

APPLICATION FOR EMPLOYMENT

Eden Christian Academy (ECA)

www.EdenChristianAcademy.org • info@edenca.org

Berkeley Hills Campus (Pre-K – 6)
206 Siebert Road
Pittsburgh, PA 15237
412.364.8055 PHONE
412.364.8330 FAX

Wexford Campus (Pre-K – 6)
12121 Perry Highway
Wexford, PA 15090
724.935.9301 PHONE
724.935.9354 FAX

Mt. Nebo Campus (7 – 12)
318 Nicholson Road
Sewickley, PA 15143
412.741.2825 PHONE
412.324.1101 FAX

ECA does not discriminate in hiring or in terms and conditions of employment based on an individual's race, color, sex, age, disability or national origin. As a Christian school, compliance with ECA's religious values is considered a bona fide occupational qualification under Sections 702 & 703 of Title VII of the 1964 Civil Rights Act, as amended, and will have a direct impact on employment consideration.

PLEASE PRINT

PERSONAL INFORMATION			
Position(s) for which you are applying			Date of Application
Last Name	First Name	Middle Name	
Address	City	State	ZIP
Telephone Number(s)			

Are you currently authorized to work legally in the U.S. Yes No

Have you ever applied for employment with or been previously employed with ECA? No Yes ___ Year

Names of friends or relatives currently working at ECA _____

Name(s) of child(ren) currently or previously enrolled at Eden _____

As advocates of Christian education, employees must have any school-age child(ren) enrolled at ECA.

Date available for work _____ / _____ / _____ Salary requirements _____

Are you available to work Full-time? Part-time? Temporary? Dates _____ / _____ - _____ / _____

Have you ever been convicted or plead guilty to a felony or misdemeanor (don't include minor traffic violations)? A conviction is not necessarily grounds for disqualification from employment. No Yes.
If yes, list the date of conviction(s), name/location of court, and nature of the crime. _____

EDUCATION

Name, City and State of School	Area of Study	Year Completed	Diploma/Degree
High School			
College Undergraduate			
Graduate School			
Professional/Other			

WORK EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities.

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving		May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving		May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving		May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Comments: Include explanation of any gaps in employment.

In order to verify education and employment records, Eden Christian Academy needs to know the name(s) you used while in school or employed. If you attended school or were employed under a different name than on this application, please list the name(s) and the relevant time period it was used.

Name	Dates	Names	Dates
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SPECIALIZED SKILLS (Skills/Equipment Operated)

List specific skills, training, or achievements applicable to the position applied for.

CHRISTIAN LIFE INFORMATION

Have you received Jesus Christ as your Lord and Savior? Yes No Uncertain

If yes, when? _____ On what do you base your claim of salvation? _____

Please give a brief personal testimony, including the circumstances of your conversion. _____

Why do you want to serve at ECA? _____

Briefly describe the present practice of your faith, including Bible study and prayer. _____

Name and address of your church _____

Pastor's name _____ Church denomination _____

Are you a member? Yes No Do you regularly attend services? Yes No

Do you understand that as an employee of Eden Christian Academy you will be expected to maintain an active and loyal involvement in the membership of a church of like faith and practice? Yes No

List any church/Christian work or ministry in which you are (or have recently been) involved. _____

Do you ascribe, without reservation, to the Statement of Faith of Eden Christian Academy? Yes No (See page 5.)

COMPLETE IF APPLYING FOR TEACHING POSITION

Share your views on the definition and purpose of Christian education _____

Have you had any courses in the philosophy of Christian education? Yes No

Explain any leading of the Lord in your life toward teaching in a Christian school? _____

PERSONAL/PROFESSIONAL REFERENCES

Include a pastor and an employer reference. Do not include family members. All information must be complete for mailing purposes.

Name	Complete Address	Phone Number	Relationship
1.			
2.			
3.			
4.			
5.			

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete. I authorize ECA to perform background checks and investigation of all statements contained in the application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I understand and consent that Eden Christian Academy has the right to request in writing, references concerning my past employment history. ECA reserves the right to respond in writing to future employers concerning your employment record at Eden Christian Academy.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that I am required to abide by all rules and regulations of the employer.

I acknowledge that this application does not constitute a contract of employment.

Signature of Applicant

Date

This application for employment shall be considered active for a period of time not to exceed 45 days (six months for faculty). Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

THE EDEN PROMISE

Eden Christian Academy is committed to providing an exceptional educational experience by engaging the mind and heart of each student to think and act with Christ-like character.

STATEMENT OF DOCTRINE—EDEN CHRISTIAN ACADEMY

1. We believe the Bible to be the inspired, the only infallible and inerrant authoritative Word of God.
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 in power and glory.
4. We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. 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.
7. We believe that heaven and hell are definite places.
8. We believe in the spiritual unity of believers in our Lord Jesus Christ.