



N A C O G D O C H E S . T E X A S

200 NE Stallings Dr. | Nacogdoches, Texas 75961 | (936) 559-7343 | (936) 559-7344 fax

## Employment Application (Administrative)

### A. Mission Statement

Regents Academy, as a Christian ministry to families, provides a Christian and Classical education that trains students to view all areas of life and faith from a Christian worldview and equips students to lead lives of virtue, display mature character, love learning, and serve the Triune God.

### B. Applicant's Name and Address

Full Name \_\_\_\_\_ SSN \_\_\_\_\_

Permanent Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application Date \_\_\_\_\_ Date Available \_\_\_\_\_

Phone: Day (\_\_\_\_\_) \_\_\_\_\_ Evening (\_\_\_\_\_) \_\_\_\_\_

### C. Position Preference

Position for which you are applying? \_\_\_\_\_

Full-time or part-time? \_\_\_\_\_

### D. Christian Background

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 \_\_\_\_\_ Signature \_\_\_\_\_

Please carefully read the Regents Academy Statement of Faith and indicate below your degree of support.

I fully support the Statement of Faith as written without reservation.

Signature \_\_\_\_\_

What is your denominational preference? \_\_\_\_\_

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

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

What is your attitude toward working with those of other races and other denominational beliefs?

\_\_\_\_\_

**In your own handwriting briefly write your Christian testimony below. You may attach an additional sheet if necessary.**

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### **E. Professional Qualifications**

(Photocopies of all your post-secondary transcripts will be required, if you are hired.)

Degree(s) & Date(s) Received \_\_\_\_\_

Issuing Institution(s) \_\_\_\_\_

Your Major(s) \_\_\_\_\_

Your Minor(s) \_\_\_\_\_

Cumulative grade point average: BA/BS \_\_\_\_\_ Graduate work \_\_\_\_\_

Sequentially list your teaching experience with most recent first.

<u>School's Name</u>	<u>Grade or Subjects</u>	<u>Dates</u>
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### **F. Employment History**

An attached résumé may substitute for this section.

1. Employer \_\_\_\_\_

Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name and Phone \_\_\_\_\_

Reason for leaving \_\_\_\_\_

2. Employer \_\_\_\_\_

Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name and Phone \_\_\_\_\_

Reason for leaving \_\_\_\_\_

3. Employer \_\_\_\_\_

Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name and Phone \_\_\_\_\_

Reason for leaving \_\_\_\_\_

## H. Personal References

You will need to read carefully the Applicant's Certification Agreement section of this application below and sign authorizing Regents Academy to evaluate the references you provide below. Do not list family members or relatives for references.

Provide two references that are qualified to speak of your spiritual experience and Christian service. List your current pastor first.

Name, Complete Address, Phone and Position

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

Provide two references who are qualified to speak of your professional training and experience. List your current or most recent principal or supervisor first. (see next page)

Name, Complete Address, Phone and Position

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

## **I. Applicant's Certification Agreement**

I understand that Regents 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 are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or 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 that I will be paid and receive benefits only through the day of release.

I authorize Regents Academy thoroughly to interview the primary references which I have listed, any secondary reference 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 thoroughly 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 the school any and all employment records, performance reviews, letters, reports, and other information related to my life and reemployment, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former employers, references, and all other parties from any and all claims, demands, or liability arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any reference given to the school.

Since I will be working with children, I understand that I must submit to a background check. I agree to fully cooperate in providing and recording as many sets of my fingerprints as is 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 to reflect adversely on the school or on me as a Christian role model.

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 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.

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

Applicant's Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Signature \_\_\_\_\_