



# OMAHA CHRISTIAN ACADEMY

10244 Wiesman Drive  
Omaha, NE 68134

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## STAFF 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, who 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 legal name: Miss ( ) Mrs. ( ) Mr. ( )  
Last: \_\_\_\_\_ First: \_\_\_\_\_ M.I.: \_\_\_\_\_  
Present address: \_\_\_\_\_  
Telephone: (days) \_\_\_\_\_ (evenings) \_\_\_\_\_  
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 ( ) Remarried ( ) Widow/widower ( )  
*(Please attach explanation if divorced or remarried.)*  
Spouse's name: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Number of years married: \_\_\_\_\_ Number of children: \_\_\_\_\_ Ages: \_\_\_\_\_  
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: \_\_\_\_\_

**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 mental reservations.

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

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

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

**Church:** Denomination preference? \_\_\_\_\_  
What is your local church affiliation? \_\_\_\_\_  
Are you 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 would be your subject preferences?  
\_\_\_\_\_

What are your qualifications to teach the Bible? \_\_\_\_\_  
\_\_\_\_\_

#### D. PROFESSIONAL QUALIFICATIONS

**Training:**

List all training	Date received	College or University
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\_\_\_\_\_  
\_\_\_\_\_

**Work Experience:**

List your work experiences (begin with most recent)

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

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

#### E. PERSONAL REFERENCES

Please sign the attached Authorization to Release Reference Information and return it with this application.

Do not list relatives or personal friends as references.

Give two references qualified to speak of your spiritual experience. List your current pastor first.

Name	Complete Address (including zip)	Phone	Position
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\_\_\_\_\_  
\_\_\_\_\_

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

Name	Complete Address	Phone	Position
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### F. PERSONAL INTERESTS

List memberships, offices, and honors:: \_\_\_\_\_

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

What professional literature do you read regularly?  
\_\_\_\_\_  
\_\_\_\_\_

**I. APPLICANT'S CERTIFICATION AND AGREEMENT**

The information contained in this application is correct and complete to the best of my knowledge. 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.

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Signature of Applicant

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Date

*\*Please complete:*

- 1. Statement of Faith*
- 2. Release of Records*

*\*Please include with this application:*

- 1. Cover Letter*
- 2. Resume*