



# Omaha Christian Academy

10244 Wiesman Drive  
Omaha, NE 68134  
(402) 399-9565 /Fax (402) 399-0248

## EMPLOYEE APPLICATION

Position desired: \_\_\_\_\_ Full time \_\_\_\_\_ Part time \_\_\_\_\_

Application date: \_\_\_\_\_ Date available: \_\_\_\_\_

Your interest in Omaha Christian Academy is appreciated. We invite you to complete this application and return it. We will contact your references. If there is interest in your candidacy, we will arrange for a personal interview.

The key to a successful Christian school is its staff. We are grateful for those who are professionally qualified, we really love children, and who exemplify Christ. We look forward to receiving your application. Thank you for your interest in the ministry of Omaha Christian Academy. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

### A. NAME AND ADDRESS

Full name: Miss ( ) Mrs. ( ) Mr. ( )

Last: \_\_\_\_\_ First: \_\_\_\_\_ M.I.: \_\_\_\_\_

Present address: \_\_\_\_\_

Telephone: (days) \_\_\_\_\_ (evenings) \_\_\_\_\_

E-mail address: \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_

### B. PERSONAL INFORMATION

Social Security Number: \_\_\_\_\_ Sex: Male ( ) Female ( )

Marital Status: Single ( ) Engaged ( ) Married ( ) Separated ( ) Divorced ( ) Widow/widower ( )

Re married ( ) \* **Please attach explanation if divorced or remarried.**

Spouse's name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Number of years married: \_\_\_\_\_ Number of children: \_\_\_\_\_ Ages: \_\_\_\_\_

Finances: What was your most recent annual salary? \_\_\_\_\_

### C. CHRISTIAN BACKGROUND

**\* On a separate paper, briefly give your Christian testimony including salvation experience, baptism, and describe your personal time in the Word and prayer.**

**Bible:** Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, conduct, and truth? Yes ( ) No ( )

Signature: \_\_\_\_\_



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**Statement of Faith:**

Please carefully read our Statement of Faith and indicate below your degree of support.

\_\_\_\_\_ I fully support the Statement as written without reservations.

Signature: \_\_\_\_\_

\_\_\_\_\_ I support the Statement except for the area(s) explained on a separate paper.

Signature: \_\_\_\_\_

**Church:**

Denominational preference? \_\_\_\_\_

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

Are you presently an active member in good standing? Yes ( ) No ( ) Years? \_\_\_\_\_

In what church activities are you involved and with what degree of regularity? \_\_\_\_\_

**Service:**

What other Christian service have you done since becoming a Christian? \_\_\_\_\_

What is your attitude toward working with those of other races and other denominational Beliefs? \_\_\_\_\_

Are you capable of teaching a Bible class? Yes ( ) No ( ) If yes, what qualifies you to teach The Word of God? \_\_\_\_\_

## D. PROFESSIONAL QUALIFICATIONS

**Training:**

List all training	Date received	College or University
_____	_____	_____
_____	_____	_____

**Work Experience:**

List your work experiences (begin with most recent)

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

Reason for leaving your last position \_\_\_\_\_

\_\_\_\_\_



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## E. PERSONAL REFERENCES

Please sign the attached Authorization to Reference Release Form and return it with this application. Do not list personal friends or relatives as references. The references should be of an Institutional nature such as former employers or other organizations. Give two references qualified to speak of your spiritual experience. List your current pastor.

Name	Complete Address	Phone	Position
_____	_____	_____	_____

Give three references qualified to speak of your training and experience. List your most recent supervisor first. These must be of an "institutional" nature such as former employers or organizations.

Name	Complete Address	Phone	Position
_____	_____	_____	_____
_____	_____	_____	_____

## F. PERSONAL INTERESTS

List memberships, offices, and honors obtained in:

High School \_\_\_\_\_

College \_\_\_\_\_

Currently \_\_\_\_\_

List your hobbies and personal interests: \_\_\_\_\_

What periodicals do you read regularly? \_\_\_\_\_

## G. APPLICANT'S CERTIFICATION AND AGREEMENT

The information in this application is correct and complete. I understand that discovery of falsification of any statement or significant omission of fact during any phase of the hiring process may prevent me from being hired or, if hired, may subject me to immediate dismissal.

I understand that Omaha Christian Academy does not discriminate in its employment practices against any person because of sex, race, color, national or ethnic origin, gender, or handicap. I further understand that any offer of employment is conditioned on the proof of legal authority to work in the United States.

I authorize Omaha Christian Academy to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews. I authorize the release and giving of \_\_\_\_\_ any information requested by Omaha Christian Academy such as employment records, performance reviews, and personal liability or damage which may result from furnishing the information requested. I further waive the right to ever personally view any references given to Omaha Christian Academy.

I also agree to a national criminal background check.

I have carefully read and do understand the above statements.

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

\_\_\_\_\_  
Date



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## CHRISTIAN ROLE MODEL

The faculty/staff/board member will manifest by precept and example the highest Christian virtue and personal decorum, serving as a **Christian role model** (I Timothy 4:12) both in and out of school to pupils (Luke 6:40), and as an example to parents and fellow faculty/staff/board members in judgment, dignity, respect, and Christian living. This includes, but is not limited to, the refraining from such activities as the use of tobacco, illicit drugs, vulgar and profane language, and the misuse of alcohol (Colossians 3:17; Titus 2:7-8; I Thessalonians 2:10; 5:18, 22-23, and James 3:17-18).

The faculty/staff/board member agrees that the Scripture dictates standards of sexual behavior. Sexual misconduct as defined in the statement below is cause for dismissal from OCA. Any promiscuity, homosexuality, or other deviant sexual behavior is forbidden and as such violates the bona fide occupational requirement of being a **Christian role model**. The unique roles of the male and female are clearly defined in Scripture. Romans 1:24-32 states that God recognizes homosexuals and other deviates as perverted. Such deviation from Scriptural standards is grounds for termination (Romans 12:1-2; I Corinthians 6:9-20; Ephesians 4:1-11, 5:3-5; I Thessalonians 4: 3-8; I Timothy 4:12; II Timothy 2:19-22; I Peter 1:15-16, 2:15-17; I John 3:1-3).

Proof of deviation from scriptural standards as determined by the Board is grounds for termination. If an allegation is made, the individual in question will be removed from his/her position immediately until a full investigation has been completed.

### Sexual misconduct is defined as:

- 1) Child sexual abuse includes, but is not limited to, any contact or interaction between a student and an adult when the student is being used for the sexual stimulation of the adult person or of a third person. The behavior may or may not involve touching. Sexual behavior between a student and an adult is always considered forced whether consented to by the student or not.
- 2) Sexual harassment is unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when: a) Submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment or their continued status in school; b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive working environment.
- 3) Rape or sexual contact by force, threat, or intimidation.
- 4) Sexual conduct (such as offensive, obscene, or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling, possession on school property of pornographic or sexually graphic materials, accessing pornographic or sexually graphic web sites on school property) that is offensive or injurious to the physical or emotional health of another.
- 5) Sexual malfeasance is defined as sexual conduct within a ministerial or professional relation. Sexual conduct includes unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature. This definition is not meant to cover relationships between spouses, nor is it meant to restrict school professionals from having normal, mutual, social, intimate, or marital relationships.

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Signature of Applicant/Employee

Date



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## DECLARATION OF ETHICAL AND MORAL INTEGRITY

As an applicant for employment or for a volunteer position with unsupervised access to children at Omaha Christian Academy, and its ministries, I \_\_\_\_\_ recognize, understand, and agree to live by the moral standards of the school.

I further declare that with regard to my personal moral character and conduct as of this date, I am not, nor have I been in the past engaged in inappropriate, nor do I have inclinations toward such conduct.

Inappropriate conduct includes, but is not limited to, such behaviors as the following: homosexual or lesbian inclinations or actions; or sexual abuse or improprieties toward minors as defined by Scripture and state law.

I do declare that the above statement is factual and true. By affixing my signature, I declare that I meet the moral integrity standards and Christian role model life-style requirements of Omaha Christian Academy.

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Signature of Applicant/Employee

Date

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Signature of Administrator

Date



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## **AUTHORIZATION TO RELEASE REFERENCE INFORMATION**

I have made application for a position with Omaha Christian Academy. I authorize Omaha Christian Academy to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews.

I authorize the release and giving of any information requested by Omaha Christian Academy such as employment records, performance reviews, and personal references whether such information is favorable or unfavorable to me.

I release any person, organization, or company from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

I further waive the right to ever personally view any references given to Omaha Christian Academy.

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

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Applicant's name (please print)

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Applicant's signature

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Applicant's Social Security Number

---

Date



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## REQUEST FOR CRIMINAL RECORDS CHECK

Our insurance company requires a national criminal background check on all paid and unpaid employees. In order to complete this background check, the agency we use requires your permission.

I hereby give consent to Omaha Christian Academy to obtain any information which pertains to any record of convictions contained in its files or in any criminal file maintained on me whether local, state, or national. I hereby release the company used by Omaha Christian Academy to obtain said information from any and all liability resulting from such disclosure.

(Please Print)

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

Middle Name: \_\_\_\_\_ Name Suffix: \_\_\_\_\_

Maiden Name (if applicable): \_\_\_\_\_

Other Names (aliases, etc.): \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Street Address: \_\_\_\_\_

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

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

Driver's License #: \_\_\_\_\_

Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_



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## STATEMENT OF FAITH

As an inter-church school, OCA seeks to unify believers by emphasizing the basic Biblical truths of salvation. We recognize the Bible as God's complete revelation and accept no extra-Biblical teaching as its equal. We interpret the Scriptures literally in a normative, grammatical sense.

OCA accepts students from families that agree with the basic Biblical truths for salvation presented in this Statement of Faith. Those that serve the Lord as board members, faculty, and staff at OCA must be in total agreement with this Statement of Faith. If they change their views, they are expected to terminate their ministry at OCA. OCA seeks to maintain unity by emphasizing salvation by the grace of God through Jesus Christ rather than oppose differences.

### Final Authority for Matter of Belief and Conduct

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 Omaha Christian Academy's faith, doctrine, practice, policy, and discipline, our School Board is OCA's final interpretive authority on the Bible's meaning and application.

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
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, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, 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 single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; that they are saved unto the resurrection of life, and that they are lost unto the resurrection of condemnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 2:12-13, Galatians 3:26-28).
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; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).
8. 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 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2-5; Hebrews 13:4).
9. We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
10. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26-27).

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