



Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references, one should be your current pastor.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Personal Response

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

1. Why do you wish to be employed by Orangeburg Christian Academy?
2. What do you feel are the main characteristics that distinguish a Christian school from a Secular school?
3. What do you consider to be the proper classroom atmosphere for learning?
4. Please give a brief testimony and statement of your personal relationship with Jesus Christ.

Church Service

1. Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith and conduct? YES NO
2. Please carefully read our statement of faith and indicate below your degree of support.
 ___ I fully support the OCA statement of faith
 ___ I support the statement of faith except for the areas listed: (please explain on separate sheet)
3. Where is your present church membership? _____
4. Are you presently a member in good standing? YES NO
5. What is your attitude toward working with those of other races and other denominational beliefs?

Applicant's Certification and Agreement

I understand that Orangeburg Christian Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age or disability.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. 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 a criminal background check and a credit check. The school may refuse employment or terminate conditional employment if the school deems any information to be unfavorable or to reflect adversely on the school or on me as a Christian role model. I understand that discovery of 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. If I am released under these circumstances, I further understand that I will be paid and will receive benefit only through the day of release. If hired, I will abide by the policies and procedures set forth in the Employment Handbook.

As a prospective staff member of Orangeburg Christian Academy, I understand that a criminal check is required for employment by OCA. Upon consideration for a position, I will complete an Employment Verification and Background Consent Form. I also understand that checks on education, previous employment, motor vehicle records, and references may be conducted if deemed applicable by the Principal paid by OCA. I further certify my commitment to the standards of conduct designated by the school. I will maintain a commitment to a local church of like faith and set an example to the students, parents, and community by faithfully attending (weekly) and actively serving in my church as God leads me. I promise to fulfill my responsibilities to the best of my ability. I will faithfully seek to present the Gospel to my students and their families. I will in good faith carry out the provisions of my contract and the Employee Handbook.

Because the work wherein we are engaged is an area involving the religious tenants of belief and is composed of spiritual activities over an educational function and that it is a sacred undertaking, we cannot authorize anything other than arbitration before believers for any kind of dispute that may exist. Arbitration in this manner is the only Biblical means which is acceptable for discipline purposes. 1 Corinthians 6:1-8 is very clear on this point and as believers we should waive all rights to take our cause before a court of law. The grievance procedure of the Personnel Policies of the Employee Handbook is intended to establish effective means of communication by which to channel personnel problems. This procedure is in no way intended to deny the rights of any individual to seek a satisfactory solution, but to provide a Biblical model for conflict resolution. As an employee, I agree to follow the grievance procedure as set forth in the Employee Handbook.

Signature of Applicant Date

Signature of School Representative Date

OCA's Statement of Faith

The following statement, based upon historic Christian view that the Scriptures were verbally inspired and without error in the original writings, is the basic doctrinal position on which Orangeburg Christian Academy, Inc. operates. Faculty members and administrators, while free to interpret Scripture on secondary doctrine with diverging views, must share a common acceptance of this basic statement of faith. Nothing contrary to this statement will be taught either in the classroom or in the chapel services.

Section 1: The Bible: We believe that the Bible alone, in its autographs, is the verbal, plenary inspired, and only infallible, authoritative Word of God, and that it is the only fit, final rule in all matters of both faith and practice.

Section 2: God: We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.

Section 3: The Lord Jesus Christ: We believe in the deity of our Lord Jesus Christ, His virgin birth and His sinless life, His miracles, His vicarious atonement through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory.

Section 4: The Holy Spirit: We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life. We believe that He indwells believers at conversion and that neither His indwelling nor His filling the believer is evidence by any so-called sign or gift.

Section 5: Salvation: We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is essential.

Section 6: Future Things: We believe in the resurrection of life for true believers and that they who are lost will be raised unto the resurrection of damnation. We believe in the resurrection of all men, both saved and lost.

Section 7: Spiritual Unity: We believe in the spiritual unity of believers in our Lord Jesus Christ.

Please return or delivery completed application to:

Orangeburg Christian Academy, Inc | 1842 Joe S Jeffords Hwy | Orangeburg, S c 29115 | Fax: 803-536-3969

Email: oca0121@ntinet.com or dianellen@ocapatriots.com