



Exceptional Education...Distinctively Christian

36-38 Sacandaga Road
Scotia, NY 12302
518-370-4272 • fax 518-370-4778
www.mekeel.org

Dear Applicant:

Your interest in Mekeel Christian Academy is appreciated. We realize the key to a successful Christian school is a spiritually and professionally qualified faculty and staff. We are grateful for those whom God calls to serve the Christian church and home by providing a distinctly Christian role model and education for children and youth.

We invite you to read carefully and complete the enclosed application materials and return them to the school office. If an opening occurs for which it appears you may qualify, we will contact you and follow the procedure described below. We will hold your resume for a minimum of three years after a decision has been made.

Thanks again for your interest in the ministry of MCA. It is our prayer that God will perfect His will in your life.

Sincerely,

W. Chad Bowman
Head of School

MCA Employee Selection Procedure

1. A *Support Staff Application* packet is sent to an applicant upon request. Applications received by the school will be acknowledged in writing and kept on file for three years after a decision is made.
2. If the Headmaster determines to proceed on an application, the applicant and the references listed on the application will be contacted and a criminal history background check will be conducted.
3. Upon obtaining a satisfactory report from references and the background check, the Headmaster will hire the applicant.



Support Staff APPLICATION

Position Desired: _____

Application Date: _____

► Contact Information *Please type or print in ink.*

Name _____
Last First Middle

Permanent Address _____
Street

City State Zip

E-Mail Address _____

Phone: Days _____ Evenings _____

► Position Desired

1. Date you can start: _____ Salary/Rate desired: _____
2. Have you applied to MCA before? Yes No If so, when? _____
3. Are you currently employed? Yes No If so, may we inquire of your present employer? Yes No
4. Can you perform the essential functions of this position (see *Position Description*) without accommodation? Yes No *If "no," please explain on another sheet of paper and suggest what the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position.*
5. How did you learn about the position for which you are applying? _____

► Christian Testimony

1. What church do you presently attend? _____
How often? Frequently Often Occasionally Seldom Are you a member? Yes No
2. Do you believe the Bible to be the only inspired and infallible Word of God, the final authority in all matters of faith, conduct, and truth? Yes No
3. What is your attitude toward working with those of other races and or of other denominational beliefs?

4. In what church activities have you been involved and with what degree of regularity? _____

5. Describe your routine of personal Bible study and prayer: _____

6. What books or magazines have you read recently that have helped you spiritually? _____

7. In your own handwriting, on separate paper, briefly give your Christian testimony.

► Education

Names & Locations of Schools/Colleges/Universities	Dates Attended From/To	Date of Graduation	Degree Earned	Major	Minor
High School	From				
Address	To				
College/University	From				
Address	To				
Trade/Business/Online/Correspondence	From				
Address	To				

► Employment History *(Please list beginning with current/most recent)*

Employer / Address	Supervisor / Phone	Position / Salary	Dates
Company	Supervisor	Position	From
Address	Phone	Salary	To
			Reason Left
Company	Supervisor	Position	From
Address	Phone	Salary	To
			Reason Left
Company	Supervisor	Position	From
Address	Phone	Salary	To
			Reason Left
Company	Supervisor	Position	From
Address	Phone	Salary	To
			Reason Left

1. Please list any courses or workshops/seminars you have participated in that pertain to your desired position:

Title: _____ Date _____

Title: _____ Date _____

2. List any certificates or awards received in your category of employment:

Title: _____ Date _____

Title: _____ Date _____

► **Personal Information**

If you answer "Yes" to any of the questions in this section, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition or other appropriate explanation. A conviction record will not automatically be a bar to employment. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job-relatedness, and subsequent rehabilitation will be considered.

- 1. Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer? Yes No
- 2. Has any employer ever subject you to disciplinary action, suspended, terminated, or asked you to leave a job or volunteer position on the grounds of any unlawful sexual behavior, or violation of an employer's sexual misconduct or harassment policy? Yes No
- 3. Have you ever been charged in *civil* or *criminal* proceedings with improprieties regarding children? Yes No
- 4. Have you ever entered a plea of guilty, a plea of "no contest" (*nolo contendere*), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense? Yes No

► **Applicant's Certification**

I hereby certify that the facts set forth in these application materials 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 regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand that I will be paid and receive benefits only through day of release.

*I authorize Mekeel Christian Academy to thoroughly interview the **primary** references which 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 verify and/or investigate any of the information contained in the application materials including my work records and evaluations, my educational preparation, and other matters related to my suitability for the position and to perform a criminal history background check.*

I authorize references and my former employers 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 investigation or disclosure. In addition, I hereby release Mekeel Christian Academy, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such an investigation or disclosure. I waive the right to ever personally review any references given to the school.

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

Applicant Signature

Date

Non-Discriminatory Hiring Policy
Mekeel Christian Academy is a distinctly Christian institution dedicated to biblical principles of fairness and equality (Pro. 24:23; Acts 17:26; Gal. 3:28, etc.). Therefore, the school does not discriminate on the basis of age, sex, race, color, national or ethnic origin, or disability in its hiring practices or any other employment decisions of its administration, faculty, or support staff.



Mission Statement & Statement of Faith

Mission Statement

The mission of Mekeel Christian Academy is to provide an exceptional elementary & secondary education rooted in the eternal perspective of God's Word which equips students for continued growth in character, achievement, and service.

Statement of Faith *(same as the National Association of Evangelicals)*

1. We believe that the Bible is the only infallible authoritative Word of God, verbally and fully inspired in the original text, and that it is the supreme authority in all matters of faith and conduct.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We 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 to earth with power and glory.
4. We believe that all men are, by nature and by choice, sinners, destitute of all power to save themselves. We believe, therefore, that the only means of salvation is the regenerating work of the Holy Spirit on the basis of the atoning work of and through personal faith in Jesus Christ.
5. We believe in the resurrection of both the saved and the lost; those that are saved unto the resurrection of life and those that are lost unto the resurrection of damnation.
6. We believe in the church, the spiritual body of which Jesus Christ is the Head and of which all regenerated persons are members. We believe that the visible church is the company of believers in Jesus Christ associated for worship, work, and fellowship.
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is empowered to live a godly life.

Applicant: Please read carefully our Mission Statement and Statement of Faith and indicate the degree to which you agree with these statements:

I fully support the Statements as written without mental reservation:

Applicant Signature

Date

I support the Statements except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Applicant Signature

Date



Applicant REFERENCES

Personal References

Please give three references who are qualified to speak of your spiritual experience, character, and Christian service. *List your current pastor first.*

1. Name _____ Relationship _____
Address _____ Phone _____

2. Name _____ Relationship _____
Address _____ Phone _____

3. Name _____ Relationship _____
Address _____ Phone _____

Professional References

Please give three references who are qualified to speak of your professional training, experience, and competence. *List your current and most recent supervisor first.*

1. Name _____ Relationship _____
Address _____ Phone _____

2. Name _____ Relationship _____
Address _____ Phone _____

3. Name _____ Relationship _____
Address _____ Phone _____



Reference Release

Authorization to Release Reference Information

I have made application for a position with Mekeel Christian Academy. I authorize the school and/or its agents 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 Mekeel Christian 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 directly 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.

I further waive the right to ever personally view any references given to Mekeel Christian Academy.

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

Applicant's Name (print)

Applicant's Signature

Applicant's Social Security Number

Date