

TEACHER APPLICATION



MERCER CHRISTIAN ACADEMY

A Ministry of Maranatha Baptist Church and Johnston Chapel Baptist Church

314-A Oakvale Rd. • Princeton, WV 24740 • (phone) 304.425.5671 • (fax) 304. 487.1263
(email) mcaschooloffice@suddenlinkmail.com • www.mercerchristianacademy.org

**Main Office &
Elementary School**
314-A Oakvale Road
Princeton, WV 24740
Phone: (304) 425-5671
FAX: (304) 487-1263

MERCER CHRISTIAN ACADEMY

A Ministry of Maranatha Baptist Church and Johnston Chapel Baptist Church

**Middle School &
High School**
984 Halls Ridge Road
Princeton, WV 24740
Phone: (304) 487-1603
FAX: (304) 431-2514

(email) mcaschooloffice@suddenlinkmail.com • www.mercerchristianacademy.org

Dear Prospective Teacher,

Thank you for expressing an interest in our school. Enclosed you will find an application for a teaching position. Please complete the application and mail it to us. The enclosed reference forms can be given to the individuals indicated, and they can send them directly to the school office. We will not be able to completely process your application until we have all of the references in your file. You will be hearing from us once your application file is complete. We request that you **send an official copy of your college transcripts** to the main office address listed above. A criminal background check will also be required.

Our school exists to provide a distinctive, biblically based education in a nurturing environment through which students are instilled with godly character, inspired to excel, and prepared for a life of enduring commitment to Christ. Your interest in being a part of such a ministry at Mercer Christian Academy is appreciated. We invite you to fill out this application and return it to our school office. If an opening occurs for which you may qualify, we will notify and ask you to send your placement file to our office. We will also contact your references. If we have continued interest in your candidacy, we will send you some follow-up questions and arrange for a personal interview.

We realize that the key to a successful Christian school is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models (Luke 6:40).

We look forward to receiving your application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants. We look forward to meeting with you to see if you might be a fit for our educational ministry.

Sincerely,



Administrator

MERCER CHRISTIAN ACADEMY

APPLICATION FOR PROSPECTIVE TEACHERS/SUBSTITUTES

PERSONAL

FULL LEGAL NAME:	ATTACH PHOTO HERE
APPLICATION DATE:	
SOCIAL SECURITY NUMBER: DATE OF BIRTH ____ / ____ / ____	
PRESENT ADDRESS:	
PERMANENT ADDRESS:	
HOME PHONE:	
CELL PHONE:	
EMAIL ADDRESS:	
MARITAL STATUS: ____ MARRIED ____ SINGLE ____ WIDOWED ____ DIVORCED ____ SEPARATED	
SPOUSE'S NAME:	WIFE'S MAIDEN NAME:
IS HE/SHE SUPPORTIVE OF YOUR DESIRE TO TEACH IN A CHRISTIAN SCHOOL?	
NAMES AND AGES OF YOUR CHILDREN:	
WILL YOUR CHILDREN ATTEND MERCER CHRISTIAN ACADEMY?	

CHRISTIAN BACKGROUND

NAME OF CHURCH YOU ATTEND:	HOW LONG?		
PASTOR'S NAME/ADDRESS:			
WHAT IS YOUR PRACTICE REGARDING CHURCH ATTENDANCE?	REGULARLY	INTERMITTENTLY	RARELY
SUNDAY SCHOOL	_____	_____	_____
SUNDAY MORNING WORSHIP	_____	_____	_____
SUNDAY EVENING WORSHIP	_____	_____	_____
WEDNESDAY EVENING	_____	_____	_____
PLEASE LIST ANY CHURCH ACTIVITIES IN WHICH YOU ARE INVOLVED:			

MERCER CHRISTIAN ACADEMY

PLEASE CAREFULLY READ OUR STATEMENT OF FAITH (enclosed) AND INDICATE YOUR DEGREE OF SUPPORT.

___ I fully support the statement, as written, without mental reservations.

___ I support the statement except for any areas listed and explained on a separate paper. These areas represent either disagreements or items for which I have not yet formed an opinion or conviction.

BY SIGNING BELOW, I AM DECLARING THAT I HAVE READ AND SUBSCRIBED, WITHOUT RESERVATION, TO THE MCA STATEMENT OF FAITH.

SIGNATURE

DATE

ARE THERE ANY ADDITIONAL DOCTRINES OR CONVICTIONS NOT A PART OF THE STATEMENT OF FAITH THAT WE SHOULD BE AWARE OF? ___yes ___no If yes, please write out on a separate page.

DO YOU BELIEVE THE BIBLE TO BE THE ONLY INSPIRED AND INFALLIBLE WORD OF GOD, OUR FINAL AUTHORITY IN ALL MATTER OF FAITH, TRUTH, AND CONDUCT? ___yes ___no

TO WHAT EXTENT DO YOU BELIEVE YOU SHOULD BECOME INVOLVED IN THE MINISTRIES OF THE SPONSORING CHURCH OR THE CHURCH OF WHICH YOU ARE ATTENDING AS A MEMBER?

DESCRIBE YOUR ROUTINE OF PERSONAL BIBLE STUDY AND PRAYER:

PLEASE GIVE YOUR PERSONAL TESTIMONY AS TO HOW AND WHEN YOU WERE SAVED:

WHAT IS THE DIFFERENCE BETWEEN A CHRISTIAN TEACHER AND A TEACHER WHO IS A CHRISTIAN?

WHAT IS YOUR PHILOSOPHY OF CHRISTIAN EDUCATION?

BRIEFLY EXPLAIN HOW YOU WOULD LEAD A CHILD TO CHRIST:

MERCER CHRISTIAN ACADEMY

POSITION DESIRED

GRADE LEVEL PREFERENCES:	_____	_____	_____
	1ST CHOICE	2ND CHOICE	3RD CHOICE
SUBJECT PREFERENCES:	_____	_____	_____
	1ST CHOICE	2ND CHOICE	3RD CHOICE
WHAT EXPERIENCE HAVE YOU HAD IN WORKING WITH THE AGE LEVEL YOU DESIRE TO TEACH?			
ARE YOU INTERESTED IN OR DO YOU HAVE TRAINING OR EXPERIENCE IN ANY OF THE FOLLOWING?			
SPORTS (SPECIFY) _____	_____ NEWSPAPER	_____ ART	
_____	_____ PHOTOGRAPHY	_____ STUDENT GVT.	
MUSIC (SPECIFY) _____	_____ DEBATE	_____ LIBRARY	
_____	_____ DRAMA	_____ OFFICE WORK	
OTHER (SPECIFY) _____	_____ YEARBOOK	_____ CDL w/school bus endorsement	

CERTIFICATION, EDUCATION, AND PROFESSIONAL TRAINING

SCHOOL ATTENDED	LOCATION	INCLUSIVE DATES	DEGREE/DIPLOMA/# OF CREDITS
SECONDARY:			

COLLEGE:			

UNIVERSITY:			

GRADUATE:			

WHAT WAS YOUR MAJOR FIELD OF STUDY?			

WHAT WERE YOUR MINORS?			

PLEASE NAME THE SCHOOL WHERE YOU DID YOUR STUDENT TEACHING:			

GRADE EARNED:			

DO YOU HOLD A VALID STATE TEACHING CERTIFICATE FOR THE POSITION(S) YOU REQUESTED?			
STATE:	DATE OF EXPIRATION:	WHAT KIND?	
_____	_____	_____	
SUBJECTS ENDORSED ON CERTIFICATE:			

PLEASE ATTACH A PHOTOCOPY OF ALL CERTIFICATES YOU HOLD.			

MERCER CHRISTIAN ACADEMY

ENDORSEMENT (S)
LIST SEMESTER HOURS IN ENDORSEMENT AREA (S).

IF YOU DO NOT HOLD AN A STATE CERTIFICATE OR OTHER TEACHING CERTIFICATE, WHAT REQUIREMENTS DO YOU LACK?

A COMPLETE OFFICIAL COLLEGE OR UNIVERSITY TRANSCRIPT MUST BE SUBMITTED BEFORE THE APPLICANT CAN BE EMPLOYED. (AN UNOFFICIAL TRANSCRIPT WILL BE ACCEPTED FROM COLLEGE PLACEMENT OFFICE PRIOR TO THE APPLICANT'S GRADUATION.)

HAVE YOU TAKEN THE NATIONAL TEACHERS EXAMINATION?

IF YES, WHAT WAS YOUR SCORE ON THIS EXAMINATION?

(EVIDENCE IN PROOF OF THE ABOVE MUST BE SUBMITTED)

TEACHING EXPERIENCE

LIST SCHOOLS WHERE YOU HAVE TAUGHT, BEGINNING WITH THE MOST RECENT:

NAME OF SCHOOL/ADDRESS PRINCIPAL	GRADES/SUBJECTS	DATES
1.) _____ _____	_____	(from) _____ (to) _____
2.) _____ _____	_____	(from) _____ (to) _____
3.) _____ _____	_____	(from) _____ (to) _____
4.) _____ _____	_____	(from) _____ (to) _____

DO YOU FEEL LIKE YOU ARE A GOOD DISCIPLINARIAN?
EXPLAIN:

WHAT DEGREE OF SUCCESS AS A TEACHER WOULD YOU PREDICT YOURSELF?

Circle One: SUPERIOR EXCELLENT ABOVE AVERAGE AVERAGE BELOW AVERAGE

DO YOU HAVE A DEFINITE LOVE FOR CHILDREN?
EXPLAIN:

WHAT EXPERIENCE, OTHER THAN TEACHING SCHOOL, HAVE YOU HAD WORKING WITH CHILDREN?

DO YOU HAVE ANY MUSICAL ABILITIES?

MERCER CHRISTIAN ACADEMY

WORK EXPERIENCE

LIST PLACES OF EMPLOYMENT (other than those listed previously), BEGINNING WITH THE MOST RECENT:

NAME OF FIRM	ADDRESS	POSITION	DATES (from-to)
--------------	---------	----------	-----------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

IF NOT EMPLOYED, WHY DID YOU LEAVE YOUR LAST POSITION?

HAVE YOU EVER WORKED UNDER A DIFFERENT NAME FOR ANY OF THE EMPLOYERS YOU HAVE LISTED?

___yes ___no IF YES, WHAT WAS THE NAME OR NAMES? _____

WHEN COULD YOU BEGIN WORK AT MERCER CHRISTIAN ACADEMY?

PLEASE COMMENT ON THE LORD'S LEADING IN YOUR LIFE TOWARD CHRISTIAN SCHOOL TEACHING:

WHAT CAN YOU BRING TO THE TEACHING PROFESSION THAT IS INNOVATIVE AND CREATIVE IN METHODOLOGY?

WHAT INTERESTS DO YOU HAVE DURING YOUR FREE TIME?

REFERENCES

DO NOT LIST FAMILY MEMBERS OR RELATIVES FOR REFERENCES. LIST FULL NAME, COMPLETE MAILING ADDRESS AND ZIP CODE FOR ALL REFERENCES. THE ENCLOSED FORMS SHOULD BE SIGNED BY YOU AND GIVEN TO THE INDIVIDUALS YOU HAVE LISTED BELOW. THEY ARE TO BE MAILED DIRECTLY TO US.

GIVE THREE REFERENCES WHO ARE QUALIFIED TO SPEAK ABOUT YOUR SPIRITUAL EXPERIENCE AND CHRISTIAN SERVICE. LIST YOUR CURRENT PASTOR *FIRST*.

NAME	ADDRESS	POSITION
------	---------	----------

1.) _____	_____	_____
2.) _____	_____	_____
3.) _____	_____	_____

MERCER CHRISTIAN ACADEMY

GIVE THREE REFERENCES WHO ARE QUALIFIED TO SPEAK ABOUT YOUR PROFESSIONAL TRAINING AND EXPERIENCE. LIST YOUR CURRENT OR MOST RECENT PRINCIPAL OR SUPERVISOR *FIRST*.

NAME	ADDRESS	POSITION
1.) _____	_____	_____
2.) _____	_____	_____
3.) _____	_____	_____

I AFFIRM THAT ALL OF THE INFORMATION INCLUDED IN THIS APPLICATION FOR EMPLOYMENT IS CURRENT AND ACCURATE AND THAT I HAVE NOT WITHHELD ANYTHING WHICH MIGHT AFFECT MY EMPLOYMENT. I GIVE MY PERMISSION TO MERCER CHRISTIAN ACADEMY TO CONTACT PERSONS LISTED IN THE REFERENCES SECTION OF THIS APPLICATION AND TO CONDUCT A CRIMINAL BACKGROUND CHECK.

SIGNATURE

DATE

CERTIFICATION AND AGREEMENT

I understand that Mercer 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 I have not knowingly withheld any information that might adversely affect my chances for employment, and 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 on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize Mercer Christian Academy to thoroughly interview the primary references that 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 my former employers and any other references to disclose to the school any and all employment 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, all other 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.

CONTINUED ON NEXT PAGE...

MERCER CHRISTIAN ACADEMY

CERTIFICATION AND AGREEMENT, (Cont.)

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 conditional until the school has received the background information, including criminal background information. The school may refuse employment or terminate conditional 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 this application for employment is valid for no more than 12 months. After that, I must resubmit an application in order to be considered for positions at this school.

I understand that this is only an application for employment and that no employment or employment contract is being offered at this time.

I understand that failure to complete any portion of this application or to sign this application will result in rejection of my application.

I certify that I have carefully read and do understand the above statements.

Applicant signature

Date



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Lifestyle Statement

Mercer Christian Academy is a religious, nonprofit organization representing Jesus Christ throughout the local community. Mercer Christian Academy requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9–10, 1 Tim. 4:12, Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

The Mercer Christian Academy Statement of Faith expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity and homosexual behavior or any other violation of the unique roles of male and female (Rom. 1:21–27, 1 Cor. 6:9–20). Mercer Christian Academy believes that biblical marriage is limited to a covenant relationship between a man and a woman.

Mercer Christian Academy employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of Mercer Christian Academy that each employee will have a lifestyle in which “He may have the preeminence” (Col. 1:18, NKJV).

Declaration of Moral Integrity

Our school expects all of its employees, as well as its volunteers who have unsupervised access to children, to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for a ministry position as an employee or as a volunteer at this school, I, (print name) _____, recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that as a follower of Christ, I am not engaging in and commit to not engage in inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual activity, sexual harassment, use of (including the viewing of) pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of this Christian school.

Applicant's signature

Date

"Marriage is honorable in all, and the bed undefiled: but whoremongers and adulterers God will judge."
(Hebrews 13:4, KJV)

"A pupil is not superior to his teacher, but everyone [when he is] completely trained (readjusted, restored, set to rights, and perfected) will be like his teacher." (Luke 6:40, AMP)

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MCA Statement of Faith

We believe that the Bible, consisting of Old and New Testaments only, is verbally inspired by the Holy Spirit, is inerrant in the original manuscripts, and is the infallible and authoritative Word of God. (2 Timothy 3:16,17; 2 Peter 1:20-21; John 10:35)

We believe that the one triune God exists in three persons: Father, Son and Holy Spirit. (Genesis 1:1,26; Deuteronomy 6:4; Matthew 28:19,20; John 17:1-5; 2 Corinthians 13:14; 1 John 5:7)

We believe that Adam, created in the image of God, was tempted by Satan, the god of this world, and fell (sinned). Because of Adam's sin, all men have guilt imputed and are totally depraved, and need to be regenerated by the Holy Spirit for salvation. (Genesis 1:26,27; Romans 5:10-19; Ephesians 2:1-3; Genesis 3:1-24; 2 Corinthians 4:4, 11:3)

We believe that Jesus Christ is God, was born of a virgin, died vicariously, shed His blood as man's substitutionary sacrifice, rose bodily and ascended to Heaven where He is presently exalted at the Father's right hand. (Isaiah 7:14; John 1:1, 14; John 3:16; Galatians 4:4; 2 Corinthians 5:21; Matthew 1; Luke 2; 1 Corinthians 15:4; 1 Peter 2:24)

We believe that salvation consists in the remission of sins, the imputation of Christ's righteousness, and the gift of eternal life received by faith alone, apart from works. (1 Peter 1:18,19; 1 Peter 2:24; 1 Corinthians 15:3,4; Ephesians 1:7; 2:8,9)

We believe that all the redeemed, once saved, are kept by God's power and are thus secure in Christ forever. (John 3:16; 5:24; 6:37-40; Romans 8:1,38,39; Ephesians 4:30; Philippians 1:6; 2 Timothy 1:12; Hebrews 7:25; 1 Peter 1:5)

We believe that the Holy Spirit indwells every believer. Each believer is therefore a partaker of the divine nature. The old nature is present until the Christian is glorified. (1 Corinthians 6:19,20; Ephesians 1:13,14; 5:18)

We believe that God's children may experience healing in answer to prayer, but healing for all sickness and infirmity cannot presently be claimed on the basis of Christ's redeeming work. (1 Corinthians 13:8-13)

We believe that the Holy Spirit is sovereign in the bestowing of gifts but that gifts of working miracles and tongues ceased with the early church. (1 Corinthians 13:8-13)

We believe that a Christ-controlled life is the evidence of the fullness of the Holy Spirit. (John 14:26; Romans 8:11; Titus 3:5,6)

We believe that the Church, the Body of Christ, began at Pentecost and will be completed at the Rapture; and it consists only of those who are born again, who are baptized by the Holy Spirit into Christ at the time of regeneration, for whom He now makes intercession in Heaven and for whom He will come again. (Acts 2:1; 41,42; Ephesians 1:22,23; 5:23-29; 1 Thessalonians 4:16; Colossians 1:18; Hebrews 7:25; Matthew 19:28)

We believe that Christ commanded the church to go into all the world and preach the Gospel to every creature, baptizing and teaching those who believe. (Matthew 28:18-20; Mark 16:15-16)

We believe that the saved will be raised to everlasting life and blessedness in Heaven, and the unsaved will be raised to everlasting and conscious punishment in Hell. (Matthew 25:46; John 5:28,29; 11:25,26; Luke 23:43; 1 Corinthians 3:13-15; 2 Corinthians 5:8-10; 1 Thessalonians 4:16,17; Revelation 20:4-6; 15; 21:27; Jude 7; 2 Thessalonians 1:7-9)

We believe that all the saved should live in such a manner as not to bring reproach upon their Savior and Lord, that the separation from all religious apostasy (including the National Council of Churches and World Council of Churches), all worldly and sinful pleasures, practices and associations is commanded of God. (Titus 2:12; Romans 12:1,2; 14:13; 2 Corinthians 5:17; 6:14; 7:1; 2 Timothy 3:1-5; 1 John 2:15-17; 2 John 9-11)

We believe that the "blessed hope" of the Christian is the personal, pre-millennial, pre-tribulation and imminent coming of our Lord and Savior Jesus Christ to gather the Church "which is His body" unto Him.

(Titus 2:13; Zechariah 14:4-11; Acts 1:11, 1 Thessalonians 1:10; 1 Thessalonians 4:13-18; Revelation 19:11-16; 20:1-6)

(Continued on reverse)

MCA Statement of Faith, cont.

We believe that God has ordained and created all authority consisting of three basic institutions: (1) the home, (2) the church and (3) the state. Every person is to be subject to these authorities, but all (including the authorities themselves) are answerable to God and governed by His Word. God has given each institution specific Biblical responsibilities and balanced those responsibilities with the understanding that no institution has the right to infringe upon the other. The home, the church, and the state are equal and sovereign in their respective Biblically assigned spheres of responsibility under God. (Romans 13:1-7; Ephesians 5:22-24; Hebrews 13:17; I Peter 2:13-14)

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves and forbids any attempt to alter one's gender by surgery or appearance. (Genesis 2:24; Genesis 19:5; Genesis 26:8-9; Leviticus 18:1-30; Romans 1:26-29; I Corinthians 5:1; I Corinthians 6:9; I Thessalonians 4:1-8; Hebrews 13:4)

We believe that the only legitimate marriage is joining of one man and one woman. (Genesis 2:24; Romans 7:2; I Corinthians 7:10; Ephesians 5:22-23)

We believe that God has ordained the family as the foundational institution of human society. We believe that men and women are spiritually equal in position before God, but that God has ordained distinct and separate spiritual functions for men and women in the home and the church. The husband is to be the leader of the home, and men are to be the pastors and deacons of the church. Accordingly, only men are eligible for ministerial licensure and ordination by the church. (Genesis 1:26-28; Exodus 20:12; Deuteronomy 6:4-9; Psalms 127:3-5; Proverbs 19:18; Proverbs 22:15; Proverbs 23:13-14; Mark 10:6-12; I Corinthians 7:1-16; Galatians 3:28; Ephesians 5:21-33; Ephesians 6:1-4; Colossians 3:18-21; I Timothy 2:8-15; I Timothy 3:4-5, 12; Hebrews 13:4; I Peter 3:1-7)

We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified unexcused taking of unborn human life. Abortion is murder. We reject any teaching that abortions of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the physical or mental well being of the mother are acceptable. (Job 3:16; Psalms 51:5; Psalms 139:14-16; Isaiah 44:24; Isaiah 49:1, 5; Jeremiah 1:5; Jeremiah 20:15-18; Luke 1:44).

MERCER CHRISTIAN
ACADEMY

MERCER CHRISTIAN ACADEMY

Pastor's Reference

Name _____ City _____ State _____ has applied for a position at Mercer Christian Academy. Please fill out this reference form and return it to the school office at the address below. WE CANNOT PROCESS THE APPLICANT'S APPLICATION UNTIL WE HAVE RECEIVED THIS FORM.

Waiver of Confidentiality Statement: "I hereby voluntarily waive any right or privilege to inspect or challenge the content and comments expressed in this reference."

Date _____ Signature of Applicant _____

CONFIDENTIAL INFORMATION

1. How long have you known the applicant? _____
2. Is he/she an active member in your church? _____
If yes, in what capacities? _____
3. Does he/she have any special talents or abilities? (Be specific) _____
4. Are his/her parents saved? _____ Please describe the applicant's home life _____

5. Has anyone, to your knowledge, ever brought or discussed bringing a civil or criminal claim against the applicant, alleging physical or sexual abuse by the applicant? _____
6. Do you have any reason to believe that the applicant is not totally honest or that the applicant cannot be trusted?

7. Do you consider the applicant to have doctrinal peculiarities? (Be specific) _____

8. Have you noticed any physical weaknesses or emotional problems that would hinder the applicant in an intense academic environment? _____
9. Is the applicant's moral life (including conduct with the opposite sex) above reproach? _____
If no, please explain _____
10. Is the applicant living a consistent Christian life? _____ Please explain _____

11. If the applicant is married, please describe the marriage relationship _____

12. What do you understand to be his/her purpose for applying? _____

PLEASE COMPLETE THE OTHER SIDE.

MERCER CHRISTIAN ACADEMY

Personal Reference

Name _____ City _____ State _____ has applied for a position at Mercer Christian Academy. Please fill out this reference form and return it to the school office at the address below. WE CANNOT PROCESS THE APPLICANT'S APPLICATION UNTIL WE HAVE RECEIVED THIS FORM.

Waiver of Confidentiality Statement: "I hereby voluntarily waive any right or privilege to inspect or challenge the content and comments expressed in this reference."

Date _____ Signature of Applicant _____

RATING: Please circle the term which best applies:

1. Christian Testimony	Inconsistent	Evidences some spiritual growth	Average	Consistent and growing	Positive and strong	No observation
2. Attitude Toward Authority	Rebellious/ Critical	Indifferent/ Independent	Usually Positive	Respectful	Genuinely submissive	No observation
3. Self-discipline	Generally undisciplined	Careless at times	Average	Well developed	Consistently disciplined	No observation
4. Industry	Slothful	Needs improving	Average	Above average	Very industrious	No observation
5. Influence on Others	Negative	Swayed by others	Mediocre	Consistent example	Inspires others to grow	No observation
6. Cooperation	Usually uncooperative	Sometimes uncooperative	Usually cooperative	Works well with others	Effective team worker	No observation
7. Responsibility	Irresponsible	Not always dependable	Usually reliable	Very reliable	Exceptionally reliable	No observation
8. Judgment	Difficulty making decisions	Impulsive	Average	Uses sound judgment	Exceptionally discerning	No observation
9. Emotional Stability	Frequently depressed	Easily excitable	Moody/ Apathetic	Average	Consistently well-balanced	No observation
10. Personal Appearance	Untidy/Careless	Needs improvement	Average	Neat and tidy	Tastefully well-groomed	No observation

Because we put such a high priority on the safety of our students, we ask some pretty direct questions regarding misconduct. We ask these questions on all reference checks.

Are you aware of any instance in which the applicant sexually harassed another individual or was accused of doing so?

Yes No

Has anyone, to your knowledge, ever brought or discussed bringing a civil or criminal claim against the applicant, alleging physical or sexual abuse by the applicant? Yes No

Do you have any reason to believe that the applicant should not be working around children, those in need of counsel, or any other individual? Yes No

(continued on next page)

Do you have any reason to believe that the applicant is not totally honest or that the applicant cannot be trusted? Yes No

Would you be comfortable having the applicant as a mentor for your child? Yes No

For reasons that you may prefer to keep confidential, should we enlarge our search for the right person for this position beyond this particular applicant? Yes No

Please add any comments that you feel will help us in evaluating the applicant's character: _____

Date _____ Signature of Reference _____

Address _____

Relationship _____ Number of years known _____ Phone _____

PLEASE MAIL TO:

MERCER CHRISTIAN ACADEMY

314-A Oakvale Road Princeton, WV 24740 · (304) 425-5671 or (304) 487-1603

MERCER CHRISTIAN ACADEMY

Employer's Reference

Name _____ City _____ State _____ has applied for a position at Mercer Christian Academy. Please fill out this reference form and return it to the school office at the address below. WE CANNOT PROCESS THE APPLICANT'S APPLICATION UNTIL WE HAVE RECEIVED THIS FORM.

Waiver of Confidentiality Statement: "I hereby voluntarily waive any right or privilege to inspect or challenge the content and comments expressed in this reference."

Date _____ Signature of Applicant _____

Position or status of applicant _____ Length of service or study _____ Nature of work or studies (in detail) _____

RATING: Please circle the term which best applies:

1. Teachability	Repeated instruction necessary	retains well	Slow but	Learns readily	Outstanding	No observation
2. Dependability	Not dependable	Sometimes	Usually reliable dependable	Thoroughly	No observation dependable	
3. Judgment	Difficulty making decisions	Impulsive	Uses sound judgment	Exceptionally discerning	No observation	
4. Industry	Slothful		Needs prodding	Above average	Very industrious	No observation
5. Accuracy	Tends to be accurate		Average	Above average	Very accurate	No observation
6. Quality of Work observation		Poor		Acceptable	Above average	Outstanding No
7. Punctuality	Has to be prodded		Not always punctual	Usually punctual	Always punctual	No observation
8. Attitude Toward Work		Usually negative	Passive	Usually positive	Enthusiastic	No observation
9. Attitude Toward Peers		Reluctant to mix	Some difficulty mixing	Usually relates well	Relates very well	No observation
10. Attitude Toward Authority		Rebellious/Critical	Indifferent/Independent	Usually positive	Genuinely submissive	No observation

Because we put such a high priority on the safety of our students, we ask some pretty direct questions regarding misconduct. We ask these questions on all reference checks.

Are you aware of any instance in which the applicant sexually harassed another individual or was accused of doing so?

Yes No

Has anyone, to your knowledge, ever brought or discussed bringing a civil or criminal claim against the applicant, alleging physical or sexual abuse by the applicant? Yes No

Do you have any reason to believe that the applicant should not be working around children, those in need of counsel, or any other individual? Yes No

Do you have any reason to believe that the applicant is not totally honest or that the applicant cannot be trusted? Yes No

Would you be comfortable having the applicant as a mentor for your child? Yes No

For reasons that you may prefer to keep confidential, should we enlarge our search for the right person for this position beyond this particular applicant? Yes No

Please add any comments that you feel will help us in evaluating the applicant's character: _____

Date _____ Signature of Reference _____

Address _____

Relationship _____ Number of years known _____ Phone _____

PLEASE MAIL TO:

MERCER CHRISTIAN ACADEMY

314-A Oakvale Road Princeton, WV 24740 · (304) 425-5671 or (304) 487-1603

MERCER CHRISTIAN ACADEMY

Authorization for Background Check

I hereby authorize any person making inquiry on behalf of MERCER CHRISTIAN ACADEMY, Princeton, WV to obtain information from police departments and any other criminal justice agencies relating to any criminal record. This information may include, but is not limited to, arrest and conviction records. I hereby direct you to release such information upon requests, whether favorable or unfavorable, to any representative of the above-named institution presenting this authorization or a photocopy or facsimile copy of it. In order to assist in the compilation of this information, I hereby give the following information:

Name: _____

Maiden Name (if applicable): _____

Date of Birth: _____ Place of Birth: _____

Aliases (if any): _____

Driver's License Number: _____ State of Issue: _____

Social Security Number: _____

I hereby release any individual, including record custodians, from any and all liability for damages, or whatever kind of nature, which may at any time result to me on account of compliance, or any attempts to comply, with this authorization. This authorization shall be void six months from the date of execution.

A photocopy or facsimile copy of this document and any signature shall be considered for all purposes as an original. **DO NOT SIGN UNLESS IN THE PRESENCE OF THE NOTARY.**

_____ Date _____ Signature

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, _____, by _____ Personally known _____ OR produced identification _____. Type of identification produced _____.

My Commission Expires:

_____ Notary Signature

_____ Printed Signature

