



# APPLICATION FOR EMPLOYMENT

## Harrison-Chilhowee Baptist Academy



*The King's Academy, Grades PreK4 - 12 Boarding and Day School*

202 Smothers Road, Seymour, TN 37865-5056

Telephone (865) 573-8321 Fax (865) 573-8323 Email [administration@thekingsacademy.net](mailto:administration@thekingsacademy.net)

Web Site [www.thekingsacademy.net](http://www.thekingsacademy.net)

Position(s) Desired: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Application Date: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Date Available: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

### I. PERSONAL INFORMATION

Full Name: \_\_\_\_\_ Sex M \_\_\_\_\_ F \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone: Residence \_\_\_\_\_ Business \_\_\_\_\_ Cell \_\_\_\_\_

Email(s) \_\_\_\_\_

Marital Status: Single \_\_\_\_\_ Engaged \_\_\_\_\_ Married \_\_\_\_\_ Separated \_\_\_\_\_ Divorced \_\_\_\_\_ Widowed \_\_\_\_\_

Spouse's Name: \_\_\_\_\_ Occupation \_\_\_\_\_

Years Married \_\_\_\_\_ Number of Children \_\_\_\_\_ Ages \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Driver License: State: \_\_\_\_\_ Class: \_\_\_\_\_ Expiration: \_\_\_\_\_

### II. EDUCATION BACKGROUND

High School Attended (Include City and State) \_\_\_\_\_ Did you Graduate? \_\_\_\_\_ Year \_\_\_\_\_

Colleges/Universities Attended (Include Locations)	Dates Attended		Field of Study Major / Minor	Degree/Certificate Earned (Include Date Issued)	Total Semester Hours Earned
	From	To			

### III. TEACHER/ADMINISTRATOR CERTIFICATION

Subject/Grade Level Certifications (Include Code Numbers, if available) \_\_\_\_\_

Certificate Number(s) \_\_\_\_\_ State or Issuing Agency \_\_\_\_\_

Type of Certificate \_\_\_\_\_ Date Issued \_\_\_\_\_ Expiration Date \_\_\_\_\_

List other subjects/grades in which you have at least 12 semester hours, or in which you are confident teaching.

\_\_\_\_\_

### IV. PROFESSIONAL EXPERIENCE

Start with your present or most recent position. Use additional sheet if necessary

Dates Salary	Name of School	City/State	Title/Duties	Subjects & Grade Levels	Full Time or Part Time
_____					
_____					
_____					
_____					

List extracurricular activities (sports, fine arts, clubs, etc.) in which you have participated and those you can direct.

\_\_\_\_\_

\_\_\_\_\_

If applying for a position in Grades K-8, list any specialized training in Reading, Music, Art, Drama and Writing?

\_\_\_\_\_

\_\_\_\_\_

### V. OTHER WORK EXPERIENCE

Start with your most recent position. Use additional if necessary

Dates Salary	Employer	Address	Title/ Description of Work	Full Time or Part Time
_____				
_____				
_____				
_____				

## VI. CHRISTIAN COMMITMENT

Do you profess to be a Christian? Yes \_\_\_ No \_\_\_ If yes, please explain what this means to you.

---

---

The following statement is affirmed annually by all members of the faculty and staff and represents a shared commitment of faith.

### STATEMENT OF FAITH

I believe the Bible to be the inspired, the only infallible, authoritative word of God. I believe that there is one God, eternally existent in three persons: Father, Son and Holy Ghost. I believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. I believe that for salvation of lost and sinful man regeneration by the Holy Spirit is absolutely essential. I believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation. I believe in the spiritual unity of believers in our Lord Jesus Christ.

Do you fully subscribe to this Statement of Faith? Yes \_\_\_ No \_\_\_ If your response is "No", please explain any reservations:

---

---

Recognizing that employees are expected to be concerned with the total life of our students, would you comment on your willingness to lead and assist students by example, prayer, and counseling in coming to a meaningful relationship to Jesus Christ?

---

---

Are you an active member of a church? Yes \_\_\_ No \_\_\_ If "Yes" please provide:

Name of Church \_\_\_\_\_ Pastor \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

What church are you currently attending?

Name of Church \_\_\_\_\_ Pastor \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

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

---

---

---

## VII. REFERENCES

Please list four people who are able and willing to comment on your work and character.

Name Relationship to Applicant	Title/Position Organization/Address	Telephone & Email Contact Information
_____		
_____		
_____		
_____		

## VIII. CERTIFICATION AND AGREEMENT

I understand that Harrison-Chilhowee Baptist Academy and its related ministries do not discriminate in employment practices against any person because of age, race, color, national or ethnic origin, sex or disability. I further understand that any offer of employment is conditioned on the proof of legal authority to work in the United States.

I hereby certify that the facts set forth in this initial application are true 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 authorize the 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 the academy such as employment records, performance, reviews, and personal references. I release any person, organization, or company from liability or damage, which may result from furnishing the information requested. I further waive the right to ever personally view any references given to academy. I agree to provide fingerprints for the purpose of a criminal background investigation.

As an applicant for a position at Harrison-Chilhowee and its ministries, I recognize, understand, and adhere to the moral and ethical standards and mandates of said school. I further declare that with regard to my personal moral and ethical character and conduct as of this date, I am not, nor have been in the past engaged in inappropriate conduct toward minors, nor do I have inclinations toward such conduct. Inappropriate conduct includes the following: verbal, physical or sexual abuse as defined by Scripture and state laws.

I declare that the above statements are factual and true. By affixing my signature, I declare that I meet the moral and ethical standards of Harrison-Chilhowee. I further certify that I have carefully read and do understand the above statements.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Harrison-Chilhowee Baptist Academy  
(Doing Business as The King's Academy)  
202 Smothers Road, Seymour, TN 37865  
Telephone 865-573-8321; Fax 865-573-8323  
www.thekingsacademy.net**

**Application for Employment - General Supplement**

Applicant Name \_\_\_\_\_ Date \_\_\_\_\_

1. Have you ever been dismissed, resigned to avoid being dismissed, or been asked to resign from a position? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain.
  
2. Have you even been convicted of any offense involving dishonesty, breach of trust, child abuse, moral turpitude, or any other type of crime? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, indicate the nature of the offense, date, court and disposition.
  
3. As an employee you may be asked specific questions about controversial issues by our students. Your answers will come from you personal convictions. We need to know the views of those that would be role models for our students. Please share your personal convictions toward:

Wine, beer and other alcoholic beverages –

Tobacco –

Marijuana and other drugs –

Premarital sex –

Abortion –

Homosexuality –

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Harrison-Chilhowee Baptist Academy  
(Doing Business as The King's Academy)  
202 Smothers Road, Seymour, TN 37865  
Telephone 865-573-8321; Fax 865-573-8323  
www.thekingsacademy.net**

**AUTHORIZATION TO RELEASE REFERENCE INFORMATION**

I have made application for a position with Harrison-Chilhowee Baptist Academy (doing business as The King's Academy). I authorize the 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 the 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 direct 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.

\_\_\_\_\_  
Applicant's Name (Print)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Social Security Number

\_\_\_\_\_  
Date





**THE KING'S ACADEMY**  
**202 Smothers Road**  
**Seymour, Tennessee 37865**

**DISCLOSURE REGARDING BACKGROUND INVESTIGATION**  
**IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION**

In connection with your application to work or volunteer with The King's Academy, which is deemed "employment purposes" under the Fair Credit Reporting Act, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history, military records, professional licensure records, drug testing, or other background checks. Credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying. These reports may contain information concerning the reasons for termination of past employment. You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you, and disclosure of the nature and scope of any investigative consumer report and to request a copy of your report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for volunteer services is an investigation into your education and/or employment history conducted by SecureSearch, Consumer Disputes, 558 Castle Pines Pkwy., #B4-137, Castle Rock, CO 80108, (866) 891 – 1954, [www.securesearchpro.com](http://www.securesearchpro.com), or another outside organization. The scope of this notice and authorization is all encompassing, however, allowing The King's Academy to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your volunteer service to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

**MAINE AND NEW YORK APPLICANTS OR VOLUNTEERS ONLY:** *You have the right to inspect and receive a copy of your investigate consumer report requested by The King's Academy by contacting the consumer reporting agency identified above. You may also contact The King's Academy to request the name, address, and telephone number of the nearest unit of the consumer reporting agency designated to handle inquiries, which The King's Academy shall provide within 5 days.*

**NEW YORK APPLICANTS OR VOLUNTEERS ONLY:** *Upon request, you will be informed whether or not a consumer report was requested by The King's Academy and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.*

**OREGON APPLICANTS OR VOLUNTEERS ONLY:** *Information describing your rights under federal and Oregon law regarding consumer identity theft protection, the storage and disposal of your credit information, and remedies available should you suspect or find that The King's Academy has not maintained secured records is available to you upon request.*

**WASHINGTON STATE APPLICANTS OR VOLUNTEERS ONLY:** *You have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.*



## **ACKNOWLEDGMENT AND AUTHORIZATION**

### **AUTHORIZATION**

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and a summary of rights under the Fair Credit Reporting Act and certify that I have read and understand both of those documents. I hereby authorize, without reservation, the obtaining of "consumer reports" or "investigative consumer" reports by The King's Academy at any time after receipt of this authorization and throughout my service with The King's Academy, if applicable. I further authorize and request, without reservation, any present or former employer, school or university (public or private), any law enforcement agency, administrator, state or federal agency, institution, division of motor vehicles, information service bureau, insurance company, consumer reporting agencies, or other persons or agencies to furnish any and all background information requested by SecureSearch, Consumer Disputes, 558 Castle Pines Pkwy., #B4-137, Castle Rock, CO 80108, (866) 891-1954, [www.securesearchpro.com](http://www.securesearchpro.com), or other outside organization acting on behalf of The King's Academy, and/or The King's Academy itself. I also agree that a fax, electronic or photocopy of this Authorization with my signature shall be as valid as the original.

**NEW YORK APPLICANTS OR VOLUNTEERS ONLY:** *By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law.*

**MINNESOTA AND OKLAHOMA APPLICANTS OR VOLUNTEERS ONLY:** *Please check this box if you would like to receive a copy of a consumer report if one is obtained by The King's Academy.*

**CALIFORNIA APPLICANTS OR VOLUNTEERS ONLY:** *By signing below, you acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by The King's Academy whenever you have a right to receive such a copy under California law.*

### **NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW**

The King's Academy intends to obtain information about you for "employment purposes" from an investigative consumer reporting agency or consumer credit reporting agency. Thus, you can expect to be the subject of "investigative consumer reports" and "consumer credit reports" obtained for "employment purposes." Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency ("ICRA"), The King's Academy may investigate the information contained in your application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your social security number, your educational achievements, licensure, and certifications, your driving record, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making decisions for "employment purposes." The source of any investigative consumer report (as that term is defined under California law) will be SecureSearch, Consumer Disputes, 558 Castle Pines Pkwy., #B4-137, Castle Rock, CO 80108, (866) 891 – 1954, [www.securesearchpro.com](http://www.securesearchpro.com). The source of any credit report will be SecureSearch or ClearStar Logistics, Consumer Disputes, 558 Castle Pines Pkwy., #B4-137, Castle Rock, CO 80108, (866) 891 – 1954, [www.securesearchpro.com](http://www.securesearchpro.com). The King's Academy agrees to provide you with a copy of an investigative consumer report when required to do so under California law. Under California Civil Code section 1786.22, you are entitled to find out from an ICRA what is in the ICRA's file on you with proper identification, as follows: In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file. A summary of all information contained in the ICRA's file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you. By requesting a copy be sent to a specified addressee by certified mail. ICRA's complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRA's.

"Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person's presence.

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

Date: \_\_\_\_\_

The following is information required in order for The King's Academy to obtain a complete consumer report:

FULL LEGAL NAME (First Name, Full Middle Name, Last Name)	
SOCIAL SECURITY NUMBER*	DATE OF BIRTH*
STREET ADDRESS	
CITY, STATE, ZIP CODE	
DRIVER'S LICENSE NUMBER	ISSUING STATE
OTHER OR FORMER NAMES (AKA, Maiden Names, Married Names, Surnames, Etc.)	
_____	_____
<b>CONSUMER'S SIGNATURE</b>	<b>DATE</b>

\* This information will be used for background screening purposes only.

Please list all Counties and States you have lived in since the age of 18.

County	State	Name Used in County	Date From	Date To
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____