

New Hope Christian Academy & Early Learning Center



*The mission of New Hope Christian Academy is to disciple, educate, and commission students
to go into the world determined to live out the gospel of Jesus Christ.*

Application for Employment

Thank you for your interest in employment with New Hope Christian Academy. Please fill out the appropriate sections of this application in their entirety.

Position(s) you are applying for: _____ Date: ____/____/____
Type of work desired: ☐ Full-time ☐ Part-time ☐ Substitute Dept ☐ NHCA K-12 ☐ Early Learning Center

SECTION 1: All Applicants

YOUR CURRENT PERSONAL INFORMATION: *Please write legibly.*

Name: _____ Email Address: _____

Current Address: _____
Street Address City ST Zip

Daytime Phone: (____) _____ Date available to begin _____

Cell Phone: (____) _____ Best time to call _____

YOUR EDUCATIONAL HISTORY

School	Name and Location	Course of Study	Graduate?	Degree/Diploma
High School			Yes No	
College/University			Yes No	
Graduate School			Yes No	
Certifications			Yes No	
Other			Yes No	

YOUR PERSONAL REFERENCES:

Please list three **personal** references who are neither previous employers nor relatives.

Full Name	Full Address	Phone & Email	Relationship

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YOUR JOB RELATED EXPERIENCE in light of the NHCA position you desire:

Valuable job related experience can be gained in other ways than being an employee. Volunteerism, or working at a civic organization or church can also be valuable. Please list and describe any paid or unpaid activities, honors, experiences or training which may not be listed elsewhere on this application.

GENERAL INFORMATION:

1. Do you have any relatives employed at NHCA? ☐ Yes ☐ No If so, please list: _____

2. Please list the other names used in employment listed in this application: _____

3. Have you ever applied for a job at NHCA in the past? ☐ Yes ☐ No If yes, please give the approximate date and the position for which you applied. Give your name at that time, if different from your present name. _____

4. Have you ever been convicted of a felony? ☐ Yes ☐ No If yes, please explain. _____

5. What church (in what city) do you currently attend? _____

6. Are you a member? ☐ Yes ☐ No How often do you attend? _____

7. In what church activities are you involved and with what regularity? _____

8. What other types of Christian service have you done since becoming a Christian? _____

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9. How did you learn of the opening for which you are applying? _____

ALL APPLICANTS, please attach a separate sheet of paper answering the following questions:

1. Please give a brief but complete statement of your personal faith in Jesus Christ.
2. What do you do to grow spiritually?
3. Why do you desire to be employed at New Hope Christian Academy?

SECTION 2: K-12 CERTIFIED APPLICANTS ONLY

CERTIFICATION/LICENSURE:

Educational certificates, licenses, specialties, or endorsements held:

Description	State/Dates	Active or Inactive

YOUR EDUCATIONAL EXPERIENCE:

Please list ALL teaching experiences, most recent first; include student teaching. Use an additional sheet if necessary.

School/Employer	Supervisor	Employment Dates
Address	Grades/Subjects taught (if applicable)	Reasons for leaving

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City, ST, Zip	Phone number	Other notable responsibilities
School/Employer	Supervisor	Employment Dates
Address	Grades/Subjects taught (if applicable)	Reasons for leaving
City, ST, Zip	Phone number	Other notable responsibilities
School/Employer	Supervisor	Employment Dates
Address	Grades/Subjects taught (if applicable)	Reasons for leaving
City, ST, Zip	Phone number	Other notable responsibilities

Do you have a current Ohio Teaching License? ☐ Yes ☐ No If yes, please attach a copy.

If not, have you ever had an Ohio Teaching License? ☐ Yes ☐ No

Do you have a current Association of Christian Schools International certificate? ☐ Yes ☐ No

Please list any areas of school life (i.e. yearbook committee, athletics, music, technology, ect.) in which you have a personal interest in being involved in at NHCA outside of the classroom. Please indicate any amount of experience in the area(s).

Please list any other related and valuable experiences which you feel strengthen your application.

Are you currently under contract by a school? ☐ Yes ☐ No Expiration Date: _____

Have you ever been discharged or did not have a contract renewed? ☐ Yes ☐ No If yes, please explain. Use a separate sheet if needed.

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K-12 applicants, please answer the following question in addition to the ones listed in Section 1:

4. How will you teach differently in a Christian school than in a public school?

SECTION 3: ELC APPLICANTS ONLY

YOUR EMPLOYMENT HISTORY:

Please list the most recent first.

Company Name	Phone
Full Address	Employed from _____ to _____
Supervisor	Reason for leaving
Job title/description of your work	
Company Name	Phone
Full Address	Employed from _____ to _____
Supervisor	Reason for leaving
Job title/description of your work	
Company Name	Phone
Full Address	Employed from _____ to _____
Supervisor	Reason for leaving
Job title/description of your work	

Please describe your skills in light of the position for which you are applying (Lead teacher, assistant teacher, floater, ect.)

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SECTION 5: ALL APPLICANTS

I authorize NHCA to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to investigate my work records and evaluations, my educational preparation, and other matters related to my suitability.

Initials

Our Statement of Faith

- I believe that the Bible is the inspired and only infallible and authoritative Word of God.
- I believe there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
- I believe in the deity of our Lord, Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right-hand of the Father, in his personal bodily return to this earth in power and glory.
- I believe the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.
- I believe that regeneration by the Holy Spirit is absolutely essential for personal salvation.
- I believe the sanctifying power of the Holy Spirit, whose indwelling in the Christian enables him to live a holy life.
- I believe in the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

Mark One:

- ☐ I fully support the Statement as written without mental reservations.
- ☐ I support the Statement except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Initials

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth, and conduct? ☐ Yes ☐ No

Initials

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

Initials

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation, I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

Initials

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I understand that neither this application nor any offer of employment which results, creates or is intended to create a contract of employment. I understand that, if hired, my employment is for no definite period of time and may be terminated at any time, with or without cause and with or without notice.

Initials

I have read the attached Statement of Faith/Lifestyle/ Moral Integrity Standards and agree to live according to the guidelines.

Initials

Applicant's Signature _____ Date _____

Revised Copy 8/27/24 JR

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Statement of Faith/Lifestyle/Moral Integrity Standards

New Hope Christian Academy is a religious, nonprofit organization representing Jesus Christ throughout the local community. New Hope requires its employees, as well as volunteers who have unsupervised access to children, to be born-again Christians, living their lives as Christian role models (Romans 10:9-10; 1 Timothy 4:12; Luke 6:40) and model the same Christian values and lifestyle that it seeks to instill in its students.

Employees will maintain a lifestyle based on biblical standards of conduct. Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love to others, a willingness to live contently under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees, families, or leadership.

Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity and homosexual behavior or any violation of the unique roles of male and female (Romans 1:21-27; 1 Corinthians 6:9-20). New Hope believes that biblical marriage is limited to a covenant relationship between a man and a woman and there are unique roles of the male and female clearly defined in Scripture, and that Romans 1:24-32 condemns the homosexual lifestyle (Romans 12: 1-2; 1 Corinthians 6: 9-20; Ephesians 4: 1-11, 5: 3-5; 1 Thessalonians 4: 3-8; 1 Timothy 4: 12; 2 Timothy 2: 19-22; 1 Peter 1: 15-16, 2: 15-17; John 3: 1-3).

Employee Declaration:

I declare I am a born again, follower of Christ. I recognize, understand, and agree to live by the Christian moral standards of the school. I understand that failure to comply with these standards may result in reprimand (verbal or in writing), or in some cases, dismissal from employment at the Academy. I am not engaging in and commit to not engage in inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual activity, sexual harassment, use of (including the viewing of) pornographic material or websites, as well as sexual abuse or improprieties toward minors as defined by Scripture and Federal and/or State law.

The signature below indicates that the above employee declaration is factual and true about my life, and that I understand and meet the statement of faith/lifestyle/moral integrity standards of New Hope Christian Academy.

Employee Name (Print)

Employee Signature