

**FRIENDS IN JESUS LEARNING CENTER  
FIRST FRIENDS CHRISTIAN ACADEMY**

**Employment Application**

1062 Big Bethel Road  
Hampton, VA 23666  
(757) 265-6966

Date of Application: \_\_\_\_\_

We at FJLC and FFCA appreciate your interest in employment at our school. We invite you to complete this application, and return it to our school office. We will contact you to schedule an interview should an opening become available that you are suited for. God bless you!

**PERSONAL INFORMATION:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Title: (circle one) Mr. Mrs. Miss Ms. Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Numbers: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Best Time to Reach You: \_\_\_\_\_

Marital Status: (circle one) Single Married Divorced Widowed

Name of Spouse: \_\_\_\_\_

**Position Desired:** (check desired position)

Preschool: 3's	Preschool: 4's	Summer Position	Substitute
Elementary Grade Level	Kitchen	Full Time	Part Time

Hire Date: \_\_\_\_\_ Start Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_

First Interview \_\_\_\_\_ Recommended \_\_\_\_\_ Not Recommended \_\_\_\_\_

Church Interview \_\_\_\_\_ Recommended \_\_\_\_\_ Not Recommended \_\_\_\_\_

FJLC Board \_\_\_\_\_ Recommended \_\_\_\_\_ Not Recommended \_\_\_\_\_

## ***EDUCATIONAL EXPERIENCE***

	<i>Name &amp; Address Of School</i>	<i>Major</i>	<i>Diploma/Degree</i>	<i>Year Completed</i>
<b><i>High School Or G.E.D.</i></b>				
<b><i>Undergraduate College</i></b>				
<b><i>Graduate/ Professional</i></b>				
<b><i>Other (Specify)</i></b>				

### ***Special Abilities / Skills***

*Please list activities or sports, which you would be willing to direct, teach, or sponsor. Give any special job-related skill you feel may be helpful in considering your application.*

### ***Teaching Experience***

*Please list any teaching experiences you have with young people. (Church, Camp, Etc.) Indicate please the grade/age level.*

## **EMPLOYMENT EXPERIENCE**

*(Attach resume if available)*

*(Most recent employer first)*

<i>Employer:</i>	
<i>Address:</i>	<i>Phone:</i>
<i>Position Held:</i>	<i>Supervisor:</i>
<i>Starting Date:</i>	<i>Ending Date:</i>
<i>Salary:</i>	
<i>Duties:</i>	
<i>Reason For Leaving:</i>	

<i>Employer:</i>	
<i>Address:</i>	<i>Phone:</i>
<i>Position Held:</i>	<i>Supervisor:</i>
<i>Starting Date:</i>	<i>Ending Date:</i>
<i>Salary:</i>	
<i>Duties:</i>	
<i>Reason For Leaving:</i>	

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<i>Position Held:</i>	<i>Supervisor:</i>
<i>Starting Date:</i>	<i>Ending Date:</i>
<i>Salary:</i>	
<i>Duties:</i>	
<i>Reason For Leaving:</i>	

**REFERENCES:**

***A letter of reference from your pastor on church letterhead is recommended.***

*List 2 personal references that are able to speak on your behalf.*

*Please do not list family members.*

<i>Name:</i>	
<i>Address:</i>	
<i>Phone Number:</i>	<i>E-Mail:</i>
<i>How long have you known this person:</i>	
<i>In what capacity do you know this person:</i>	

<i>Name:</i>	
<i>Address:</i>	
<i>Phone Number:</i>	<i>E-Mail:</i>
<i>How long have you known this person:</i>	
<i>In what capacity do you know this person:</i>	

***Personal Information***

	<i>Yes</i>	<i>No</i>
<i>Have you ever been convicted, pled guilty, or pled nolo contendere to a felony?</i>		
<i>Have you ever been convicted, pled guilty, or pled nolo contendere to a misdemeanor?</i>		
<i>Have you ever had a report of child abuse or sexual activities that involved a minor child filed against you?</i>		
<i>Have you ever been dismissed or asked to resign from a teaching position?</i>		
<i>Are there any physical/mental limitations which would place restrictions upon you fulfilling your duties?</i>		
<i>If so, please explain:</i>		

***All staff members are expected to model Christian principles in their teachings and personal relationships. Please describe:***

*1: How you met the lord.*

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*2: How you currently grow in your walk with the Lord.*

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*3: How you will model Christian principles for our children.*

***Qualifications:***

*\*Role Model: Christian walk by faith*

*\*Knowledge of the Bible and ability to infuse Christian values taught in curriculum. \*Successful training/teaching experience in early childhood education or elementary school education.*

*\*Willingness to perform necessary non-teaching duties within the normal school day.*

*\*Ability to work with volunteers in the instructional process.*

*\*Ability to work and relate positively with staff.*

*\*Commitment to continual learning and professional growth. \*Ability to use various strategies for different learning styles.*

*\*Success in functioning cooperatively and productively as a team member with skill in communication, problem solving, and collaborative decision making.*

A MINISTRY OF  
FIRST FRIENDS CHURCH

***We believe the key to a successful Christian School is the classroom teachers and staff. We appreciate staff who are well qualified professionally, who love children, and whose lives exemplify Christ. Please review our mission statement and beliefs.***

***Mission Statement***

*Our mission is to provide a Christian and academic education in a nurturing environment using the Bible and the best educational methods available to guide students to grow and learn in the ways of the Lord.*

***Our Vision***

*Friends in Jesus Learning Center and First Friends Christian Academy exist to serve our community by providing quality and individualized education to as many students as possible while emphasizing strong Christian values.*

***Our Beliefs...***

*Friends Church does not advance new teachings or doctrines. Instead we have sought to rediscover New Testament teachings and put new applications to them.*

***As Friends we believe... God is our Father.***

*Jesus Christ is the Word made Flesh for us. John 1:1-4*

*The Holy Spirit is our Comforter, Strengthener and Guide. John 16:7, 13*

*The Bible is the written Word of God, inspired by Him. 2 Timothy 3:16*

*A person receives forgiveness through repentance for sins and belief in Jesus Christ our Savior. Acts 2:38*

*The mission of the church is to communicate the Good News of salvation to people everywhere. Matthew 28:18-20*

*Each Christian has a spiritual gift that God has given him and we are to help one another develop and use these gifts. 1 Peter 4:10*

*All are called to be ministers. The New Testament teaches the priesthood of all Believers and the real Church is believers, not buildings. 1 Peter 2:5-9*

*A Christian should seek the filling of the Holy Spirit in his life. Ephesians 5:18*

*As Believers we are to love one another as Christ loves us. 1 John 4:10*

***As an applicant for Friends in Jesus Learning Center, I agree to fulfill the mission and vision statements and adhere to the beliefs of First Friends Church.***

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

*I understand that Friends in Jesus Learning Center and First Friends Christian Academy does not discriminate in its employment practices against any person, race, color, national ethnic origin, gender, age, or disability.*

*I state that all the facts set before me in this initial application are true. 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 result in my immediate dismissal regardless of the time elapsed before discovery. If I am terminated under these circumstances, I further understand that I will be paid and receive benefits only through the day of termination.*

*I authorize Friends in Jesus Learning Center and First Friends Christian Academy to:*

*\* contact my previous employers*

*\*investigate my work records, evaluations, education, and anything that may be suitable for my employment*

*\*contact my personal references*

*\*conduct a criminal background check, if hired*

*I release all my former employers and references and all other parties from any liability related to such investigation.*

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***Applicant's Signature***

***Date***

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***Administrator's Signature***

***Date***

**REFERENCES CHECKED:**

1. Date checked: \_\_\_\_\_ Checked by: \_\_\_\_\_  
Comments:

2. Date checked: \_\_\_\_\_ Checked by: \_\_\_\_\_  
Comments:

3. Date checked: \_\_\_\_\_ Checked by: \_\_\_\_\_  
Comments: