

THE KING'S ACADEMY

Where Christ is King

Dear Prospective Staff Employee:

Thank you for your interest in a possible position of employment at The King's Academy. We're glad you are considering The King's Academy as the school where you can use the gifts and talents that God has given to you.

Please complete and return the attached **Staff Employment Application**. After we receive your completed employment application, we will open an active applicant file, and contact you in the future when any openings occur in your field. Please be sure to answer all questions completely, including phone numbers and addresses.

We are committed to developing our student body to be young men and women of character, integrity and honesty; with a firm commitment to Christ and honoring God with their lives and conduct. We are equally committed to developing a staff that is not only committed to striving for excellence in their specialty area, but also committed to developing mentoring-relationships with the students to build them up in their faith and character.

The King's Academy is not affiliated with any one particular church. However, we do require our staff to attend and be involved in a Bible-teaching, evangelical church on a regular basis. The Christian testimony of our staff is important.

If you are hired, the following will be required:

- Complete *New Hire* required paperwork
- Drug testing
- Background screening and fingerprinting (Processing fees are at the employee's expense.)

You may fax your application to (561) 686-8017, email to: careers@tka.net or mail to:

The King's Academy
Human Resources
8401 Belvedere Road
West Palm Beach, FL 33411

Thank you again for your interest in The King's Academy.

Sincerely in Christ,



Randal L. Martin
President

Attachment

PERSONAL INFORMATION

Date: _____

Circle - Salutation

Mr. / Dr. / Rev. / Miss / Ms. / Mrs.

Circle - Marital Status

Single / Married / Divorced / Widowed / Separated

Full Name _____ Maiden Name (for transcript purposes) _____

Application date ____/____/____

Date available ____/____/____

Present address _____ City _____ State ____ Zip _____

Phone: Days (____) ____ - ____ Evenings (____) ____ - ____ Best time to call? _____

Permanent address _____ City _____ State ____ Zip _____

U.S citizen? _____ Social Security # _____ - _____ - _____ E-mail address _____

Are you presently employed by The King's Academy in any capacity? _____ Position _____

Have you ever been employed by The King's Academy? _____ What position/time period _____

Bus driver applicants only: Commercial Drivers License # _____ Exp. Date _____

Most recent hourly or annual salary? _____

SCHOOL APPLYING TO

_____ TKA - West Palm Beach (Main Campus) _____ Preschool (TKAP)

Preferred Preschool Location(s) __Boynton Beach / __Greenacres / __Loxahatchee / __PB Gardens / __Royal Palm Beach / __Any

POSITION APPLYING FOR

Please indicate all choices in the parenthesis.

_____ **Full Time** and / or _____ **Substitute**

- () Bus Driver () Transportation () Library
- () Maintenance () Housekeeping () Bookstore
- () Cafeteria () Office () Security
- () Business Office () Clinic () Staff or () Faculty Substitute
- () Teacher Assistant (Elementary) () Teacher Assistant (Preschool) () Summer Help () Summer Camp
- () Any Available Position -- Qualified

Please indicate any Teaching positions that you would also like to be considered if qualified.

_____ **Full Time** and / or _____ **Substitute**

- () Preschool Teacher () Elementary Teacher () Secondary Teacher () Any Available Position – Qualified
- () Substitute Teaching – Grades _____ () Other – Indicate: _____

CHRISTIAN BACKGROUND

***** On a separate paper, in your own words: Describe how you know that you will spend eternity in Heaven, and describe your current walk with Christ.**

Do you, without reservation, subscribe to our Statement of Faith? (Page 5) _____

Do you, without reservation, subscribe to our Employee Role Model Standards both on and off campus? (Page 6) _____

Name of Church you attend _____ Denomination _____

Have you ever led a child or youth to Christ? _____

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

Have you ever been divorced? _____ If yes, give details. _____

Have you ever been **arrested** (or any charges pending) for any criminal offense other than a minor traffic violation?
_____ If yes, what year / give details. _____

Have you ever been **convicted** (or any charges pending) of any criminal offense other than a minor traffic violation?
_____ If yes, what year / give details. _____

Have you ever engaged in inappropriate conduct toward minors, or do you have any inclinations toward such conduct (homosexuality; verbal, physical, or sexual abuse; etc., as defined by Scripture and state law)? _____

PROFESSIONAL QUALIFICATIONS

Have you received your High School Diploma? _____

What degree or degrees do you hold?

Degree

Date Received

Issuing Institution

Your major (s) Bachelor's _____ Master's _____

Your minor (s) Bachelor's _____ Master's _____

Certifications _____

EMPLOYMENT HISTORY

Please start with your current or most recent employment and work backwards.

1. Place of Employment _____
Position _____ Dates of employment _____
Address _____
Supervisor's Name _____ Phone Number _____
Reason for leaving _____
2. Place of Employment _____
Position _____ Dates of employment _____
Address _____
Supervisor's Name _____ Phone Number _____
Reason for leaving _____
3. Place of Employment _____
Position _____ Dates of employment _____
Address _____
Supervisor's Name _____ Phone Number _____
Reason for leaving _____
4. Place of Employment _____
Position _____ Dates of employment _____
Address _____
Supervisor's Name _____ Phone Number _____
Reason for leaving _____
5. Place of Employment _____
Position _____ Dates of employment _____
Address _____
Supervisor's Name _____ Phone Number _____
Reason for leaving _____

Have you ever been "let go", fired, asked to resign from a job, or have you ever had a job contract not renewed? _____

If so, please explain. _____

Have you ever broken a contract? _____ If so, please explain. _____

PERSONAL REFERENCES

Do not list family members or relatives for references.

1. Name _____ Phone _____ Position _____
Address _____
2. Name _____ Phone _____ Position _____
Address _____
3. Name _____ Phone _____ Position _____
Address _____

PERSONAL PHILOSOPHY

***** On separate paper, please label and succinctly answer in one or two paragraphs, each of the questions below.**

1. What areas do you feel are your strengths? Weaknesses?
2. What is your philosophy of discipline?
3. What do you believe about the origin of the earth and humankind?
4. Why do you want to work at The King's Academy?

CURRENT ISSUES

We live in a pluralistic society with many conflicting beliefs and values. As an employee you may be asked specific questions about controversial issues by our students. Your answers will come from your personal convictions. We need to know the views of those that would be Christian role models for our children. Please share your personal convictions as a Christian toward:

- 1) Wine, beer, and other alcoholic beverages

- 2) Smoking and chewing tobacco

- 3) Entertainment (music/dancing/TV/movies)

- 4) Sexual activity outside Christian marriage

- 5) Abortion

- 6) Homosexuality

- 7) Lying/cheating

STATEMENT OF FAITH

We believe:

1. That the entire Bible, all 66 books of the combined Old and New Testaments, is verbally inspired by God and is inerrant in the original writings. Through the providence of God, the Word of God has been protected and preserved and is the only infallible and authoritative rule of faith and practice (2 Timothy 3:16-17; 2 Peter 1:20-21).
2. That there is only one true, living, sovereign, holy, and eternally existent God. He exists in three co-equal persons – Father, Son, and Holy Spirit – each being a distinct person and with a distinct function, but all of one essence and all possessing the same nature, perfection, and attributes. The triune God is the creator and sustainer of all things, the source of all truth, and is worthy of worship and obedience (Deuteronomy 6:4-5; Genesis 1:31; Matthew 28:19; John 14:9-17; 1 John 5:7-8).
3. That Jesus Christ is both God and Man. He was conceived by the Holy Spirit, born of a virgin, lived a sinless life, performed many miracles, shed His blood on the cross as our substitute, died, was buried, bodily resurrected, ascended to the right hand of the Father, and will return literally, visibly, and personally in glory and power (John 1:1-3; Matthew 1:18-25; Isaiah 7:14; Philippians 2:5-9; Colossians 1:15; 1 Corinthians 15:1-8; Acts 1:11; 1 Thessalonians 4:14-17).
4. That the Holy Spirit is God, co-equal and co-existent with the Father and the Son. He is the chief convicter of sin and the chief agent of regeneration and sanctification. The Holy Spirit indwells every believer and empowers every believer to live a Godly life, separated unto the purposes of God (2 Corinthians 6:14-20; John 14:16-19; 16:7-15; 1 Corinthians 6:19-20; Romans 8:9, 11; Titus 3:5).
5. That in the beginning God created all things, and His creation is the result of His intelligent design. He created humanity in His own likeness and image, and humanity was originally created with the ability to live perfectly for God's glory. (Genesis 1:27, 31).
6. That Adam and Eve, the first man and woman, sinned by acting in disobedience toward God. This act resulted in the fall of all humanity into and under the curse of sin, therefore all people have sinned and lost their ability to live for the glory of God. Humanity's fall has resulted in both physical and spiritual death (Hell, a place of eternal torment) on all until there is forgiveness and salvation by the grace of God (Genesis 3:1-24; Romans 3:10-23; 5:12-21, 6:23, 10:9-13; 2 Peter 2:4-9; Matthew 10:28).
7. That salvation of the lost and sinful humanity is an eternally secure free gift of God's grace apart from human works (good deeds, baptism, giving money, sacraments, etc.), based solely upon Christ's vicarious and atoning death, effected by the regenerating work of the Holy Spirit, and received only through faith in the person and finished work of Jesus Christ on the cross (Ephesians 2:8-10; 2 Corinthians 5:21; Romans 3:19-31; 1 John 5:13; John 3:16-36, 5:24, 10:24-31; Romans 6:23).
8. That the church is the body of Christ and the family of God. It is made up of saved believers who regularly join together for worship, giving of tithes and offerings, fellowship, ministry to others, the Lord's Supper (sacrament of Communion), and witnessing others follow Christ in baptism (Matthew 16:18; 2 Corinthians 12:12-14; Hebrews 10:25; Matthew 3:13-17; Acts 8:35-39; Luke 22:14-22; 1 Corinthians 11:23-32).
9. That those who have been redeemed by Christ are "dearly loved children" of God, and are to be "imitators of God and live a life of love, just as Christ loved us and gave himself up for us." (Ephesians 5:1-2) That we should live holy lives filled with the Spirit of God, submissive to the Word of God, and motivated by the love of God. That it is the responsibility and privilege of every Christian to proclaim the good news of Jesus Christ and to seek to bring others to a saving knowledge of Christ and make growing disciples (John 1:40-42; Matthew 28:16-20; Acts 1:8).
10. That marriage is the first institution God created and ordained in human society. It is God's plan for marriage to be a holy union of one man and one woman in an exclusive life-long covenant love relationship. Marriage reflects the relationship between Jesus Christ and His Church. (Genesis 2:18-25; 1 Corinthians 6:9-20, 7:2-5; Hebrews 13:4; Ephesians 5:21 – 6:4)
11. That all human life is sacred and created by God in his image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139; Jeremiah 1:5; Ephesians 2:10; Job 31:15; Matthew 25:31-46).

Final Authority for Matters 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 humanity, is the sole and final source of all that we believe. For purposes of The King's Academy's faith, doctrine, practice, policy, and discipline, our Board of Governors is The King's Academy's final authority on the Bible's meaning and application.

EMPLOYEE ROLE MODEL STANDARDS BOTH ON AND OFF CAMPUS

We believe the example set by all of our employees should be one that is commensurate with representing Christ and His redeeming work in our life. The qualities of a leader in the body of Christ are clearly outlined in I Timothy, chapter 3 and represent the heart of serving Christ and being a role model to the student lives which we seek to reach in their growth or relationship with Christ. We believe these standards are a basis for the life of anyone who serves at The King's Academy. These standards are summarized as follows:

An employee should be a person:

- Worthy of respect
- The husband of one wife / wife of one husband
- Sincere
- Hospitable
- Gentle
- Not quarrelsome
- Not indulging in much wine
- Not pursuing dishonest gain
- Who keeps hold of the deep truths of the faith with a clear conscience (see Statement of Faith – Page 5)
- Dignified
- Not a malicious gossip
- Temperate
- Trustworthy
- Good managers of the household and their children

We believe that it is important at all times to follow Paul's admonition to not be a stumbling block, an impediment or a negative influence on either someone desiring to come to know Christ or a weaker believer (Titus 2:7-8, Romans 14:20-21, II Corinthians 6:3). In Matthew 18:6 Christ also warns against causing a child that knows Christ to stumble. In all manners of conduct, the employee should seek to honor Christ through their example. We believe Galatians 5:22-23 should be the conduct guidelines that all employees of TKA should strive to exemplify in their lives on a daily basis. Conversely, Galatians 5:19-21 provide adequate guidelines for conduct that would be unacceptable as an employee of TKA. Due to the wide range of views that are prevalent today across society and among believers, we feel it is important to touch on a few doctrinal guidelines by which The King's Academy bases its views. They are as follows:

- 1) We expect you, as adults and servants of Christ, to be an active part of an evangelical church where teaching and preaching are based on the authority of scripture. (Hebrews 10:24-25)
- 2) Alcohol – Though scripture does not forbid the consumption of alcoholic beverages, it does admonish leaders not to drink wine or any intoxicating drink, lest they drink and forget what the law decrees and pervert justice (Proverbs 31:4-5). Therefore, the Board of Governors of The King's Academy believes there is wisdom in complete abstinence for our employees. The problems in our society caused by alcohol as well as the impression we make on our students that are clearly at an impressionable age, are a few more of our concerns (Romans 14:19-21). We therefore expect you to refrain from the consumption of alcoholic beverages as an employee of The King's Academy.
- 3) The Scripture dictates standards of sexual behavior, ***whether in your personal relationships with others, activities or media to which you allow yourself to be exposed***. Any promiscuity, homosexuality, or other deviant sexual behavior violates the requirement of being a Christian role model. (Romans 12:1 – 2; I Cor. 6:9 –20; Ephesians 4:1–11, 5:3 – 5; I Thess. 4:3 – 8; I Tim. 4:12; II Tim. 2:19-22; I Peter 1:15-16; I John 3:1–3).
- 4) Divorce – the scriptural basis for divorce is found in Matthew 19:1-9 and I Corinthians 7:10-15. These verses specify the conditions where divorce is permissible as (a) marital unfaithfulness on the part of the spouse, and (b) an unbelieving spouse seeking the divorce (to include abandonment by the spouse).

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery.

I authorize the King's Academy to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize references and my former employers to disclose to the school any and all records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the school.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

- ❖ I understand that The King's Academy is a drug-free workplace and that I am required to submit to a drug test after hired.
- ❖ I understand that the King's Academy requires me to submit to a Local and Level 2 (fingerprinting) background screening after hired.
- ❖ I certify that I carefully read, understand, and I am in agreement with the Role Model Standards Statement, the Statement of Faith, and statements listed above regarding TKA drug-free workplace policies and TKA background screenings.

Required:

Signature of Applicant _____ Date _____

DIRECTIONS FOR SUBMITTING APPLICATION

1. Complete entire application, including:
 - a. The answer to the **Question on Page 1** – Under **Christian Background** (addendum).
 - b. The answers to the **Questions on Page 4** – Under **Personal Philosophy** (addendum).
2. Include a copy of your college transcripts (originals or unofficial copies).
3. Include any documentation of course completion (certificates of completion - optional).
4. Include a copy of any teacher certifications (FACCS, ACSI, State, etc. – optional).
5. Send to The King's Academy – Human Resources via:
 - a. **Fax** at: (561) 686-8017
 - b. **Email** as an attachment to: careers@TKA.net
 - c. **Mail or drop off** to:

The King's Academy
Human Resources
8401 Belvedere Road
West Palm Beach, FL 33411