



4200 Ramsey Street  
 Fayetteville, NC 28311  
 (910) 822-7711

## Staff Application

Circle Applicable Position:

**Substitute Teacher:** Elementary Middle School High School No Preference

**Cafeteria Worker Office Early Education (3-5 year olds)**

**Before School Care After School Care**

Application Date \_\_\_/\_\_\_/\_\_\_ Date Available \_\_\_/\_\_\_/\_\_\_ Birth Date \_\_\_/\_\_\_/\_\_\_

Name: \_\_\_\_\_ Social Security # \_\_\_\_\_  
 (Last) (First) (Middle Initial)

Current Address: \_\_\_\_\_

Telephone Number (\_\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_ E-Mail: \_\_\_\_\_

Date of Birth \_\_\_/\_\_\_/\_\_\_ Marital Status: \_\_\_\_\_ Citizenship: \_\_\_\_\_

Church Currently Attending: \_\_\_\_\_ Denomination: \_\_\_\_\_

Do you have a High School Diploma? \_\_\_\_\_ Date: \_\_\_\_\_ School: \_\_\_\_\_

Circle the number of years of post High School education 1 2 3 4 5 6 7 8

**List in order all degrees earned:**

Name and location of Institution	Dates Attended	Major	Degree Hours Completed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Please attach copies of transcripts from each institution listed above.**

Please list activities or sports that you would be willing and capable to direct, sponsor, advise or coach. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**\*\*Northwood Temple Academy does not discriminate on the basis of race, gender, national or ethnic origin.\*\***

**On a separate piece of paper, please answer the following questions in one or two paragraphs. Attach pages to this application.**

1. Briefly give your Christian testimony.
2. Why do you desire to work in a Christian school?
3. What are your strengths and weaknesses as a professional and as a person?
4. In the area of morality, what are your views on abortion, homosexuality and sexual activity outside of marriage?

**Employment History**

Describe your work experience in detail, beginning with your present or last job. Include **ALL** paid, military and applicable volunteer experience. You may list significantly different jobs within the same organization as separate items. Use a separate listing to describe each position. Please provide an explanation of any gaps in employment. Attach additional sheets if necessary. **Resumes may be attached but cannot substitute for completing this section.**

1. Name of Organization _____
Position _____
Start Date of Employment ____/____/____      Ending Date ____/____/____
Address _____
City _____ State _____ Zip _____
Supervisor's Name _____ Phone Number (____) ____-_____
Supervisor's Email Address _____
Describe your duties and responsibilities _____
_____
_____
Reason for Leaving _____
_____
Salary at time of Leaving _____

2. Name of Organization \_\_\_\_\_  
Position \_\_\_\_\_  
Start Date of Employment \_\_\_\_/\_\_\_\_/\_\_\_\_ Ending Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_-\_\_\_\_  
Supervisor's Email Address \_\_\_\_\_  
Describe your duties and responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
\_\_\_\_\_  
Salary at time of Leaving \_\_\_\_\_

3. Name of Organization \_\_\_\_\_  
Position \_\_\_\_\_  
Start Date of Employment \_\_\_\_/\_\_\_\_/\_\_\_\_ Ending Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_-\_\_\_\_  
Supervisor's Email Address \_\_\_\_\_  
Describe your duties and responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
\_\_\_\_\_  
Salary at time of Leaving \_\_\_\_\_

4. Name of Organization \_\_\_\_\_

Position \_\_\_\_\_

Start Date of Employment \_\_\_\_/\_\_\_\_/\_\_\_\_ Ending Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_-\_\_\_\_

Supervisor's Email Address \_\_\_\_\_

Describe your duties and responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

\_\_\_\_\_

Salary at time of Leaving \_\_\_\_\_

List three (3) references that are qualified to speak of your spiritual experience and Christian service.

1. Name: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

2. Name: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

3. Name: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

List three (3) references that are qualified to speak of your professional training and experiences.

1. Name: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

2. Name: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

3. Name: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

For purposes of compliance with the Immigration Reform and Control Act of 1986, are you legally eligible for employment in the United States? \_\_\_\_\_ You may be required to provide documentation should you be hired.

Have you ever been arrested, received a Notice to Appear, been charged, convicted, plead *Nolo Contendere* or pleaded guilty to any criminal violation? \_\_\_\_\_ (Answering “Yes” will not necessarily disqualify you from employment.) If “Yes,” please give details. \_\_\_\_\_

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I hereby certify that all entries above and all attachments are true and complete and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part to any employment in the service of Northwood Temple Academy. I understand that all information on this application is subject to verification and I consent to criminal history, drug screening and background checks. I also consent to references and former employers and educational institutions listed to be contacted regarding this application. In addition, I hereby release the school, my former employers, references and all other parties from any and all claims, demands, or liabilities arising out of or in anyway related to such investigation or disclosure. I waive the right to ever personally view any references given to the school. This consent shall continue to be effective during my employment if I am hired. I further authorize Northwood Temple Academy to rely upon and use, as it sees fit, any information received from such contacts. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or to reflect adversely on the school or on me as a Christian role model.

I understand that this is an open application for employment and that no offer of employment is offered at this time.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Applicant's Certification and Agreement**

I understand that Northwood Temple Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

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.

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

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former employers, reference, and 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 personally view any references given to the school.

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 the recording as many sets of fingerprints as necessary for such any investigation. I authorize the school do 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 back information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that could reflect adversely on the school or on me as Christian role model.

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

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

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

**Authorization to Release Reference Information**

I have completed an application for a teaching position at Northwood Temple Academy. I have authorized the school to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals that know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and all other matters related to my suitability for employment.

I authorize references and my former employers to disclose to the school any and all employment records, performance, reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure.

In addition, I hereby release Northwood Temple Academy, 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 personally view any references given to Northwood Temple Academy.

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 \_\_\_\_\_

Applicant's Social Security Number \_\_\_\_\_





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## I. Conditions of Employment

- Northwood Temple Academy expects teachers to be “born-again” Christians who know the Lord Jesus Christ is Savior (John 3:3, I Peter 1:23). I accept without verbal or mental reservations the school’s Statement of Faith (attached). And am committed to upholding it. I also give testimony that teaching is a spiritual calling and that teaching in this Christian school is God’s direction for my life for this school year.
- Northwood Temple Academy expects teachers to exhibit the highest Christian virtue, serving as a Christian role model (I Timothy 4:12) both in and out of the school to pupils Luke 6:40), parents and fellow employees. I agree that instruction is not only through rational explanation of formal subject material, but even more powerfully through word, deed, example, and shared experience. I agree to be a role model in judgment, dignity, respect, and Christian living. I acknowledge that this includes, but is not limited to, the refraining from such activities as the use of illicit drugs, and the use of vulgar and profane language (Col. 3:17 KJ, Titus 2:7-8 TLB, 1 Thess. 2:10 TLB, 1 Thess. 5:18, 22-23 KJ, and James 3:17-18).
- Northwood Temple Academy expects teachers to accept biblical standards for sexual behavior, that any sexual misconduct, including but not limited to, premarital, extramarital, or homosexual activity; transgenderism, bisexual, bestiality, and incest; sexual harassment; use or viewing of pornographic material or websites; and sexual abuse of children is forbidden and violates the employment requirements of being a Christian role model. I agree that such behaviors are grounds for immediate dismissal from my teaching position of ministering to children.
- Northwood Temple Academy expects teachers to believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27.)
- We believe that the unique roles of the male and female are clearly defined in Scripture, and that Romans 1 :24-32 condemns the homosexual lifestyle (Romans 12:1-2; 1 Cor. 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; 1 John 3:1-3).
- Northwood Temple Academy expects teachers to believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-26.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- Northwood Temple Academy expects teachers to believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).
- Northwood Temple Academy expects teachers to faithfully attend and financially support a local church whose fundamental beliefs are in agreement either with the Statement of Faith of this school (Hebrew 10:25).
- Northwood Temple Academy expects teachers to accept their assignments to rooms, grades, subject, and extracurricular duties made at the discretion of the Administrator. I agree to maintain a classroom atmosphere that is conducive to learning. This includes maintaining a professional appearance.

- Northwood Temple Academy expects teachers to understand, appreciate, love, and serve the pupils entrusted to me for instruction, and will to the best of my ability provide for their fullest spiritual, intellectual, physical, and emotional development. I agree to observe appropriate confidentiality in regard to pupil, parent, and school matters.
- Northwood Temple Academy expects teachers to be on time for faculty devotions, which begin each school day, and to remain in the building at least thirty minutes after classes have been dismissed. I also agree to be present for such meetings and conferences as may be called by the administration.
- Northwood Temple Academy expects teachers to avoid highly debatable topics as much as possible that tend to divide Christians. I agree that a student is to be referred to his/her local church if a debatable topic arises of the theological nature.
- Northwood Temple Academy expects teachers to resolve differences with others (parents, fellow-workers, administration) by following the biblical pattern of Matthew 18:15-17. Should I have unresolved issues with my employer after utilizing the Matthew 18 principle, the two parties agree to be bound by the following mediation and binding arbitration agreement in an attempt to resolve issues and bring reconciliation.
- I affirm that I have read and will abide by the teacher Job Description, the policies set forth in the Employee Handbook, and the Parent-Student Handbook. I also agree to abide any additions, changes, or deletions made to school policies at the sole discretion of the School Board without prior notice during this contract school year.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## II. Statement of Faith

1. We believe the statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Northwood Temple Academy's faith, doctrine, practice, policy, and discipline, our Board of Directors is Northwood Temple Academy's final interpretive authority on the Bible's meaning and application.
2. We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. 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, Hebrews 7:26); His miracles (John 2:11); His vicarious and atoning death (1Corinthians 15:3, Ephesians 1:7, Hebrew 2:9); His resurrection (John 11:25, I Corinthians 15:4); His ascension to the right of Father (Mark 16:19); his personal return in power and glory (Acts 1:1, Revelation 19:11).
4. 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 ground of faith alone for salvation (John 3:16, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; those that saved unto the resurrection of life and those that are lost unto the resurrection of damnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12, Ephesians 4:30, 5:18).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, 5:18).
8. We believe in the personal and imminent coming of our Lord Jesus Christ and that this "blessed hope" has a vital bearing on the personal life and service of the believer (I Thessalonians 4:13 -18).
9. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27.)
10. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-26.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
11. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, transgenderism, bisexual conduct, bestiality, incest and use of all pornography) is sinful and offensive to God (Matthew 15:18-20; I Corinthians 6:9-10).
12. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_