



Alpharetta Christian Academy
44 Academy Street, Alpharetta, GA 30009

Staff Application

Date _____

Personal

Social Security No. _____

Full Name _____

Address _____ City _____ State _____ Zip _____

Telephone _____ Email _____

DOB: Month _____ Date _____ Year (optional) _____

Do You Hold a Valid Ga. Teaching Certificate? _____ Type and certificate number: _____

Are You Currently Certified in other states? _____ In Which State(s)? _____

Teaching Preference (subject matter and/or grade) _____

High School Attended: _____ Location: _____

Dates Attended: _____ Graduation Date: _____ Degree Earned: _____

College(s) Attended: _____ Location: _____

Dates Attended: _____ Graduation Date: _____ Degree Earned: _____

College Major(s): _____ College Minor(s): _____

Highest College Degree Received: _____

Number of semesters of professional education completed: _____

Please attach copies of transcripts and current certification.

Record of Experience/Teacher Experience:

1. **School:** _____ **Location:** _____

Principal: _____ **Position:** _____

Reason left: _____

2. **School:** _____ **Location:** _____

Principal: _____ **Position:** _____

Reason left: _____

3. **School:** _____ **Location:** _____

Principal: _____ **Position:** _____

Reason left: _____

Other Work Experience:

1. **Employer:** _____ **Address:** _____

Phone: _____ **Position:** _____ **Dates:** _____

Reason left: _____

2. **Employer:** _____ **Address:** _____

Phone: _____ **Position:** _____ **Dates:** _____

Reason left: _____

Extracurricular Interests:

Please list any activities you enjoy and would consider teaching as an
extracurricular activity _____

Additional Information:

Do you have a valid driver's license? _____ State and Number: _____

Have you ever been convicted of a felony? _____

If yes, describe. _____

If now employed, why are you leaving your present positions? _____

Have you ever failed to have a contract renewed? _____

If yes, please explain. _____

Where do you currently attend church? _____

Pastor's name _____

Personal and Professional References

(Next to each name circle P for pastor, PRO for professional, and PER for personal)

Must have at least two professional references

Name	Complete Mailing Address	Phone	Email (if known)
P/PRO/PER			
P/PRO/PER			
P/PRO/PER			

P/PRO/PER			
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On which days of the week would you be available to work? _____

When is the earliest date you could start? _____

Signature _____



Alpharetta Christian Academy - A Statement of Faith

I PERSONALLY BELIEVE:

The Bible to be the only inspired, inerrant, infallible, and authoritative Word of God.

That there is one God, Creator of Heaven and Earth, Who, is eternally existent in the Trinity: Father, Son, and Holy Spirit.

In the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, His present intercession in Heaven, and His visible return in power and glory.

That God, the Holy Spirit is a Person, Who, through the Word, convicts men of sin, transforms the life by new birth, and indwells and empowers believers as witnesses to the glory of God.

That there will be a resurrection to eternal life of those whom the Holy Spirit leads to repentance and faith in Jesus Christ, as well as a resurrection to eternal damnation of those who reject Him.

Alpharetta Christian is a part of my responsibility in helping fulfill the Great Commission of our Lord. Therefore, by the grace of Almighty God through Christian education, I endeavor to fulfill this responsibility.

SPIRITUAL CONVICTION:

Describe your own personal relationship with and commitment to the Lord Jesus Christ, including when you became a Christian (if you remember the specific time).

Please use back if necessary.

SHOULD I BE OFFERED AND ACCEPT A POSITION TO WORK AT ALPHARETTA CHRISTIAN ACADEMY:

AS A MEMBER OF THE ALPHARETTA CHRISTIAN ACADEMY SCHOOL STAFF, I realize the necessity of standing together. Therefore, I hereby commit myself to stand behind the decisions of the administration and make every effort to loyally support the school, its staff, and defend it against undue or invalid criticism. Should I have concerns, I agree to discuss those concerns and seek resolution with my supervisor or with the Head of School as appropriate. If the time comes when I cannot find resolution, or in good conscience follow the above commitment; I agree to withdraw willingly from the faculty or staff.

Signature: _____ Date: _____



Alpharetta Christian Academy

STAFF DRESS CODE

Alpharetta Christian Academy teachers are important role models. Clean, neat, and appropriate attire creates a quality of appearance that enhances the learning atmosphere and the Christian learning environment. Please consider the fact that children are very curious, so we need to be modest in our dress. Remember that students are also limited in their clothing choices.

How to dress at ACA

- Wear neat clothes that are not too loose, too tight, or of transparent material.
- Dresses, shirts, and blouses with a **modest neckline**. Sleeveless outfits should have modest armholes.
- Blouses and shirts should be free of logos except for a small design name.
- Pants must be ankle or capri length, not too tight or too loose. Yoga pants are NOT allowed.
- You may wear leggings under a fingertip length top or dress. If the top is a high-low, asymmetrical style the shortest edge must be fingertip length. Dresses should be no shorter than fingertip length unless worn with tights or leggings.
- Jeans can only be worn on Fridays or designated Spirit Days and must be neat looking, no holes, and in good taste.
- Skirts and dresses must not be shorter than the top of the knee, unless worn with leggings or tights.
- Halter tops, sweatpants, wind suits are not permitted.
- Any staff member reporting to work with unacceptable dress will be asked to return home and change.
- Fridays will be casual day. Jeans are permissible but **MUST NOT** have holes. Shirts should be spirit wear, neat blouses, sweatshirts, sweaters, or appropriate tee-shirts that do not show the midriff.
- Beach style flip-flops are not proper attire for school.
- No shorts are permitted except on workdays or days/events approved by the Principal/Head of School (P.E. teachers are exempt from this requirement).

DISCLOSURE AND AUTHORIZATION FOR EMPLOYER TO ACCESS CONSUMER REPORTS

Alpharetta Christian Academy

AUTHORIZATION

I hereby authorize, without reservation, the obtaining of "consumer reports" or "investigative consumer" reports by Alpharetta Christian Academy at any time after receipt of this authorization and throughout my employment or volunteer service, if applicable. I further authorize and request, without reservation, any present or former employer, school, police department, state or federal agency, financial institution, division of motor vehicles, consumer reporting agencies, or other persons or agencies having knowledge about me to furnish SecureSearch or Alpharetta Christian Academy with any and all background information in their possession regarding me, so that my employment qualifications may be evaluated and/or reassessed. I also agree that a fax or photocopy of this authorization with my signature should have the same authority as the original.

By signing below, I certify: (1) that I have read and fully understand this disclosure and authorization; (2) that all of the information I am providing is true, complete, correct, and accurate; and (3) that I have received the attached Summary of Your Rights under the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.).

The following is information required in order for Alpharetta Christian Academy to obtain a complete consumer report:

FULL LEGAL NAME {First, Full Middle Name, Last Name}	
SOCIAL SECURITY NUMBER	DATE OF BIRTH*
STREET ADDRESS	
CITY, STATE, ZIP CODE	
DRIVER'S LICENSE NUMBER	ISSUING STATE
OTHER OR FORMER NAMES (AKA, Maiden Names, Married Names, Surnames, Etc.)	
CONSUMER'S SIGNATURE	DATE

* This information will be used for background screening purposes only.

Please list all Counties and States you have lived in since the age of 18.

County	State	Name Used in County	Date From	Date To