

# STAFF APPLICATION

Greetings,

Elizabethtown Christian Academy is a Christian ministry that seeks to “Emphasize the preeminence of Christ in life and learning (Col. 1:18). We are pleased to have an opportunity to discuss an employment possibility with you. In order to proceed, we need to have some basic information that will assist us in the initial evaluation before we move into a formal interview phase. Each piece of the application and interview process is given consideration as we look at possible candidates.

As we review the information you return, we will be praying for guidance. We ask that you do the same. We will not make any employment decisions without having peace from the Lord.

Please complete and return the application with any applicable documents (i.e. transcripts, letters of recommendation, awards, etc.).

Thank you for your interest in Elizabethtown Christian Academy.

Sincerely,

Beverly Bridgers  
Head of School

**Elizabethtown Christian ACADEMY**  
**1800 West Broad Street, Elizabethtown, N.C. 28337**  
**910-862-3427**  
**bapbridgers@gmail.com**

**Staff Employment Application**

Please print the following information. All answers should be as complete as possible. Responses will be held in confidence. All applications will remain on file for a minimum of two (2) years from date of application.

**Personal Information:**

Name	Home Phone	Cell Phone
Social Security Number	E-mail	Fax
Mailing Address		
City	State	Zip

**Employment History. Please list last three (3) employers:  
May we contact these employers? \_\_\_\_\_**

<b>1.</b> Current Employer	Position
Address	Dates of Employment
<b>2.</b> Employer	Position
Address	Dates of Employment
<b>3.</b> Employer	Dates of Employment
Address	Position

**Health Information:**



Please share your Statement of Faith. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Christian School Information: (Attach additional pages as needed)**

Please comment on the Lord's leading your life toward working in a Christian school.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Placement Information:**

In what areas do you feel qualified to work? \_\_\_\_\_  
What other school activities could sponsor or assist? \_\_\_\_\_  
\_\_\_\_\_

**Other Information:**

Describe any other courses or training completed that would relate to the position for which you are applying. \_\_\_\_\_  
Give any additional experience you have had in the education or care of children. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been charged or arrested for a misdemeanor or felony?      Yes      No

**Please list four (4) references (one must be your pastor):**

**Pastoral Recommendation**

1. _____ Name	_____	Home Phone
_____	_____	_____
Address	Cell Phone	Email Address
2. _____ Name	_____	Home Phone
_____	_____	_____
Address	Cell Phone	Email Address
3. _____ Name	_____	Home Phone
_____	_____	_____
Address	Cell Phone	Email Address
4. _____ Name	_____	Home Phone
_____	_____	_____
Address	Cell Phone	Email Address

Elizabethtown Christian Academy selects qualified persons for employment without regard to race, sex, or national origin, but does, however, reserve the right to use established selection criteria in support of its goals and objectives. All information submitted will be held in confidence.

I hereby state that all information on this application and presented by me in the application process is true and correct. I agree to provide a tuberculin skin test and background check.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

<b><u>Item</u></b>	<b><u>Date Accomplished</u></b>
Application	_____
Transcripts	_____
References	_____
Certification	_____
Interview (1)	_____
Interview (2)	_____
Letter of Employment/Non-Employment	_____
Letter of Intent	_____
Contract Signed	_____
Payroll Information	_____
Tuberculin Skin Test	_____
Background Check	_____

COMMENTS: