



TIPTON CHRISTIAN ACADEMY

INSPIRING. EDUCATING. DISCIPLING.

TIPTON CHRISTIAN ACADEMY

2105 Highway 59 South

Covington, TN 38019

Phone: 901-475-4990

Fax: 901-475-4930

### EMPLOYMENT APPLICATION

Thank you for applying with Tipton Christian Academy. Please return the completed application along with the following items: an official copy of all college transcripts and three professional reference letters.

NAME \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Last First Middle Maiden Date of Birth

ADDRESS \_\_\_\_\_  
Street City State Zip

Telephone # \_\_\_\_\_ Email: \_\_\_\_\_

Are you able to perform the essential functions and physical demands of the job for which you are applying?  Yes  No

Seeking position as:

Substitute  Office/Clerical  Assistant  After School Care  Custodial

Areas of Specialty \_\_\_\_\_

### PERSONAL INFORMATION

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

Marital Status \_\_\_\_\_ Spouse's Name \_\_\_\_\_

Were you divorced in the past or are you divorced at present?  If so, provide and explanation.

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### CHURCH INFORMATION

Present Church Membership \_\_\_\_\_ Pastor's Name \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Have you made a public Profession of Faith?  Date \_\_\_\_\_

**PROFESSIONAL PREPARATION: EDUCATIONAL BACKGROUND**

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	Name of Institution	Location of Institution	Dates Attended	Major/Minor	<u>Degree Awarded</u> Kind of Degree Month/Year
High School					
College/Univ. BA					
College or University MA					
Hours beyond MA					

**Work Experience:**

Contact Person/Phone	Place	Purpose/Job	Dates

List other teaching experiences and work with young people (Sunday School, camp, coaching, counseling)

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**ESSAY (on a separate page)**

In 250 – 300 words, share the story of your relationship with Jesus Christ. This should include how you came to know Christ personally as well as what He is doing in your life now.

In the last paragraph, address why you desire to work at TCA.

**REFERENCES**

Give three references including:

- A supervisor at your most recent place of employment
- Your minister
- A co-worker

Name and address	Phone	Position	Years known
1. _____			
2. _____			
3. _____			

**AFFIRMATIONS AND CERTIFICATIONS**

Tipton Christian Academy will not knowingly hire and will immediately dismiss any faculty or staff member found to be

- 1. A practicing homosexual or anyone involved in a pre-marital or extra-marital sexual relationship.
- 2. An abuser of alcohol or controlled substances.
- 3. A non-Christian as defined by the standards of First Baptist Church/TCA Statement of Beliefs.

Do you affirm that this policy does not exclude your application from consideration? \_\_\_\_\_

**DECLARATIONS**

- A. Have you ever been under investigation for neglect or abuse of children or for any sexual offense (excluding any charges that were fully cleared)? \_\_\_ Yes \_\_\_ No
- B. Have you ever been convicted of a felony including any involving a suspended sentence? \_\_\_ Yes \_\_\_ No
- C. Have you ever been convicted of or pled guilty to any offence involving the manufacture, sale, distribution, or possession of any illegal substance? \_\_\_ Yes \_\_\_ No
- D. If you answered yes to A, B, or C, please describe on a separate sheet of paper.

I CERTIFY that the answers provided by me herein and the representations made on my resume, if any, are to the best of my knowledge and belief, true and correct without reservation. I hereby authorize TCA to verify any and all information contained in the application as well as to perform a criminal background search, and to inquire about my ability and qualification for employment from former employers and others.

I understand that any offer of employment is contingent upon satisfactory results of the required medical examination, TBI criminal background check, previous employer checks, and/or motor vehicle record check. Statements and responses on this application are true to the best of my knowledge.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant’s Signature

**Non-Discrimination Statement/Employment**

TCA hires employees of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally afforded or made available to TCA employees. We do not discriminate on the basis of sex, race, color, nationality, or ethnic origin. We do, however reserve the right to deny employment to any individuals who have theological worldviews and religious preferences that do not align with our mission statement.