



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, love the guidance and education of 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

Sex: Male () Female ()

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

Re married ()

Spouse's name: _____

Occupation: _____

Number of years married: _____ Number of children: _____ Ages: _____

Finances: What was your most recent annual salary? _____

C. CHRISTIAN BACKGROUND

** Should you move on to the interview process, please be prepared to discuss your Christian background and how your faith is expressed in your life.*



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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 _____

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



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E. 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 and the successful completion of the background check process.

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 and sex offender registry background check.

I have carefully read and do understand the above statements.

Signature of Applicant

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.

Applicant's name (please print)

Applicant's signature

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. We also complete a sex offender registry background check. 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: _____