



Prospective Employee Please Complete

Name: _____

Date: _____

Position Desired: _____

Rise Christian Academy Office Use

Date Interviewed: _____

D.O.H. _____

D.O.E. _____

Position: _____

S.S. _____

Thank you for your interest in Rise Christian Academy and Rise Church.
We invite you to fill out this initial application and
return it to our office for consideration.

If an opening occurs for which you may qualify, we will notify you to schedule an interview. A second interview may be scheduled if you are selected for further consideration. We will also contact your character and employment references.

We look forward to receiving your initial application.
Best wishes in your employment endeavors!

PRIVACY STATEMENT

Please be advised that, while job applicants are not legally required to provide personal information, the withholding of such information could disqualify applicants from employment.

Rise Church and Rise Christian Academy will maintain the application as a confidential document. Information contained in said application will only be released in response to a written release from the employee or in compliance with an applicable law or order from a court of competent jurisdiction.



Application for Employment

A. APPLICANT INFORMATION

Full Name:	First:	Middle:	Last:
Home Phone:	Cell Phone:	Email Address:	Best time to call: <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon
Current Address:	Street:	City:	State, Zip
Permanent Address: (if different than above)	Street:	City:	State, Zip

Please list any additional addresses where you have resided at any time during the past five years.

Street	City	State, Zip

B. POSITION DESIRED

For what position are you applying? _____

Full Time _____ Part Time _____ Substitute _____

How did you hear about this position? _____

D. QUALIFICATIONS

Formal Training

Diploma/Degree	Date Received	Issuing Institution

Your Major(s) _____

Your Minor(s) _____

- **If you are applying for a teaching position, please attach photocopies of all post secondary transcripts.**

If you need additional space, please continue on a separate sheet of paper.

E. SPECIAL SKILLS AND TRAINING

Summarize special job-related skills and qualifications acquired from employment or other experience.

F. REFERENCES

You will need to sign the **Reference Release Form** that is attached and return it with this application. Do not list relatives for references.

Give three **Character** references. Please include current or former Pastor.

Name & Complete Address	Phone Number with Area Code	Position/Title

Give three **Professional** references who are qualified to speak of your Training and Experience. List your current or most recent supervisor first.

Name & Complete Address	Phone Number with Area Code	Position/Title

G. EMPLOYMENT EXPERIENCE

Start with your present or last job, including all teaching positions, and other school related employment. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

1. Employer	<u>Dates Employed</u> From To	Work Performed
Address	Job Title	Supervisor
Telephone Number (s)	<u>Hourly Rate/ Salary</u> Starting Final	Reason for Leaving
2. Employer	<u>Dates Employed</u> From To	Work Performed
Address	Job Title	Supervisor
Telephone Number (s)	<u>Hourly Rate/ Salary</u> Starting Final	Reason for Leaving
3. Employer	<u>Dates Employed</u> From To	Work Performed
Address	Job Title	Supervisor
Telephone Number (s)	<u>Hourly Rate/ Salary</u> Starting Final	Reason for Leaving
4. Employer	<u>Dates Employed</u> From To	Work Performed
Address	Job Title	Supervisor
Telephone Number (s)	<u>Hourly Rate/ Salary</u> Starting Final	Reason for Leaving
5. Employer	<u>Dates Employed</u> From To	Work Performed
Address	Job Title	Supervisor
Telephone Number (s)	<u>Hourly Rate/ Salary</u> Starting Final	Reason for Leaving

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have applied for the position of _____ with Rise Christian Academy (RCA) and Rise Church. I have authorized RCA/Rise Church to 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 character and work record. I also authorize RCA/Rise Church to investigate my work records and evaluations, my educational preparation, and all other matters related to my suitability for employment.

I authorize my references and my former employers to disclose to RCA/Rise Church all employment records, performance reviews, letters, reports, and other information related to my character and employment, without giving me prior notice of such disclosure.

In addition, I hereby release Rise Christian Academy/Rise Church, my former employers, my references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

I waive the right to ever personally view any references given to Rise Christian Academy and Rise Church.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

I certify that I have carefully read and do understand the above statements.

Applicant's Name (Print)

Date

Applicant's Signature

F. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Rise Christian Academy (RCA) is a ministry of Rise Church and is governed by Rise Church. I understand that employment is through Rise Church for the responsibilities and benefit of Rise Christian Academy.

I understand that employment at Rise Christian Academy is open to qualified individuals who are of good character, without regard or reference to race, sex (gender), national or ethnic origin, color, age, or disability. Rise Christian Academy is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with Rise Christian Academy's mission statement, and they must be willing to conduct their lives in conformity with the school's statement of faith and the school's declaration and agreement to ethical and moral integrity.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of 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 understand that I will be paid for the hours worked through the day of my release, in the same pay period; and will receive my final wages on the regularly set pay date.

I authorize RCA/Rise Church to contact and 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 character and work record. I also authorize RCA/Rise Church to investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the job.

I authorize references, and my former employers to disclose to RCA/Rise Church all employment records, performance reviews, letters, reports, and other information related to my character and employment, without giving me prior notice of such disclosure. In addition, I hereby release RCA/Rise Church, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to Rise Christian Academy and Rise Church.

I understand and agree that any offer of employment that I may receive from Rise Christian Academy/Rise Church is conditioned upon the receipt of background information. RCA/Rise Church may refuse employment or terminate conditional employment, if it is deemed that any background information is unfavorable or reflects adversely on RCA/Rise Church, or on me as an employee or potential employee of Rise Christian Academy/Rise Church.

I understand that this is only an application for employment and that no employment contract is being offered at this time.

I certify that I have carefully read and do understand the above statements.

Applicant's Signature

Date

Statement of Probation

I understand that permanent employment with Rise Christian Academy/Rise Church is contingent on successfully completing a 90 day probationary period.

Applicant's Signature

Date

