



Westminster Christian Academy  
 186 Westminster Drive  
 Opelousas, LA 70570  
 (337) 948-8607  
 (337) 948-8983 (Fax)  
 www.wcala.org

- Preschool
- Elementary School
- Middle School
- High School

## STAFF APPLICATION

### PERSONAL:

Full Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Home/Cell Phones \_\_\_\_\_ Drivers' License State/Number \_\_\_\_\_

Social Security Number \_\_\_\_\_ Position(s) applying for \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**EDUCATIONAL BACKGROUND:** List high school and all colleges, graduate schools, and training institutions attended, from most recent to past.

School or Institution, City and State	Diploma Degree/Yr. Received	Major and Minor Semester Hours

Distinctions, Activities, or Honors  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### OTHER INFORMATION:

(Only Secretarial/Computer position applicants should answer 1, 2, and 3)

1. Do you type? \_\_\_ Yes \_\_\_ No    Speed \_\_\_\_\_ wpm
2. Have you had any experience in operating a personal computer? \_\_\_ Yes \_\_\_ No
3. List computer, software and office machines with which you have experience. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
4. State briefly any skills you have that you believe will benefit WCA. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Hours you are available to work: Daytime? \_\_\_\_\_ Evening? \_\_\_\_\_  
 Saturdays? \_\_\_\_\_ Summertime? \_\_\_\_\_

**WORK EXPERIENCE:** Please complete this section for each of your past three employers, starting with your current employer.

Employer	Full-time	Part-time	From	To
Address	Position/Title			
Phone ( )	Starting Salary		Final	
Supervisor	Responsibilities			
Reason for leaving				
Employer	Full-time	Part-time	From	To
Address	Position/Title			
Phone ( )	Starting Salary		Final	
Supervisor	Responsibilities			
Reason for leaving				
Employer	Full-time	Part-time	From	To
Address	Position/Title			
Phone ( )	Starting Salary		Final	
Supervisor	Responsibilities			
Reason for leaving				

May we contact your current employer? \_\_\_\_\_ If so, when? \_\_\_\_\_

Are you legally eligible for employment in the United States? \_\_\_\_\_

Within the past three years, what job responsibilities have given you the most personal satisfaction and why? \_\_\_\_\_

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

Have you ever been convicted of a criminal offense (misdemeanor or felony, other than a parking violation) in a court of law? If so, provide nature of the offense, date of conviction, and location of the court: \_\_\_\_\_

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

Have you had a major illness in the past five years? yes no. If "yes", please explain:

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Has any employer ever subjected you to disciplinary action, or suspended, terminated, or asked you to leave a job or volunteer position on the grounds that you engaged in child sexual abuse or neglect, or other unlawful sexual behavior, or on grounds that you violated an employer's sexual misconduct or harassment policy? If "yes", please explain.

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Have you received Worker's Compensation or Disability Insurance payments? yes no. If "yes", describe in full:

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**REFERENCES:** These should be from persons best qualified and willing to give an objective appraisal of your fitness in the position you seek. Please include people with whom you have worked. Do we have permission to contact these persons now? \_\_\_\_\_

**PROFESSIONAL REFERENCES:**

<u>Name</u>	<u>Complete address including zip</u>	<u>Relationship to you</u>
1. _____	_____	_____
	Phone ( ) _____	
2. _____	_____	_____
	Phone ( ) _____	
3. _____	_____	_____
	Phone ( ) _____	

**PERSONAL REFERENCES:**

1. _____	Phone ( ) _____
2. _____	Phone ( ) _____
3. _____	Phone ( ) _____

**ADDITIONAL PERSONAL SKILLS, TRAINING AND/OR EXPERIENCE INFORMATION:**

Do you have skills, training, and/or experience in any of the following?

<input type="checkbox"/> Art/Ceramics	<input type="checkbox"/> Coaching in Athletics	<input type="checkbox"/> Music (Drum Corps)
<input type="checkbox"/> Bible Study Leading/Teaching	<input type="checkbox"/> Drama	<input type="checkbox"/> Music (Instrumental)
<input type="checkbox"/> Chauffeur's Drivers License	<input type="checkbox"/> Foreign Languages/Linguistic	<input type="checkbox"/> Photography
<input type="checkbox"/> Child Care	<input type="checkbox"/> Missions Trip(s)	<input type="checkbox"/> Substitute Teaching
<input type="checkbox"/> Church Ministry(ies)	<input type="checkbox"/> Music (Choral)	

Please explain any items marked above (e.g., “Coaching in Athletics”, what ages, how many years, what sport(s) etc.):

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**GIVE A BRIEF PERSONAL STATEMENT OF YOUR BELIEFS REGARDING THE FOLLOWING:**

A. Salvation \_\_\_\_\_

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B. God \_\_\_\_\_

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C. Jesus Christ \_\_\_\_\_

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D. Holy Spirit \_\_\_\_\_

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E. Eternal Life \_\_\_\_\_

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F. Inerrancy of Scriptures \_\_\_\_\_

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G. Church you attend: \_\_\_\_\_ Member? \_\_\_ Attend? Weekly \_\_\_ Frequently \_\_\_ Infrequently \_\_\_

Pastor \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

H. Christian liberties with regard to alcoholic beverages, tobacco, and matters of recreation and entertainment?

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I. “Alternative Life Styles” \_\_\_\_\_

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**ANSWER THE FOLLOWING IN YOUR OWN HANDWRITING:** (Use additional paper if needed.)

1. Would you describe yourself as a “team member” or an “individual achiever”? Explain:

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## **WESTMINSTER CHRISTIAN ACADEMY**

### **STATEMENT OF FAITH:**

1. I believe the 66 books of the Old and New Testaments of the Bible to be the only inspired, infallible and authoritative Word of God.
2. I believe in one God, infinitely perfect and eternally existent in three persons: Father, Son and Holy Spirit.
3. I believe that through divine creation, in the space of six days, all life and matter came into being.
4. I believe that by one man, Adam, sin entered the world; that all mankind is therefore lost, and that for salvation of the lost, regeneration by the Holy Spirit through faith in our Lord Jesus Christ is absolutely necessary.
5. I believe in the deity, virgin birth and miracles of our Lord Jesus Christ, that he died upon the cross as a substitutionary sacrifice for sin: that He arose from the dead and ascended into heaven to the right hand of the Father, from whence He will return in power and glory.
6. I believe in justification by faith, realizing it is impossible for man, through works, to please God or save himself.
7. I believe in the resurrection of both the saved and the lost; the saved unto everlasting life and the lost unto eternal punishment and damnation.
8. I believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
9. I believe in the spiritual unity of all believers within the body of Christ.

### **Signature:**

Your signature below attests that, should you be hired by WCA, you will uphold, without verbal or mental reservations, the above WCA Statement of Faith.

I certify that the information I have listed in this Application is true and correct to the best of my knowledge, and I understand that any misrepresentation or willful omission of facts shall be cause for rejection of this application or termination of employment.

As a new or prospective employee of WCA, I understand a thorough investigation of my work history, educational certification, personal and professional references, Civil Court records, drivers' license and police records will be conducted by WCA. I further understand that WCA may require me to have a physical examination and/or drug test, at WCA's expense, as a condition of my application being considered for employment. I authorize such investigations and further authorize the Louisiana State Police to release all criminal information maintained in their files, which may confirm or deny my eligibility or acceptability for employment by WCA.

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Signature

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Date

