

First Christian Academy



FCA desires to offer a quality academic education, as well as a Christian environment. We understand staff selection is a major part of having a quality school. Therefore, our Employment Application is a questionnaire, Skill evaluator and an application. Please take your time and complete the application packet thoroughly. Incomplete application packets will not be reviewed or considered for job placement.

FCA's application process includes:
application packet and one to two interviews

Please attach a copy of:

- * Drivers License
- * Social Security Card
- * GED / High School Diploma
- * College Diploma or Transcript (if applicable)
- * CPR / 1st Aid Card

10950 Highland Meadow Village Dr.* Houston, Texas 77089
4205 W. Broadway * Pearland, Texas 77581
Office Phone: 281-412-5182 Fax: 281-484-3695

First Christian Academy
Application for Employment

*Application must be filled out
 completely for consideration*

_____ Last Name _____ Middle _____ First Name _____

_____ Address _____ City _____ Zip Code _____

(_____) Primary Contact (_____) Alternate / Cell Contract

E-mail Address: _____

Social Security Number _____ - _____ - _____ Drivers License # _____ State _____

Are you between 18yrs and 65 yrs old? _____ Personal Transportation ? _____ Are you taking college classes? _____

If so, what is your major ? _____ Are you wanting: fulltime part time What hours are you available _____

List days available : M T W TH F * FCA is open from 6am-6:30pm.*

FCA is a non-denominational Christian-based school / Daycare. Do you attend church regularly ? _____ Denomination _____

List areas of church involvement _____

Position Desired

_____ Office Staff _____ Kitchen Staff _____ Janitor / Maintenance _____ Teacher _____ Teacher Aid

Experience / Skills to be considered _____

Education and Academic Skill

♥ Do you have your CPR / 1st Aid Card? _____ ** If not -- all staff must have within 2 days of hiring. **

Copy of High School Diploma Name of High School _____
 City / State _____ Years Attended _____ Graduated _____

Copy of College Transcript Name of College _____
 City / State _____ Years Attended _____ Graduated _____

Copy of College Transcript Name of College _____
 City / State _____ Years Attended _____ Graduated _____

Work Desires / History

♥ What was the worse job you ever had? _____ ♥What was the best job best job you ever had? _____

♥ Have you ever quit a job ? _____ Explain _____

♥ Have you ever been fired / let go from a job? _____ Explain _____

♥ How many years of experience have you had in this field of work? _____ Other fields of work? _____ Why are you changing fields of work ? _____

♥ What range of salary are you looking for? \$5.25 - \$ 6.00 \$6.00-\$7.00 \$ 7.00 - \$8.00 \$8.00 - \$10.00 Other \$ _____

♥ Have you ever been arrested or convicted of a crime surrounding theft / child / family? _____

Name of Employer _____	Dates Worked _____
Phone Number (____) _____	Job Title _____
Starting Salary \$ _____	Ending Salary \$ _____ Supervisor _____
Reason for Leaving:	
Name of Employer _____	Date s Worked _____
Phone Number (____) _____	Job Title _____
Starting Salary \$ _____	Ending Salary \$ _____ Supervisor _____
Reason for Leaving:	

Name of Employer _____ Dates Worked _____ Phone Number () _____ Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____ Supervisor _____ Reason for Leaving:
Name of Employer _____ Date s Worked _____ Phone Number () _____ Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____ Supervisor _____ Reason for Leaving:

Please read and initial :

___ All staff are hired on a 90 day-Probation Status. During this time, teaching staffs are observed for teaching abilities, classroom management skills, ability to manage a difficult child or situation, as well as cleanliness, organization and bulletin board /décor abilities. Any absences will require doctor’s note outside verification. See Staff Handbook for detailed information

___ We have a strict dress code policy that includes no visible body tattoos, piercing (except one stud earring). Uniforms must be clean, neat and pressed. Teachers working with small children should wear their hair up or pulled away from the face. Would you have a problem compiling with this policy? _____

___ FCA strives to be a Quality School – *Academics and Christ-like character* ar *of the utmost* importance. . All staff is expected to read and support all policies and procedures in the Staff & Student Handbook – by signing this application you are agreeing to read and support the policies and procedures. If for any reason a staff is found in violation, management will give a verbal notice and additional training.

___ Teachers and supportive staff are expected to perform their duties in a professional, Christ-like manner. Staff of FCA may not discuss immoral act while at school or school functions, engage in smoking, drinking, foul language or any other non Christ-like behavior. Staff will not be permitted to come to work smelling of alcohol or cigarettes. Failure to abide by these policies will result in termination of employment.

___ Skill evaluator is required for all positions.

Before your application can be considered you must supply a copy of : drivers licensee, social security card, and transcript.

Falsifying Information on application is grounds for immediate termination.

Applicant Signature _____ Date _____

Nondiscriminatory Policy

First Christian Academy admits students and hires employees of any race, color, national and ethnic origin. Students and staff are given equal access to all the rights, privileges, programs and activities generally accorded or made available to students and staff at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its hiring policies, educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Interview and Application Notes:

**First Christian Academy
Office/Management Skill Evaluator**

Last Name

Middle

First Name

What position are you applying for: _____

1. How would your previous employer rank you: (1 excellent 2 fair 3 poor)

____ Attendance ____ Ability to Follow ____ Parent Opinion ____ Co-worker Opinion ____ Personal Character
____ Organization ____ Personal Hygiene / Dress ____ Ability to Lead ____ Team Spirit ____ Preparation
____ Does he / she see his/her job "as unto the Lord" or is it just a job?

2. Extra curricular activities or sports you may be interested in sponsoring Yearbook / Writing Drama /Speech Art Music
 Bible Quiz Photography Sewing Elem. PE Jr/Sr High PE : basketball / volleyball / track / swimming / tennis

3. What characteristics do you have that parents would like in this position? _____

4. What do you consider to be the proper atmosphere for the office area? _____

5. Discuss Private School VS Public School as you would with a parent? _____

6. How do you handle enforcing school policy & procedures with a parent ? _____

7. How do you handle enforcing school policy & procedures with a student? _____

8. Circle the adjectives that describe you and your work-style:

Personality: free-spirited or detailed oriented / end results or systematic / spontaneous or planner / relaxed or professional
Work Style: voice tone: quiet or loud control: very controlled or loose control style: structured & planned or impulsive & natural
Student Discipline: firm or soft / strict or tolerant / rule enforcer or lenient / organized or liberal

8. What do you see is the role of Principal and Administrator as it relates to your position ? _____

School / Office Skills Evaluator - check the level of experience

	Entry	Average	Experienced	None	Explanation
Job Titles					
Administrative Assistant					
Bookkeeper / Accounting Clerk					
Accounts Receivable					
Accounts Payable					
Secretary					
Receptionist					
Teacher / or Aid					
Librarian or Asst.					
Clerk : _____					
Management: _____					
Specific Skills					
Able to Multi – task					
Filing / Organization					
Payroll					
Multi-line Phones					
School Tours / Sells					
Advertising / School Promotion					
Overseeing Banquets					
Attendance Staff / Students					
Tutoring Students					
Staff Training					
Staff Meetings					
Personnel Files					
Student Files					
Creating Newsletters /Memos					
Website –maintaining					
Budget					
Purchasing					
Customer Service					
List Languages Spoken	Beginner	Average	Expert	None	Explanation
List Computer Software					

I affirm all information is true and accurate

Signature _____ Date _____