

Sent for Review

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P.O. Box 109
 Siloam, GA 30665
 (706) 467-2147

**APPLICATION
 CLASSIFIED AND OTHER NON-CONTRACTED PERSONNEL**

NOTE: An application is considered incomplete until all information has been received. This includes two work-related references, a signed criminal background check form, proof of highest level of education, and a complete and signed application. This application and all materials submitted with this application become the property of Nathanael Greene Academy.

Name: _____ Social Security # _____
 Last First Middle

Home Address: _____
 Street City State Zip

Phone Number: _____ Cell Phone Number: _____

Email Address: _____ Date Available for Employment: _____

Applying for position as:

Secretary/Bookkeeper Food Service Substitute
 Custodian Bus Driver/Monitor Other
 Paraprofessional * **Attach college transcript showing Associates Degree or higher, 2 completed years of College (60 semester/90 quarter hours) OR passing score on the paraprofessional assessment.**

Please answer the following:

Why are you seeking employment with Nathanael Greene Academy? _____

Are you legally eligible to work in the United States? _____

Are you a previous employee of Nathanael Greene Academy? _____ If YES, when? _____

Position? _____

Do you have relatives employed by Nathanael Greene Academy? _____ If YES, who? _____

(We will not employ anyone such that they are supervised by relatives.)

Each of the following questions must be answered with a “yes” or “no”. If any answer is “yes”, please attach an explanation.	Yes or No
1. Have you ever been dismissed or fired from a job?	
2. Have you ever received an unsatisfactory performance evaluation from an employer?	
3. Have you ever received a dishonorable discharge from the armed services?	
4. Have you ever been found guilty, entered a plea of <i>nolo contendere</i> , been granted first offender treatment without adjudication of guilt, been placed under a court order whereby an adjudication or sentence was otherwise withheld for any misdemeanor involving moral turpitude or for any felony, or is any charge currently pending against you, including issuance of a bad check? (Excluding minor traffic offenses.)	
5. Have you ever been investigated for any act of alleged discrimination including discrimination on account of race, color, gender, religion, age, national origin, or handicapping condition?	
6. Have you ever been investigated for allegations of sexual harassment?	
7. Have you ever been accused and/or investigated for a crime of child abuse or physical abuse?	

Nathanael Greene Academy does not discriminate on the basis of race, color, national origin, sex, age, marital status, religion, handicap, or disability in its educational programs, activities, or employment practices.

Below are specialized questions for various classified positions. Check the position(s) for which you are applying and complete only the section which pertains top that position(s).

Secretary **Bookkeeper:** Typing/Keyboarding words per minute: _____ Shorthand words per minute: _____
 Skills/experience: MS Word _____ MS Works _____ MS Excel _____ MS Access _____
 MS Power Point _____ MS Office _____ Email _____ Filing _____
 Accounts Payable _____ Payroll _____ General Ledger _____ Purchase Orders _____
 Bank Reconciliations _____ Cash Receipts _____ Other _____

Paraprofessional:
 Area of preference: Grade Level: K-5 _____ 6 - 8 _____ 9 -12 _____
 Special Education _____ Media _____
 Do you hold a teaching certificate? Yes _____ No _____ State _____ Expiration date: _____
 Do you hold a paraprofessional certificate? Yes _____ No _____
One of the following requirements must accompany application: College transcript showing Associates Degree or higher, 2 completed years of college (60 semester/90 quarter hours) OR passing score on the paraprofessional assessment.

Maintenance/Grounds **Custodian** **Bus Driver:**
 Type of driver's license: Veteran's _____ Regular _____ CDL _____
 Class I _____ II _____ IV _____ V _____ Driver's License # _____ Expires: _____
 Skill Area: Carpentry _____ Electrical _____ Grounds _____ HVAC _____
 Mechanic _____ Plumbing _____ Other _____

Have you ever been convicted of driving under the influence of alcohol or drugs? Yes _____ No _____
 Have you ever been denied a driver's license or permit? Yes _____ No _____
 Have you driver's license or permit ever been revoked or suspended? Yes _____ No _____
 Has your driving privilege ever been limited by court action? Yes _____ No _____
 Have you been involved in a traffic accident in the past three years where you were the driver? Yes _____ No _____

In the event that you are employed as a bus driver: Are you willing to attend a training course at your own expense to become eligible to drive a school bus? Yes _____ No _____
Please note: State and federal laws are require bus drivers and others in safety-sensitive functions to participate in planned and random testing for alcohol and prohibited substances.

Food Service: Food Service Worker _____ Manager _____ School Preference _____

Have you ever worked in a school lunchroom? Yes _____ No _____
 Are you able to lift 35 pounds by yourself and 50 pounds with help? Yes _____ No _____
 Can you stand for long periods of time (4 plus hours) on hard surfaces? Yes _____ No _____
 Are you willing to be a substitute in the food service area? Yes _____ No _____
 Are you willing to obtain a doctor's statement (dated within the last six months) stating that you can perform the duties of standing, lifting and carrying? Yes _____ No _____
 Do you have reliable transportation to work daily? Yes _____ No _____

Education	School Name/ Location	Highest Grade	Year Attended	Major/Diploma
High School*				
College/Vocational School*				
Other*				

* Attach a copy of diploma, degree, or transcript as proof of highest level of education.

Work Experience (Begin with most recent job). Continue on separate sheet if necessary.				
1.	_____	_____	_____	_____
	Current (or last) employer	City & State	Begin Date	End Date
	_____	_____	_____	_____
	Position	Reason for Leaving.	Supervisor's name	Telephone
2.	_____	_____	_____	_____
	Employer	City & State	Begin Date	End Date
	_____	_____	_____	_____
	Position	Reason for Leaving.	Supervisor's name	Telephone
3.	_____	_____	_____	_____
	Employer	City & State	Begin Date	End Date
	_____	_____	_____	_____
	Position	Reason for Leaving.	Supervisor's name	Telephone

References: List three former employers from whom we can verify references. At least one must have been a supervisor. Personal references cannot be substituted.	
Name: _____	Phone: _____
Address: _____	Position: _____
Name: _____	Phone: _____
Address: _____	Position: _____
Name: _____	Phone: _____
Address: _____	Position: _____

Applicant Signature Statement	
<p>I certify that the information contained in this application is true and accurate to the best of my knowledge. I understand that misrepresentation or omission of information will be cause for termination from Nathanael Greene Academy. Previous employers may be contacted to discuss my employment record. If employed, I agree to abide by the policies and regulations of Nathanael Greene Academy.</p>	
_____	_____
Date	Signature



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Falsification or Misrepresentation on Job Application

Nathanael Greene Academy wishes to inform all potential new employees that it is very important that all questions on the application be answered truthfully and to the best of their knowledge.

If you have been arrested or convicted of a felony or misdemeanor anytime in the past, your criminal background check will reveal this, even if you have been told the record has been expunged or dismissed. If you have not responded truthfully to this question or any other question on the application, you may be immediately terminated or not employed with Nathanael Greene Academy.

If there is a possibility that you have had an arrest or conviction in the past and failed to indicate such, you may do so now. Provide a written explanation including the charge, conviction, sentence received and the date. A copy of your final documentation may be required.

Arrest(s) or conviction(s): _____ Yes _____ No

Explain below:

Please sign below and return with your application.

Signature

Date



Background Check

_____ is being considered or maintains a position with our organization that will involve the following activities: interacting, mentoring and/or teaching children of all grade levels. We request that you provide us with the records of any criminal conviction history you may have on record for the named individual. These records are sought for screening, purpose to protect the safety and security of (children, staff, administration, and the public) and associates by the authorized user:

Employer's Name and Address:

Attn: Human Resources
Nathanael Greene Academy
P.O. Box 109
Siloam, GA 30665

We have enclosed the required fee for each person whose background is to be checked, as well as a self-addressed, stamped envelope. We understand that the check may be for the State of Georgia, but may include a national background as well. This background check will not include the driving history.

_____ Date _____ Representative Requesting Criminal Check

The information necessary for a file search is:

Full Name: _____ DOB: _____

Alias/Maiden Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Race: _____ Gender: _____ SSN: _____

Driver's License # and State Issued: _____

The undersigned _____ in connection with this application authorizes all corporations, companies, credit agencies, educational institutions, persons, law enforcement agencies, military services, and former employers to release information they may have about me to Nathanael Greene Academy or its agents and release them from any liability or responsibility from doing so. Further, I authorize the procurement of an investigative consumer report and understand that such a report may contain information about my background, character and personal reputation. I authorize the release of this information, obtained by use of a CCH file search and I understand that this notice will also apply to any future update reported that may be requested.

_____ Applicant's Signature of Release _____ Date



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Date: _____

GCIC Consent Form

Nathanael Greene Academy certifies that the use of this requested information will be use solely for investigative purposes in determination of the named individual’s fitness to teach in the state of Georgia. Please certify that the criminal history record is a true and correct copy of the criminal history information obtained from the Georgia Crime Information Center (GCIC). I hereby authorize Nathanael Greene Academy to receive any criminal history record information pertaining to me that may be in the files of any state or local criminal justice agency in Georgia.

Last Name

First Name

Middle Initial

Date of Birth

Other Names Used (If Applicable)

Social Security Number

Street or Post Office Address

Sex

Race

City

State

Zip Code

Signature

PLEASE RETURN THIS FORM COMPLETED AND SIGNED ALONG WITH YOUR APPLICATION TO NATHANAEL GREENE ACADEMY.



Personal Faith Background Questions

(Employees and Board Members)

In order to protect the Christian ministry of Nathanael Greene Academy, we seek to place committed Christians in positions of authority at our school. Accordingly, all applicants seeking employment and all applicants seeking to serve our Board of Directors are asked to answer a series of questions regarding their Christian faith and daily walk. These questions will help us evaluate your compatibility with our Christian values and biblical worldview.

- 1) In some detail, explain your view of the Bible, Jesus and what role they play in your life?
- 2) Please briefly describe your salvation experience and your personal relationship with Jesus.
- 3) How would you respond to a student asking the question, "How do I become a Christian"?
- 4) Briefly describe what you believe regarding the spiritual growth of a Christian after salvation. What roles do the Bible and the Holy Spirit have in that spiritual growth? What are the believer's responsibilities?
- 5) How do you see God working in your life at this time?
- 6) In your opinion, what are your Spiritual Gifts?

Your Beliefs about Christian Education

(Teachers and Administrators)

- 1) Briefly describe your philosophy of education. Please include your understanding of a biblical worldview and explain how you would integrate biblical principles in your classroom.
- 2) In your opinion, how would working at a Christian school be different from working at a secular private or public school?
- 3) What do you consider to be the distinctive characteristics of a Christian school?
- 4) Please describe why you feel called to work at a Christian school?

Code of Conduct for Positions of Authority

(Employees, Board Members, and Volunteers)

While we recognize that we are fallible humans, daily needing God's grace and forgiveness, we endeavor to honor God with our lives. Understanding our role as Christian leaders we seek to exercise our freedoms in Christ in such a way that we would not be a stumbling block to others. As such, teachers, board members and volunteers are expected to exhibit behavior serving serving as an example of Christlikeness both in school and out to students, parents, fellow school authority figures and the community. This includes, but is not limited to, refraining from profane speech, and refraining from the excessive use of alcohol or use of illicit drugs. Additionally, we agree that Scripture defines acceptable standards of sexual behavior and we acknowledge God's design and definition of marriage and the unique roles of man and woman. We recognize that God's incredible gift of sex has been perverted by a lost world that, holding a position of authority as a Christian leader we will not engage in extramarital sex, homosexuality, view pornography, or engage in other deviant sexual behavior. In other items not explicitly mentioned above, we will seek to use the word of God as the final authority on all matters of faith and conduct. Failure to meet these biblical standards of Christian leadership will constitute grounds for dismissal.

I have read, understand, and agree to uphold the Core Beliefs, Core Values, and Code of Conduct required for Positions of Authority at Nathanael Greene Academy.

Signature