



# OCONEE CHRISTIAN ACADEMY

OCONEE CHRISTIAN ACADEMY

150 His Way Circle

Seneca, South Carolina 29672

Phone 864.882.6925 Fax 864.882.7217

## OCA Mission Statement

**Oconee Christian Academy exists to glorify God by nurturing students and equipping them to fulfill God's unique purpose for their lives through Kingdom Education.**

### SUPPORT STAFF APPLICATION

#### PERSONAL INFORMATION

Application Date \_\_\_\_\_

Full Name \_\_\_\_\_ SS # \_\_\_\_\_

Date of Birth \_\_\_\_\_ Email Address \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Marital Status \_\_\_\_\_ # of children (if applicable) \_\_\_\_\_

Spouse's name (if applicable) \_\_\_\_\_

Spouse's Occupation \_\_\_\_\_

Spouse's Employer \_\_\_\_\_

If you have school age children, do you intend for them to attend OCA? If so, what grades?

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

List interests and extra-curricular activities in which you are involved \_\_\_\_\_

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

List honors, scholarships, special talents and other pertinent information \_\_\_\_\_

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

Have you ever been arrested for, or convicted of a felony or misdemeanor, which resulted in imprisonment? Yes \_\_\_ No \_\_\_ If yes, please explain: \_\_\_\_\_

**POSITION DESIRED**

*Please check your desired area(s) of interest*

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Substitute \_\_\_\_\_

How did you learn about the position for which you are applying? \_\_\_\_\_

Are you willing to assist, direct, coach or sponsor any sports or extra-curricular activities?

Yes \_\_\_ No \_\_\_ If yes, what areas are you interested and feel competent?

(List in order of preference)

1 \_\_\_\_\_ 3 \_\_\_\_\_

2 \_\_\_\_\_ 4 \_\_\_\_\_

**CHRISTIAN BACKGROUND/TESTIMONY/DOCTRINE**

What is your local church affiliation? \_\_\_\_\_

Church Attendance: Regular \_\_\_\_\_ Often \_\_\_\_\_ Occasional \_\_\_\_\_

List church-related activities in which you participate and church-related positions held:

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

In what Christian activities outside your church are you actively engaged? \_\_\_\_\_

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

What books have you read recently that have helped you spiritually? \_\_\_\_\_

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

Why do you consider yourself to be a Christian? \_\_\_\_\_

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How do you understand the "inspiration" and "authority" of the Scripture? \_\_\_\_\_

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How do you use the Scriptures in your Christian life (especially in your personal devotion life)?

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Who is the Holy Spirit? \_\_\_\_\_

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How does the Holy Spirit work in believers? \_\_\_\_\_

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What does the Bible teach about the origin of man? \_\_\_\_\_

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How do you interpret the Genesis 1 account of creation? \_\_\_\_\_

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What do you believe God's Word teaches concerning your responsibility to reach our lost world for Jesus Christ? \_\_\_\_\_

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## **PERSONAL PHILOSOPHY**

*Please answer the following questions as they relate to your personal philosophy*

What areas do you feel are your strengths? Weaknesses? \_\_\_\_\_

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What is your personal stance on the issues of abortion and homosexuality? \_\_\_\_\_

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Why do you desire to be a part of the ministry of Oconee Christian Academy? \_\_\_\_\_

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Do you use tobacco products? \_\_\_\_\_

Do you drink alcoholic beverages? \_\_\_\_\_

## **OUR STATEMENT OF FAITH**

### **In essential beliefs - we have unity.**

"There is one Body and one Spirit ... there is one Lord, one faith, one baptism, and one God and Father of us all..." *Ephesians 4:4-6*

### **In non-essential beliefs - we have liberty.**

"Accept him whose faith is weak, without passing judgment on disputable matters...Who are you to judge someone else's servant? To his own master he stands or falls ... So then each of us will give account of himself to God... So whatever you believe about these things keep between yourself and God." *Romans 14:1, 4, 12, 22*

### **In all our beliefs - we show charity.**

"If I hold in my mind not only all human knowledge but also the very secrets of God, and if I have the faith that can move mountains - but have no love, I amount to nothing at all." *1 Corinthians 13:2*

## **DOCTRINAL STATEMENTS**

### **ABOUT GOD**

God is the Creator and Ruler of the universe. He has eternally existed in three persons: God the Father, God the Son, and God the Holy Spirit. These three are co-equal, co-eternal, and are one God.

*Genesis 1:1-2, 26-27, 3:22; Psalm 90:2; Matthew 28:19 I Peter 1:2; II Corinthians 13:14*

### **ABOUT JESUS CHRIST**

Jesus Christ is the Son of God. He is co-equal and co-eternal with the Father. Jesus was born of a virgin, lived a sinless human life, and offered Himself as the perfect sacrifice for the sins of all people by dying on the Cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again someday to judge the living and the dead.

*Matthew 1:22-23; Isaiah 9:6; John 1:1-5; 14:10-30; Hebrews 4:14-15  
I Corinthians 15:3-4; Romans 1:3-4; Acts 1:9-11; I Timothy 6:14-15; Titus 2:13*

### **ABOUT THE HOLY SPIRIT**

The Holy Spirit is co-equal and co-eternal with the Father and the Son of God. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of the Word of God (the Bible), and guidance in doing what is right. He gives every believer spiritual gifts when they are saved. As Christians, we seek to live under His control daily.

*II Corinthians 3:17; John 16:7-13; 14:16-17; Acts 1:8; I Corinthians 2:12, 3:16 Ephesians 1:13; 5:18; Galatians 5:25*

## **ABOUT THE BIBLE**

The Bible is God's Word to us. Written by human authors under the supernatural guidance of the Holy Spirit, the Bible is the supreme source of truth for Christian beliefs and living. Being inspired by God, it is the truth without any mixture of error in the original autographs.

*II Timothy 3:16; II Peter 1:20-21; II Timothy 1:13; Psalm 119:105, 160; Psalm 12:6; Proverbs 30:5*

## **ABOUT HUMAN BEINGS**

People are made in the image of God, to be like Him in character. People are the supreme object of God's creation. All of us are marred by a disobedient nature toward God called SIN. This nature separates people from God.

*Genesis 1:26-27, 9:6; Romans 6:23; Galatians 3:22; Ephesians 1:7, 4:26*

## **ABOUT SALVATION**

Salvation is God's free gift to us, but we must accept it. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. When we turn from our self-ruled life and turn to Jesus in faith we are saved. Salvation begins the moment one receives Jesus Christ into their life by faith. After this we begin to develop a closer relationship with Jesus Christ through prayer, Bible Study, and fellowship with other believers through the process of Sanctification. Finally, when our earthly lives are over, we spend eternity with God in heaven, also called Glorification.

*Romans 6:23; Ephesians 2:8-9; John 14:6, 1:12; Titus 3:5; Galatians 3:26; Romans 5:1*

## **ABOUT ETERNAL SECURITY**

Because God gives us eternal life through Jesus Christ, the true believer is secure in that salvation for eternity. If you have been genuinely saved, you cannot lose it. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian. It is the grace and keeping power of God that gives us this security.

*John 10:27-29; II Timothy 1:12; Hebrews 7:25, 10:10, 14; I Peter 1:3-5*

## **ABOUT ETERNITY**

People were created to exist forever. We will either exist eternally separated from God by sin, or eternally with God through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life. Heaven and hell are real places of eternal existence.

*John 3:16; John 14:17; Romans 6:23; Romans 8:17-18 Revelation 20:15; I Corinthians 2:7-9*

**Do you, without reservation, subscribe to the summary of Oconee Christian Academy's Statement of Faith and Doctrinal Statements?**

Signature \_\_\_\_\_ Date \_\_\_\_\_

## DECLARATION OF MORAL INTEGRITY

OCONEE CHRISTIAN ACADEMY expects all of its employees and its volunteers with access to children to model the same Christian values and lifestyle that it seeks to instill in its students. As an applicant for a ministry position as an employee or as a volunteer at this school, I (print full name) \_\_\_\_\_ recognize, understand, and agree to live by the Christian moral standards of the school.

I declare (a) that during the past year I have not engaged in, (b) that at the current time I am not engaging in, (c) that I promise I will not engage in, and (d) that I will not condone in my personal, teaching or professional standards during the term of my employment or volunteering, inappropriate conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual, lesbian, or other sexual misconduct, sexual harassment, use or viewing of pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

Let marriage be held in honor among all, and let the marriage bed be undefiled, for God will judge the sexually immoral and adulterous. (Hebrews 13:4)

A disciple is not above his teacher, but everyone when he is fully trained will be like his teacher. (Luke 6:40)

I declare that the above statement is factual and true. My signature below indicates that I meet the moral-integrity standards and Christian role-model lifestyle requirements of OCONEE CHRISTIAN ACADEMY.

ANY INTENTIONAL FALSIFICATION OF ANY PORTION OF THIS APPLICATION WILL BE GROUNDS FOR IMMEDIATE DISMISSAL.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

***Oconee Christian Academy is an equal opportunity employer and does not discriminate on the basis of race, color, gender, nationality or ethnic origin.***

Per S.C. Code §§44-29-150 and 160 all potential private school staff members must be evaluated for tuberculosis prior to being hired. As a prerequisite for employment, an applicant must present a health certificate certifying that he/she does not have tuberculosis in an active stage.

In connection with my application for employment or to serve as a volunteer with Oconee Christian Academy, I understand that a "consumer report" and/or "investigative consumer report", as defined by the Fair Credit Reporting Act (15 U.S.C. § 1681), will be requested.

**PROFESSIONAL QUALIFICATIONS**

*Please list all degrees earned.*

**Degree** **Date Received** **Issuing Institution**

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Major (s) \_\_\_\_\_

Minor (s) \_\_\_\_\_

Have you ever been dismissed or failed to be rehired? \_\_\_\_\_ If yes, explain \_\_\_\_\_

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## EMPLOYMENT HISTORY

*Please start with your most recent employer and work backwards for the past ten years. If necessary, you may make copies of this page and attach.*

**Employer** \_\_\_\_\_

Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_

Employment Status: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Temporary \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Employer** \_\_\_\_\_

Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_

Employment Status: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Temporary \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Employer** \_\_\_\_\_

Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_

Employment Status: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Temporary \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Employer** \_\_\_\_\_

Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_

Employment Status: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Temporary \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**PERSONAL REFERENCES**

**Please list four character references, one of which should be your pastor.**

1. Name \_\_\_\_\_ Occupation \_\_\_\_\_

Complete Address \_\_\_\_\_

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

Capacity in which he/she knows you \_\_\_\_\_

2. Name \_\_\_\_\_ Occupation \_\_\_\_\_

Complete Address \_\_\_\_\_

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

Capacity in which he/she knows you \_\_\_\_\_

3. Name \_\_\_\_\_ Occupation \_\_\_\_\_

Complete Address \_\_\_\_\_

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

Capacity in which he/she knows you \_\_\_\_\_

4. Name \_\_\_\_\_ Occupation \_\_\_\_\_

Complete Address \_\_\_\_\_

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

Capacity in which he/she knows you \_\_\_\_\_

**DISCLOSURE and AUTHORIZATION – CRIMINAL BACKGROUND INVESTIGATION**

In connection with my application for employment or to serve as a volunteer with Oconee Christian Academy, I understand that a “consumer report” and/or “investigative consumer report”, as defined by the Fair Credit Reporting Act (15 U.S.C. § 1681), will be requested by Client for employment or volunteer purposes, whichever is applicable, from Protect My Ministry, Inc., (“Protect My Ministry”), a consumer reporting agency as defined by the Fair Credit Reporting Act. These reports may include information as to my character, general reputation, personal characteristics or mode of living, whichever are applicable. They may involve interviews with sources such as my neighbors, friends or associates. The report may also contain information about me relating to my criminal history, credit history, driving and/or motor vehicle records, social security number verification, verification of education or employment history, worker’s compensation (only after a conditional job offer) or other background checks. Such reports may be obtained at any time after receipt of this Disclosure and Authorization and if I am hired or serve as a volunteer, whichever is applicable, throughout the course of my employment or volunteer service, as permitted by law and unless revoked by me in writing. Client also reserves the right to share my report with any third-party with whom I will be placed to work or volunteer with as a representative of Client. I understand that I have the right, upon written request made within a reasonable amount of time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report to Protect My Ministry, Inc., 14499 N. Dale Mabry Hwy., Suite 201 South, Tampa, FL 33618 or 1-800-319-5581. For information about Protect My Ministry’s privacy practices, see [www.protectmyministry.com](http://www.protectmyministry.com).

**Acknowledgement and Authorization**

By signing below, I authorize Client or its authorized agents to obtain or prepare consumer reports or investigative consumer reports about me. I acknowledge receipt of a copy of the federal notice entitled *A Summary of Your Rights under the Fair Credit Reporting Act* and certify that I have read this Disclosure and Authorization as well as the summary document explaining my rights under the Fair Credit Reporting Act.

\_\_\_\_\_  
Signature Today’s Date

\_\_\_\_\_  
First Name Middle Name Last Name

Please List Other Names Used \_\_\_\_\_

\_\_\_\_\_  
Social Security Number Date of Birth Phone Number

\_\_\_\_\_  
Driver’s License or State ID Number State Issued

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

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_