



## ROUND ROCK CHRISTIAN ACADEMY Administrative Staff Application

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Your interest in Round Rock Christian Academy is appreciated. Please complete this application and return it to our school office via email, mail, or in person. You will be notified if we are considering you for an opening that matches your qualifications. We will also contact your references and arrange for a personal interview.

We realize that the key to a successful Christian school is its staff. We are seeking applicants who are professionally qualified, who love children, and who, by the pattern of their lives, are Christian role models (Luke 6:40). We look forward to receiving your application.

### A. Applicant Information

Full name: \_\_\_\_\_

Date of application: \_\_\_\_\_ Date available: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Length of time at this address? \_\_\_\_\_ Email: \_\_\_\_\_

### B. Education *(attach copies of your postsecondary transcripts)*

Degree	Cum. GPA	Major/Minor	Date Conferred	College/University

### C. Position Desired

Position Applying For: \_\_\_\_\_

What would you like to be doing five years from now?

\_\_\_\_\_

List any training or qualifications that you have had that will be of benefit for this position:

\_\_\_\_\_

\_\_\_\_\_

**D. Christian Background**

**\* Please briefly give your Christian testimony on a separate piece of paper.**

Please carefully read our Statement of Faith and indicate your degree of support.

\_\_\_ 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.

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 \_\_\_

Denominational preference? \_\_\_\_\_

What is your local church affiliation? \_\_\_\_\_

Are you presently a member in good standing? \_\_\_\_\_ Years? \_\_\_\_\_

In what church activities are you involved and with what degree of regularity?

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To what extent do you believe you should become involved in Sunday and other weekday ministries of the sponsoring church or the church of which you are a member?

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Describe your routine of personal Bible study and prayer.

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What books have you read recently that have helped you spiritually?

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## E. Employment History

Please start with your current or most recent employer and work backwards for the past **ten years**. If necessary, you may follow the same format on the reverse.

1. Employer Name \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

2. Employer Name \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

3. Employer Name \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

4. Employer Name \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

5. Employer Name \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Have you ever worked under a different name for any of the employers you have listed? If so, what was the name or names? \_\_\_\_\_

Have you served in the military? Yes \_\_\_ No \_\_\_. If yes, what type of training or education did you receive? \_\_\_\_\_

**F. Administrative Office Skills**

Please detail your capabilities with the following items:

	Rate your ability 1=Advanced 2= Very Knowledgeable 3= Moderate 4=Beginner/Learning 5=Have not used	Years of Skill or Use	List the actual software you have used:	Please circle whether used in a work or home setting?
Outlook/Email software				Work / Home
Publishing software				Work / Home
Spreadsheet software				Work / Home
Database software				Work / Home
Telephone / Receptionist Skills				
Office Copier				

Rate your comfort level with learning new programs on the computer: \_\_\_\_\_  
(1 to 4, 1 being very comfortable with learning new computer concepts and tools).

List any additional training or qualification that you have had:

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**G. References**

Please provide three professional references and two personal references. Do not include family members or relatives for references. All applicants will sign the Policy Agreement and Compliance form to give authorization for RRCA to contact the references listed below.

Name	Phone	Relationship to Applicant? (former employer, colleague, pastor, principal, etc.)



## ROUND ROCK CHRISTIAN ACADEMY Employee Agreement and Compliance Form

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RRCA expects all faculty, staff, coaches, and substitutes to model the qualities and characteristics that exemplify a Christ-like life. As a full-time, part-time, contracted employee or substitute at RRCA, I recognize, understand, and agree to live by the Christian moral standards of the school.

**Tobacco Use Policy:** RRCA has prohibited the use of tobacco throughout the workplace. Any questions regarding the tobacco policy should be directed to administration.

**Substance Free Workplace:** RRCA is committed to maintaining an alcohol and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed and/or referred to appropriate law enforcement officials for prosecution. As a condition of employment, employees shall abide by the terms of this policy and notify the Head of School in writing if they are convicted for a violation of a criminal drug statute.

**Possession of Weapons on Premises:** Employees, visitors, and students are prohibited from bringing firearms, knives, clubs, chemical substances, ammunitions, or other prohibited weapons onto school premises or any grounds or building where a school-sponsored event takes place. To ensure the safety of all persons, employees who observe or suspect a violation of this policy should report it to their supervisor immediately.

**Release of References and Employment Verification:** I understand that the references I have provided may be contacted by the school. I authorize the release and giving of information requested by RRCA such as employment records, performance reviews, work history, and personal references whether such information is favorable or unfavorable to me. I release any person, organization, or company from any and all liability, claims, or damages that may directly or indirectly result from the disclosure or release of information by any person or party. I further waive my right to personally view any references given to RRCA.

**Convictions:** Have you ever been convicted\* of a crime, other than minor traffic offenses (minor offenses include speeding or parking violations)? Yes \_\_\_ No \_\_\_ If yes, please explain (on a separate paper). *\*Convicted means you were declared guilty by a judge or jury-or you pled guilty in court. A conviction may have taken place even if you did not pay a fine or spend time in prison. Answering yes will not automatically disqualify you from employment. RRCA will conduct a criminal background check.)*

**Background Check:** I understand that I am required to complete a criminal background check form, and I hereby authorize the school to conduct a criminal records check. In addition, I may be required to submit to a fingerprint check by the FBI and/or other federal and state authorities. I understand and agree that my working with students at RRCA is conditional upon the receipt of background information, including criminal background information. The school may refuse an offer of employment or continuation of 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.

**Moral Integrity:** I have disclosed all past and current legal, moral, and ethical issues or allegations that may affect my ability to be a positive Christian role model. I declare that during the past year I have not engaged in, or at the current time I am not engaging in, and promise that I will not during the term of my employment, engage in unethical, immoral, or inappropriate sexual conduct, or improprieties toward minors as defined by Scripture and federal or state law. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of RRCA.

**Faculty/Staff Handbook Agreement:** I acknowledge that I have read and will abide by the policies and procedures outlined in the RRCA Faculty/Staff Handbook. I understand that any major changes to the Faculty/Staff handbook will be communicated to me.

**Agreement for Electronic Communication Changes to Benefits:** I hereby give RRCA permission to electronically communicate any ERISA benefit information and Affordable Care Act (ACA) notices required by law.

**Agreement for Media Release for Marketing:** I agree to give RRCA all rights to publish or use video or photographic images of myself for the sole purpose of advertising and/or promotion of RRCA. I waive any right to approve any finished advertising or promotional piece that may be used.

I certify that I have carefully read, understand and agree to the above statements.

Name (Print and Sign): \_\_\_\_\_

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



## ROUND ROCK CHRISTIAN ACADEMY Statement of Faith

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- We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:15; 2 Peter 1:21)
- We believe there is only one God eternally existent in three persons - Father, Son and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30)
- We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; Revelation 19:11).
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (1 John 3:16-19; 5:24; Romans 3:34; 5:8-9; Ephesians 2:8-10; Titus 3:5).
- We believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-24; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18).