



NOTE: Electronic submissions are required.

Revised 01/01/2024

I. Personal Information:

Name:

Date:

Other Surname(s) Reflected on Employment or Educational Records:

Sex:

Occupation:

Marital Status:

If applicable, Spouse's Name and Occupation:

If applicable, Names and Ages of Children:

Address:

Phone:

Email Address:

Church Membership:

Position(s) Desired:

II. Education:

Name of School

Certification/Degree

Date

Elementary:

Secondary:

College/University:

Other:

III. Professional Learning: List any seminars or workshops that you have recently attended or coursework completed within the last two years that might better qualify you for this position.

Name

Date

IV. Employment Experience: List the schools/employers in which you have taught or worked in a position relative to the position for which you are making an application.

1.

School/Employer:

Phone:

Address:

Supervisor:

Dates of Employment:

Job Title:

Job Responsibilities:

Reason for Leaving:

2.

School/Employer:

Phone:

Address:

Supervisor:

Dates of Employment:

Job Title:

Job Responsibilities:

Reason for Leaving:

3.

School/Employer:

Phone:

Address:

Supervisor:

Dates of Employment:

Job Title:

Job Responsibilities:

Reason for Leaving:

- V. **References:** List 3 references other than previously listed supervisors. Please do not list members of your immediate family.

	<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Email Address</u>
1.				
2.				
3.				

VI. **Personal Beliefs:**

- a. Please write a brief statement describing your personal relationship with Christ.

- b. What is your understanding of the authority of the Bible, and how do you understand the doctrine of the inerrancy of the Bible?

- c. Briefly describe your position on marriage, gender and abortion.

d. Briefly describe how your faith affects your personal, civic and professional life.

e. What in your opinion is a Christian worldview?

f. Do you completely agree with NCCA's Statement of Faith?

VII. Classical Christian Education:

a. What is your understanding of classical Christian education?

b. What books have you read or training/lectures/podcasts have you listened to about classical Christian education?

c. Why is classical Christian education important to you?

d. How do you see yourself working within the classical Christian school community?

e. Why do you want to work at NCCA?

f. As a brand new classical Christian school, we are in a significant learning and growth phase. What about that concerns and/or excites you?

VIII. **Talents and Gifts:** How would you be an asset to NCCA?

IX. Certifications

Have you ever plead “guilty” or “no contest” to or been convicted of a crime? If so, please explain on a separate page. Yes No

Have you ever been the subject of an investigation of an allegation of physical abuse, sexual misconduct, sexual harassment, or an offense relating to children? Yes No

Have you ever been discharged from a position or asked to resign? If so, please explain on a separate page. Yes No

Are you legally eligible for employment in this country? Yes No

Is there any emotional or physical condition that you are presently experiencing or have experienced that may affect your ability to work on a day-to-day basis? Yes No

If so, please explain on a separate page.

I hereby declare that the information contained in this application is true, complete, and correct. I authorize, without reservation, New City Classical Academy and its representatives, employees, and/or agents to make any investigation of my personal, education, and employment history and my background.

I understand and support the mission, philosophy, and statement of faith held at New City Classical Academy. I also understand that if I were to become an employee of the school, I would be expected to be committed to behavior that is in keeping with biblical principles and the employee norms. My work and interactions with faculty, staff, and students should promote Christian convictions and maturity, give glory to God, and further His Kingdom.

One of the requirements for New City Classical Academy staff who have direct instructional contact with students is to become members at and regularly attend a confessionally-Reformed congregation that supports the school. I understand and agree to follow this church requirement if it fits my position. All staff members are to enroll any children in a local Association of Classical Christian Schools (ACCS) or Christian Schools International (CSI) elementary or high schools. I understand and agree to follow this school enrollment requirement.

Such a requirement is not to be interpreted as a judgmental statement in regard to other Christian traditions. It is rather a reflection of the founding principles of New City Classical Academy and the institution’s efforts to develop an educational program based on those convictions. An applicant does not need to be a member of a Reformed congregation at the time of their application if they are applying for a position for which Reformed church membership is a requirement. However, we want to be up front that if an applicant is offered a position that does have this requirement, this church membership is a requirement of employment. Once a new employee moves to this area and begins their job, they would be

expected to find a church home and affiliate with one of the many churches in the area that fits this requirement if applicable to the desired employment position.

Applicants must also seek to obey Scripture's instructions that all are called to put off things like sexual immorality, impurity, lust, evil desires, and greed as well as things such as anger, rage, malice, slander, and filthy language, and to put on an attitude of compassion, kindness, humility, gentleness, patience, and, of course, love (Colossians 3). I agree to follow any applicable current or future NCCA codes of conduct should I be hired.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary are valid unless they are in writing and signed by the NCCA Headmaster.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that the federal immigration laws require me to complete an I-9 Form in this regard. I understand that any offer of employment is contingent on a successful background check.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to eliminate me from further consideration for employment, or may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Subject to the United States Constitution, and all applicable state and federal laws, NCCA does not discriminate in its employment or admissions practices. NCCA reserves the right to institute hiring and enrollment practices based on the school's mission statement and philosophies.

Signature of Applicant: _____

Date: _____

RESUME: As part of the employment process, provide a current, detailed resume that includes your address and telephone number(s), educational background, professional experience, references (at least two) and other information related to the responsibilities of the position.