you born again Christian ( John 3:3)?  Yes  No

4. OPCA prohibits its employees from engaging in the use of alcoholic products, tobacco products and illegal drugs. In addition, OPCA highly recommends that employees not engage in viewing movies rated above a PG-13 rating. Do you agree of these positions and agree to abide by them as employees?

Yes  No If No, Please explain:

\_\_\_\_\_

5. Have you ever been divorced? (If Yes, please explain on separate sheet)  Yes  No

6. Do you believe in the Biblical account of creation?  Yes  No

7. Have you ever lead someone to Christ?  Yes  No

8. Do you feel called to teach or work in a Christian School?  Yes  No

9. Is your off campus testimony important to you?  Yes  No

10. Have you read our statement of faith and subscribe to it, without reservation? ( Our Statement of Faith includes a biblical view of marriage, homosexuality and gender issues.)  Yes  No

11. Have you ever been arrested and /or convicted, found guilty, had adjudication withheld or entered a plea of solo contender (no contest) to a crime other than a minor traffic violation? ( DUI is NOT a minor traffic violation)  Yes  No

12. Have you ever engaged in inappropriate conduct toward minors, or do you have any inclination toward such conduct? (i.e. homosexuality; verbal, physical, or sexual abuse; etc. as defined by the Bible and state law)  Yes  No

13. I undersand that all contracts for salaried employees do not become binding until the end of a 90 day probationary period.  Yes  No

14. Do you have a disability, handicap or medical condition that limits job performance?  Yes  No

15. I understand that once I am selected for a position, employment at OPCA requires a fingerprint style National Criminal Background check that must come back clear.

**Initial here** \_\_\_\_\_ to indicate your understanding of this fingerprinting requirement.

## **Philosophy**

On a separate sheet of paper please include the following:

1. In 200 words or less share your philosophy of classroom discipline including specific examples from your experience.
2. In 200 words or less share how you would integrate scriptural truths into teaching your subject/grade level.
3. Please give a brief account of your salvation experience.
4. If a student asked you how to become a Christian, write out what you would tell them.

## **Agreement**

I hereby certify that each answer on this application and all other information furnished are true, complete and correct. I understand that false or misleading information on this application, and /or information furnished during the interview process leaves my employment subject to termination at any time. I also understand ,that I am required to abide by all rules, policies and regulations of Old Plank Christian Academy.

I understand any offer of employment and / or continued employment is contingent upon OPCA receiving the following information in a timely manner:

- A. Three Professional References**
- B. Clear Criminal History Check**
- C. Official Transcripts**
- D. A negative TB Test**

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Signature Of Applicant

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Date

## **NON– Discriminatory Policy**

Old Plank Christian Academy admits employees of any race, color, national or ethnic origin, or disability to all rights and privileges and activities generally accorded or made available at the school.



# Employment Reference Check Form

Applicant Name: \_\_\_\_\_

## Please List Three References

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Years Known \_\_\_\_\_

Company/ Relationship: \_\_\_\_\_

### OFFICE USE ONLY:

Verification Date: \_\_\_\_\_ Referred for Job: Yes/No

Comments:

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

Signed: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Years Known \_\_\_\_\_

Company/ Relationship: \_\_\_\_\_

### OFFICE USE ONLY:

Verification Date: \_\_\_\_\_ Referred for Job: Yes/No

Comments:

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

Signed: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Years Known \_\_\_\_\_

Company/ Relationship: \_\_\_\_\_

### OFFICE USE ONLY:

Verification Date: \_\_\_\_\_ Referred for Job: Yes/No

Comments:

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

Signed: \_\_\_\_\_