



**MARANATHA ACADEMY**  
 Administrative Office  
 6826 Lackman Road  
 Shawnee, KS 66217  
 Ph: 913-631-0637  
 Fax: 913-631-0899  
 Website: www.ma-kc.org

**APPLICATION FOR A  
 SUPPORT STAFF POSITION**

- School Office/Clerical
- Business Office/Bookkeeper
- Maintenance/Custodial
- Classroom Aide/Child Care
- Other \_\_\_\_\_

**PERSONAL DATA**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ Hm. Phone: \_\_\_\_\_  
 \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Occupation: \_\_\_\_\_  
 Co. Name: \_\_\_\_\_ Wk. Phone: \_\_\_\_\_  
 Co. Address: \_\_\_\_\_  
 Emergency Contact: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

**CHRISTIAN BACKGROUND**

Present Church: \_\_\_\_\_ Denomination: \_\_\_\_\_  
 Address: \_\_\_\_\_ Member:  Yes  No  
 \_\_\_\_\_

Please relate your born-again experience briefly: \_\_\_\_\_  
 Church activities: \_\_\_\_\_

**EDUCATION**

	SCHOOL	CITY/STATE	FROM	TO	GRADE	MAJOR	DEGREE
High School							
College							
Business Trade							
Other							

**WORK EXPERIENCE**

EMPLOYER	CITY/STATE	POSITION TITLE	DATES FROM/TO	SALARY	DUTIES	REASON FOR LEAVING

Please specify skills in your area of expertise: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### ADDITIONAL INFORMATION

**Please attach a copy of your resume.** Add by letter any additional information which will provide a more complete estimate of your training, experience, character, and ability. Emphasize your special preparation and training, and any area of the application which you wish to explain in greater details.

### REFERENCES

**Employment/Professional References:** List two references who are qualified to speak of your professional qualifications. List your current or most recent supervisor first.

NAME	ADDRESS	PHONE	TITLE/RELATIONSHIP

**Personal References:** List two references who are qualified to speak of your personal and character qualifications. Do not list immediate family members or other relatives as references.

NAME	ADDRESS	PHONE	TITLE/RELATIONSHIP

### APPLICANT'S CERTIFICATION & AGREEMENT

I understand that **Maranatha Academy** does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, or disability. I further understand that any offer of employment is conditioned on the proof of legal authority to work in the United States.

I hereby certify that the facts set forth in these application forms are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or significant omission of facts during any phase of the hiring process may prevent me from being hired or if hired may subject me to immediate dismissal.

I authorize **Maranatha Academy** to inquire about my previous 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 **Maranatha Academy** such as employment records, performance reviews, and personal references. I understand that investigative background inquiries are to be made on myself including but not limited to consumer credit, criminal conviction, motor vehicle and other reports. I release any person, organization, or company from liability or damage which may result from furnishing the information requested. I further waive the right to ever personally view any references given to **Maranatha Academy**.

I understand the employment relationship that exists between **Maranatha Academy** and its employees is employment "at will". I understand this application will be discarded on or after two years from the date it is received unless a call is received between Oct. 1 & Dec. 1 the same year requesting that this application be held over for the following year.

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### NON DISCRIMINATION POLICY

**Maranatha Academy** does not discriminate in hiring or the administration of its policies on the basis of race, color, gender, disability, ancestry, age, or national origin. To do so would be in violation of Christian principles as set forth in God's Word, the Holy Bible.

## MARANATHA ACADEMY STATEMENT OF FAITH

All personnel of **Maranatha Academy** are asked to read the following Statement of Faith, which is the doctrinal basis for all our educational program.

**Maranatha Academy** is interdenominational in its attitude and emphasis. The school stands firmly on the changeless Word of God as expressed in the following statement of historic evangelical Christianity.

**We Believe** the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (II Timothy 3:15; II Peter 1:21)

**We Believe** there is one God, eternally existent in three persons - Father, Son and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30)

**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, 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His Resurrection (John 11:25; I 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 19:11).

**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 we are saved. (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5)

**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)

**We Believe** in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28)

**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; I Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18)

**We Believe** in the soon return of our Lord Jesus Christ to take away the saved.

*Check **one** of the boxes and indicate by signature your degree of support for this statement of faith.*

- I have read the above Statement of Faith and testify that it reflects my own convictions and understanding regarding the Christian faith, and I fully support the statement as written without mental or spiritual reservations.
- I support the statement 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print Your Name

## APPLICANT'S DECLARATION OF ETHICAL AND MORAL INTEGRITY

As an applicant for a position at **Maranatha Academy**, and its ministries, I (print name), \_\_\_\_\_, recognize, understand, and adhere to the moral and ethical standards and mandates of said school. I further declare that with regard to my personal moral and ethical character and conduct as of this date, I am not, nor have been in the past, engaged in inappropriate conduct toward minors, nor do I have inclinations toward such conduct. Inappropriate conduct includes the following: Homosexuality, verbal, physical or sexual abuse as defined by Scripture and/or state law. I do declare that the above statement is factual and true. By affixing my signature, I declare that I meet the moral and ethical standards of **Maranatha Academy**.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## EMPLOYEE BACKGROUND CHECK

TO: Maranatha Academy Employee Applicants, Employees and Volunteers  
FROM: Dr. Daugherty  
SUBJ: Consumer Reports/Investigative Reports

To enhance student safety and comply with Association of Christian Schools International (ACSI) accreditation standards, Maranatha Academy has selected ScreenNow as the school's background screening provider for employee applicants, current employees and volunteers.

To assist with this process, please complete, sign, and return the Authorization Form to the Superintendent's office. The requested information is used to assist in the completion of a background investigation. **The information will be maintained in a limited access file. The information will be used for the sole purpose of identification when conducting a background investigation.**

Those employees and volunteers who have undergone an official background check within the last three years may submit a copy of the report results and not be subject to a new check.

Thank you in advance for your cooperation in helping to ensure a safer school environment for our children.

**NOTE:** ScreenNow, a web-based background screening service is owned by Atlanta-based ChoicePoint who has formed an alliance with Maranatha's insurance agency, Church Mutual.

### AUTHORIZATION FORM

During the application process and at any time during the tenure of my employment (including contract for services) or volunteer service with Maranatha Academy, I understand that investigative background inquiries are to be made on myself including but not limited to consumer credit, criminal conviction, motor vehicle, and other reports.

I hereby authorize ChoicePoint Services Inc., on behalf of Maranatha Academy to procure a consumer report and/or investigative report which I understand may include but not be limited to information regarding my residence history, personal history, academic achievement, character, work performance, general reputation, personal characteristics, or mode of living along with reasons for termination of past employment.

This report may be compiled with information from credit bureaus, courts record repositories, department of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I specifically release each of these agencies, their officers, or authorized representatives and/or personal references from any liability so that they may freely and completely respond to any inquiry made by ChoicePoint Services Inc., relating to my application for employment, continued employment or volunteerism at Maranatha Academy. For release purposes, a facsimile or photocopy of this document will be as valid as the original.

I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification; to the extent such investigation includes information bearing on my character, general reputation, personal characteristics or mode of living.

I understand to aid in the proper identification of my file or records the following information as well as other information is necessary.

---

*Applicant/Employee Printed Name*

---

*Date*

---

*Applicant/Employee Signature*

---

*(will be requested when needed)*  
*Social Security Number*

---

*Driver License No./State*

---

*Date of Birth (optional)*

---

*Other Licenses/Certifications with State*