



United Faith Christian Academy

8617 Providence Road

Charlotte, NC 28277

Phone: (704) 541-1742 Fax: (704) 540-7926 www.ufca.org

APPLICATION FOR EMPLOYMENT – SUBSTITUTE/NON TEACHING FACULTY

Office Use Only

Interview Date: _____

Reference Check: _____

2nd Interview: Yes No

Background Check: _____

Probable Placement: _____

Contract Offered Accepted

Date of Application: _____

Date Available For An Interview: _____

Applying For: Full Time Part Time

Referred By: _____

Date Available To Begin Work? _____

Personal Data

Name: _____

(Last)

(First)

(MI)

(Maiden)

Home Phone: _____ Cell Phone: _____

Current Address: _____

City: _____ State: _____ Zip Code _____

Length of time at this address: _____ Email: _____

Permanent Address and phone number (if different from above): _____

Please provide the name, address, and telephone number of contact in case of an emergency:

Name: _____
(Last) (First) (Middle)

Relationship to You: _____ Home Phone: _____ Business Phone: _____

Address: _____

City: _____ State: _____ Zip Code _____

Position For Which You Are Applying

Please indicate the position(s) for which you are applying.

- | | |
|---|--|
| <input type="checkbox"/> Administrator: _____ | <input type="checkbox"/> Office Staff: _____ |
| <input type="checkbox"/> Classroom Aide | <input type="checkbox"/> Substitute |
| <input type="checkbox"/> Assistant Coach | <input type="checkbox"/> Falcon's Nest Director |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Coach: _____ |
| | <input type="checkbox"/> Falcon's Nest Assistant |

Education

College or University	City/State	Degree	Major	Dates Attended	Overall GPA

Copies of all College and/or University transcripts, both undergraduate and graduate, must be filed with your application or soon after it has been submitted.

Experience

Beginning with your most recent position, list all experience for which you have been or are being paid. Please complete all information even if you include a resume.

- 1) Name of Company: _____ From: _____ To: _____
 Address: _____ Phone: _____
 Job Title: _____ Full Time Part Time
 Reason for Leaving: _____
 Name and Title of Supervisor: _____ May we contact? Yes No

- 2) Name of Company: _____ From: _____ To: _____
 Address: _____ Phone: _____
 Job Title: _____ Full Time Part Time
 Reason for Leaving: _____
 Name and Title of Supervisor: _____ May we contact? Yes No

- 3) Name of Company: _____ From: _____ To: _____
 Address: _____ Phone: _____
 Job Title: _____ Full Time Part Time
 Reason for Leaving: _____
 Name and Title of Supervisor: _____ May we contact? Yes No

- 4) Name of Company: _____ From: _____ To: _____
 Address: _____ Phone: _____

Job Title: _____ Full Time Part Time

Reason for Leaving: _____

Name and Title of Supervisor: _____ May we contact? Yes No

Have you ever been dismissed from a position? Yes No If yes, please explain:

References

List persons, such as former employers, pastors, supervisors, and instructors, who have firsthand knowledge of your professional preparation and competence, and your spiritual maturity. A minimum of three references is requested.

Incomplete/inaccurate reference information (i.e., names, addresses, zip codes, phone numbers, etc.) may make it difficult for your application to be given further consideration.

1) Name: _____ Title: _____ School/Company: _____

Address: _____
(Address) (City) (State) (Zip Code)

Work Phone: _____ Home Phone: _____

2) Name: _____ Title: _____ School/Company: _____

Address: _____
(Address) (City) (State) (Zip Code)

Work Phone: _____ Home Phone: _____

3) Name: _____ Title: _____ School/Company: _____

Address: _____
(Address) (City) (State) (Zip Code)

Work Phone: _____ Home Phone: _____

Personal History/Information

Have you ever served in the military? ____yes; ____no

Have you ever worked under a different name for any of the employers you have listed above? (e.g., maiden name)? If so what name did you use? _____

Are you holding or have you already signed a contract for next year with any other educational institution? ____yes; ____no

Have you ever been accused or convicted of a felony, or a misdemeanor? If so, what was the felony or misdemeanor?

Have you ever been accused of or convicted of child abuse of any kind? If so, please describe:

Why do you wish to work at United Faith Christian Academy? _____

Of what church are you a member? _____ Denomination: _____

Church Address: _____
(Address) (City) (State) (Zip Code)

Pastor's name: _____ Church phone: _____

Please briefly give your personal Christian testimony: _____

I verify that all of the above information is true and correct. I understand that any intentional falsification of any portion of this application will be grounds for immediate dismissal. Employment is contingent on successful completion of background investigation and references check.

(Applicant's Signature)

(Date)