



**North Henry Academy exists as a ministry of North Henry Baptist Church to partner with parents to provide an excellent quality, Christ-centered education. By God's power, NHA is changing the world – one child at a time.**

## **NHA Employment Application Support Staff**

We appreciate your interest in North Henry Academy. We invite you to fill out this application and return it to our school office. If an opening occurs for which you qualify, we will notify you 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

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.

### **NHA Application Checklist**

- Completed Employment Application
- Ten Point Statement of Faith
- Christian Lifestyle Commitment
- Background Investigation Consent
- Resumé (if available)

**Your application will not be reviewed until all forms have been submitted.**

# NHA Employment Application Support Staff

1093 Flat Rock Rd  
Stockbridge, GA 30281  
770-389-1591

North Henry Academy will only hire persons who have accepted Jesus Christ as the Lord of their lives. The lifestyle of personnel must not bring shame or reproach to God or the church. We do not allow the usage of tobacco in any form, alcoholic beverages, drugs, or foul language on the premises. Please read all the enclosed information carefully. Complete the application and return it to the above address.

Full Name \_\_\_\_\_ Phone \_\_\_\_\_

Availability Date \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

For what position are you applying? \_\_\_\_\_  
What is your present occupation? \_\_\_\_\_

**EDUCATION** (If you have not yet graduated, list the degree you are pursuing, and the anticipated date.)

<b>Schools Attended</b>	<b>Graduated</b> Yes/No – Date (mm/yyyy)
Highschool _____	_____
GED _____	_____

<b>Universities Attended</b>	<b>Degree</b>	<b>Subject</b>	<b>Graduated</b> Yes/No – Date (mm/yyyy)
_____	_____	_____	_____
_____	_____	_____	_____

Are you trained or experienced in any trade or profession, including Christian work? If so, which?  
\_\_\_\_\_  
\_\_\_\_\_

**SPIRITUAL LIFE**

Briefly give your testimony of how you came into a relationship with the Lord. Feel free to attach extra pages.

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In what activities/ministries of your church are you involved?

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What church do you attend? \_\_\_\_\_

Are you a member? \_\_\_\_\_ Have you been baptized? \_\_\_\_\_ If so, when? \_\_\_\_\_

**TEN POINT STATEMENT OF FAITH** -- (A more detailed statement of faith is available upon request.)

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (11 Timothy 3:15, 11 Peter 1:21).
2. We believe there is only one God, eternally existent in three persons – Father, Son and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe:
  - In the deity of Christ (John 10:33)
  - His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35)
  - His sinless life (Hebrews 4:15, Hebrews 7:26)
  - His miracles (John 2:11)
  - His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9)
  - His resurrection (John 11:25, 1 Corinthians 15:4)
  - His ascension to the right hand of the Father (Mark 16:19)
  - His personal return in power and glory (Acts 1:11, Revelation 10:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God’s grace and through faith alone are we saved (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5).
5. We 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 (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).

7. We believe in the present ministry of the Holy Spirit by Whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, 1 Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18).
8. We believe God created and sanctioned marriage to bring a man and a woman, the complementary halves of humanity, by joining them in one flesh unions. (Genesis 2:18-25) Marriage between one man and one woman for life uniquely reflects Christ's relationship with His church. (Ephesians 5:22-23)
9. We believe gender matters. God wonderfully creates each person as male or female and these distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27)
10. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are, therefore, called to defend, protect and value all human life. (Psalm 139)

Are you willing to comply with North Henry Academy's Ten Point Statement of Faith? \_\_\_\_\_(initial)

### **CHRISTIAN LIFESTYLE COMMITMENT**

NHA requires that all employees of the academy be growing believers in Jesus Christ who are committed to following a lifestyle commitment in accordance with Scripture. As Christian leaders, we represent Christ in whatever we do. NHA expects its employees to be Christian role models to colleagues, administration, parents and students. Employees must conduct themselves in a way that honors Biblical truths related to personal integrity, appropriate relationships, business, and morality. It is essential that NHA employees are true believers who understand that obedience to the tenets of Scripture qualify them as worthy role models. The following statements must be initialed by each employee, which signifies that the employee agrees to uphold the Biblical standard related to their lifestyle.

Read each statement and initial on the line stating your agreement.

1. \_\_\_\_\_ I am currently living in a marital relationship and am faithful to my spouse; OR I am single and am not in a same sex or sexually active relationship with someone to whom I am not married, and I am not cohabitating with a person of romantic or sexual interest.
2. \_\_\_\_\_ I am not practicing a homosexual, bisexual or transgendered lifestyle.
3. \_\_\_\_\_ I abstain from the use of illegal drugs or the abuse of controlled substances, such as prescription or over-the-counter drugs.
4. \_\_\_\_\_ I abstain from viewing pornography online and pornographic materials in any form.
5. \_\_\_\_\_ I agree to abide by the NHA alcohol and drug-free policy.
6. \_\_\_\_\_ I commit to live within the above stated expectations and choose to honor God in every facet of my lifestyle.
7. \_\_\_\_\_ I understand that violation of any of the above lifestyle indicators constitutes grounds for disciplinary action, not excluding termination.

Will you agree to commit to live within these expectations? \_\_\_\_\_(initial)

In the ministry of NHA, staff and faculty are considered role models and ministers, whether at school or in their personal lives. With that in mind, please share any issues you may have regarding the use of tobacco, vaping, intoxicants, drugs, or immoral behavior relating to our beliefs and standards of conduct.

**EMPLOYMENT EXPERIENCE**

Please list your employment history for the past five years, beginning with your most current or last employer. If you have been unemployed during any time within the past five years, list how you spent your time, (student, housewife, unemployed, etc.) If you need more space, please attach a separate page.

Month/Year	Name and Email Address of Employer	Position	Reason for Leaving	Full/Part Time
From: _____ To: _____				
From: _____ To: _____				
From: _____ To: _____				
From: _____ To: _____				
From: _____ To: _____				
From: _____ To: _____				

Total number of years' experience in position for which applying \_\_\_\_\_

Have you completed any childcare training courses? YES NO

Have you had CPR training within the past two years? YES NO

If yes, give expiration date: \_\_\_\_\_

Have you had First Aid training within the past two years? YES NO

If yes, give expiration date: \_\_\_\_\_

Do you have a valid driver's license?

YES

NO

State \_\_\_\_\_ Expiration Date \_\_\_\_\_ License Number \_\_\_\_\_ Class \_\_\_\_\_

Out of all the things that you could do at this time, what attracts you to North Henry Academy and this specific opportunity?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any special talents, musical abilities, or other areas of experience?

\_\_\_\_\_

**PROFESSIONAL REFERENCES** (Must include most recent employer or direct supervisor)

1. Name \_\_\_\_\_ Position \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

2. Name \_\_\_\_\_ Position \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

3. Name \_\_\_\_\_ Position \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

Are there any references we should wait to contact until short-listed? \_\_\_\_\_

**PERSONAL REFERENCES** (Must include a pastor of your church)

1. Name \_\_\_\_\_ Position \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

2. Name \_\_\_\_\_ Position \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

3. Name \_\_\_\_\_ Position \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

**SECURITY:**

Recognizing God’s love and concern for children, North Henry Academy has adopted a policy of screening ALL applicants for employment. The purpose of this policy is to promote a safe environment and to protect our students, as well as to guard the honor and reputation of Jesus Christ and His school. The following questions are designed to elicit the information necessary for this purpose. The information provided will be treated confidentially and will only be used by authorized staff in reviewing your application. All questions must be answered. If you answer “yes” to any of the following questions, please explain on a separate page. Your answers to any of these questions do **NOT** necessarily disqualify you from employment at NHA.

YES NO Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor Traffic Violations)? The term “convicted” includes entering into a plea agreement including “no contest” pleas, or a deferred sentence or deferred judgment arrangement in connection with a criminal charge. If so, please attach a statement of explanation, including nature of offense, date, court where conviction was entered, sentence of disposition and any other relevant information.

YES NO Have you ever been the subject of an investigation of an allegation of physical abuse, sexual misconduct, sexual harassment or an offense relating to children, criminally charged, or been the subject of a civil lawsuit involving physical abuse, sexual misconduct, sexual harassment, or an offense relating to children?

YES NO Have you ever been subjected to discipline or dismissal from employment or volunteer service by any church, or other organization as the result of an allegation or charge of physical abuse, sexual harassment, or an offense relating to children?

If you answered “yes” to any of the above questions, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACKNOWLEDGEMENT**

I understand and agree that it is critical to the mission and ministry of North Henry Academy that all employees conform to the highest standards of safety, interpersonal conduct, and morality. I affirm that if hired, I will strictly comply with the policies and procedures of NHA, including those concerning child safety and protection. I understand and agree that failure by me to abide by such policies and procedures may result in immediate dismissal or disciplinary actions, all at the discretion of the school.

I understand that all offers of employment are conditioned on my providing satisfactory proof of my identity and legal authority to work in the United States.

**I understand and agree that my employment can be terminated at will, with or without cause, and with or without notice, at any time, either at my option or at the option of North Henry Academy.**

**APPLICANT’S AUTHORIZATION**

I understand that by signing this completed application, I am consenting to pay for and authorizing NHA to conduct a background investigation of me and the information provided in this application. I further acknowledge and understand that this investigation may include a Criminal Background check, a Sex Offender’s Background Check, and that I may be required to provide fingerprints and a photograph for this purpose.

**APPLICANT’S CERTIFICATION**

I certify that all information contained in this application and any attachment is true and correct to the best of my knowledge. I understand that any misrepresentation or material omission may result in my failure to receive an offer of employment or if I am hired, in my dismissal.

**AUTHORIZATION TO RELEASE REFERENCE INFORMATION**

I have made application for a position with North Henry Academy. I have authorized the school to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals which 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 education preparation and all other matters related to my suitability for employment.

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 disclosure.

In addition, I hereby release NHA, 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 investigation or disclosure.

I waive the right to ever personally view any references given to NHA.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

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

\_\_\_\_\_  
Applicant’s Name (Print)

\_\_\_\_\_  
Applicant’s Social Security Number

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

**North Henry Academy does not discriminate based on gender, age, ethnicity, culture, nationality, or origin.**