

For office use only:

Date Application Rec'd: _____

Action Taken: _____



VERITAS ACADEMY
CLASSICAL ▾ CHRISTIAN ▾ COVENANTAL

Staff Application

(non-instructional staff)

employment@VeritasSavannah.org www.VeritasSavannah.org

PO Box 8332, Savannah, GA 31412 P: 912-238-1222 F (912) 234-0566

Thank you for your interest in employment at Veritas Academy. If you have read our foundational documents (www.VeritasSavannah.org) and believe Veritas Academy is an organization and ministry where you could effectively serve and work, then please complete and submit this application. Veritas will contact you regarding the status of your application.

I. PERSONAL INFORMATION:

Name: _____ Social Security Number: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ E-mail address: _____

Are you a United States Citizen? yes no If no, are you legally able to work in the United States? yes no

Position or type of work for which you are applying? _____

Date you would be available for employment: _____

II. CHRISTIAN BACKGROUND AND VIEWS:

Name of your church: _____ Are you a member? yes no

Are you active in your local church? yes no In what capacity? _____

Are you in agreement with the vision, educational approach, and distinctly Christian mission of Veritas Academy? yes no

If not, please explain. _____

USING A SEPARATE SHEET OF PAPER PLEASE BRIEFLY (one or two paragraphs each) ANSWER THE FOLLOWING QUESTIONS:

1. Please describe your relationship with Jesus Christ, your conversion, and your Christian growth.
2. How will your Christian faith be evident in your daily work as an employee?
3. Why do you want to work at Veritas Academy?

III. EDUCATION AND EXPERIENCE: *(If the requested information may be found on an attached resume, you may write "see resume.")*

Academic Preparation: *Please attach photo copies of ALL your college / university transcripts.*

	Name	City, State	Diploma? (Yes or No)		
High School	_____	_____	_____		
	Name	City, State	Dates Attended	Major	Degree
Undergraduate School	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
Graduate School	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____

Please list other training, coursework, certifications, and licensures relevant to the position for which you are applying. _____

Employment Experience: Starting with the most recent employer, please list all of the positions you have held for the past ten years. *Use a separate sheet of paper if extra space is needed.*

<u>Employer</u>	<u>City, State, Phone Number</u>	<u>Position Held</u>	<u>Reason for leaving</u>	<u>May we contact?</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please list any other experience, special abilities or interests related to working and serving at Veritas (e.g. art, music, coaching, etc.)

Please list any particular preferences and/or limitations regarding employment at Veritas . _____

IV. REFERENCES

Have you ever been charged with child abuse? yes no If yes, were you convicted? yes no

Have you ever been arrested? (Felony or Misdemeanor) yes no If yes, when? _____

If yes, were you convicted? yes no

Please give details of any arrests and/or convictions. _____

Please note that untruthful answers will be cause for dismissal.

Personal References: (Please include your current pastor. NO relatives please.)

Name	Email Address	Phone Number	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Professional References:

Name	Email Address	Phone Number	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Do we have permission to contact all of your references? yes no _____
Signature

Do you understand that you must submit to a Federal criminal records and fingerprint background check prior to being employed by Veritas Academy? yes no _____
Signature

NON-DISCRIMINATION POLICY: Veritas Academy does not discriminate on the basis of race, color, national or ethnic origin in any employment practice, educational program, or any other Academy-administered program, activity or service, nor does it discriminate on the basis of race, color, national or ethnic origin, in administration of its educational policies, admissions policies, scholarship and financial aid programs, and athletic and other school-administered programs.

Electronic/Digital submission of application documents to employment@VeritasSavannah.org is preferred. If you prefer to fill in an MSWord file (as opposed to hand writing on a printed PDF) please contact the office and the MSWord edition will be emailed to you.