



# Employment Application Packet

Thank you for considering employment with Full Armor Christian Academy. Please complete this packet in its entirety, answering every applicable question. Return the completed packet to the office. You may also either fax it to 903-657-8247 or email the completed packet to [faca@full-armor.org](mailto:faca@full-armor.org).



**PREVIOUS EMPLOYMENT HISTORY:** *Please list ALL employment dating back to college graduation (attach additional sheets as needed).*

| Dates | Employer | Position | Ending Salary | Separation Reason |
|-------|----------|----------|---------------|-------------------|
| _____ | _____    | _____    | _____         | _____             |
| _____ | _____    | _____    | _____         | _____             |
| _____ | _____    | _____    | _____         | _____             |
| _____ | _____    | _____    | _____         | _____             |

**CHRISTIAN FAITH AND INVOLVEMENT**

Church you currently attend: \_\_\_\_\_ Denomination: \_\_\_\_\_

Attendance:    Almost every week    Regularly    Seldom    Never

How long have you attended the above named church? \_\_\_\_\_

Have you accepted Jesus Christ as your personal Lord and Savior? Briefly share your testimony and your current relationship with Christ?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is your understanding of the authority of Scripture?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is your view of the origin of the universe and man?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list your personal, job-related strengths:

\_\_\_\_\_

\_\_\_\_\_

If you died today, stood face-to-face with the Lord Jesus and He asked you why you should be allowed into heaven, how would you respond?

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**CONCERNING FULL ARMOR CHRISTIAN ACADEMY:**

Are you willing to support the Biblical pattern of conflict resolution as outlined in Matthew 18:15-17; 1 Corinthians 6:1-8; and Galatians 6:1? (Understanding that as a Christian, we should make every effort to live at peace and resolve disputes in private or within the Christian community by utilizing Biblically-based mediation.)    Yes    No

In seeking the Lord's will for Full Armor Christian Academy, would you be able to lay aside personal issues for the good of the school?    Yes    No

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand and agree that any misrepresentation or omission of facts would exclude my being considered for employment, or after employment, would be cause for termination in employment with Full Armor Christian Academy.

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

*Full Armor Christian Academy selects qualified persons for employment without regard to race, age, or national origin. Full Armor reserves the right to use established selection criteria in support of its objectives.*

**REFERENCES**

Please list four (4) persons who have been acquainted with your professional experience.

|    |         |              |
|----|---------|--------------|
| 1. | _____   | _____        |
|    | Name    | Occupation   |
|    | _____   | _____        |
|    | Address | Phone Number |
|    | _____   |              |
|    | Email   |              |
| 2. | _____   | _____        |
|    | Name    | Occupation   |
|    | _____   | _____        |
|    | Address | Phone Number |
|    | _____   |              |
|    | Email   |              |
| 3. | _____   | _____        |
|    | Name    | Occupation   |
|    | _____   | _____        |
|    | Address | Phone Number |
|    | _____   |              |
|    | Email   |              |
| 4. | _____   | _____        |
|    | Name    | Occupation   |
|    | _____   | _____        |
|    | Address | Phone Number |
|    | _____   |              |
|    | Email   |              |

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### MISSION STATEMENT

Full Armor Christian Academy exists to glorify God alongside families and churches as we commit to high standards of academics, educating in His truth and equipping students to know, believe, and serve.

#### A. Philosophy of Education

Full Armor Christian Academy is a private Christian educational institution not affiliated with any denomination. As such, the primary purpose of the school is academic training. However, it is our belief that the very foundation upon which all learning should take place is Biblical truth. The founders of Full Armor and those to whom it has been entrusted confess and affirm the central beliefs and truths of the Christian faith and seek to honor those truths in every aspect of school life.

At Full Armor, great emphasis is placed on the learning environment. An important part of the educational philosophy of Full Armor is that of individualized attention through student to teacher ratios. Qualified, caring teachers, small class size, and carefully selected curriculum reflect the philosophy that the most effective form of teaching is one that teaches students how to learn and encourages them to want to learn. Careful enrollment procedures, strong disciplinary policies, and carefully-defined dress code standards are all designed to eliminate distractions and negative peer pressure that can hinder the learning process.

The Full Armor philosophy also states that children learn best when they are challenged, when they can enjoy the learning process, and when they understand that as beings created in the image of God, they have inherent worth and value. Therefore, the teaching of morals, responsible behavior, and self-discipline cannot and should not be separated from the teaching of academics. The goal of Christian education is the complete integration of all learning with God's truth, and the understanding that the ultimate responsibility for the academic and spiritual education of a child lies with parents. The school should facilitate active cooperation between parents, teachers, and students.

These principles are the foundation upon which this school stands, and no education is complete without a comprehensive knowledge of the Scriptures. The following represent philosophical areas of emphasis:

- **Reality:** God is the personal and purposeful Creator and sustaining force of the universe. Reality in life involves understanding that God is real and is active in the lives of men and women today.
- **Truth:** All truth is God's truth. Truth is consistent throughout the universe. Truth exists and is absolute. God has shown Himself through His Scriptures and man's understanding of truth comes through a study of the inspired Word of God and an understanding of His creation.
- **Knowledge:** All knowledge must be put in the context of Bible truth. Any knowledge or personal conviction which serves as a guiding principle in an individual's life must be based upon the truth as revealed in God's inspired Word.
- **Man:** Man is a person created in the spiritual and moral image or likeness of God. Man's essential freedom of choice is affected by his inherent nature and his propensity to do either good or evil. Therefore, he is in need of special help to choose good and to find fulfillment in a reconciled life made possible by Jesus Christ, the divine Son of God.

**Christian Education:** In order for an educational program to be academically sound and instructionally effective, it must be founded upon Christian education principles. The goal of Christian education is the complete integration of all learning with God's truth.

## STATEMENT OF FAITH

At Full Armor Christian Academy, we believe that we must be doctrinally sound and that this doctrine must be founded in the Word of God. Therefore, we have adopted the following philosophy and doctrinal statement:

- **One God:** We believe that there is one God, limitless in knowledge and sovereign in power, eternally existent in three Persons: Father, Son, and Holy Spirit. (Genesis 1:1; John 10:30; Psalm 139:1-6; Psalm 147:5; Isaiah 46:10; John 21:17; Jeremiah 32:17; Ephesians 1:11; Romans 8:28; II Corinthians 6:18; Ephesians 3:20; Revelation 1:8; John 15:26; Matthew 28:19; I Corinthians 8:6)
- **Holy Bible:** We believe that the Bible is the divine revelation, authoritative, infallible, complete Word of God, and that it is the final authority in matters of faith and practice. (II Timothy 3:16-17; II Peter 1:20-21; Proverbs 3:5-6)
- **Deity of Jesus Christ:** We believe in the deity of 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, where He now acts as our mediator and advocate. (Matthew 1:18-25; Matthew 16:16; Hebrews 4:14-15; John 5:1-9; 1 Peter 2:24; Luke 24:36-43; Acts 1:9-11)**Creation:** We believe the Genesis account of creation is a literal, historical record of the direct acts of God. (Genesis chapter 1-11)
- **Salvation:** We believe that man is sinful by nature, and that man is justified by God's grace through faith, through the shed blood of Jesus Christ, and that man would live eternally with Christ. (Romans 3:10; Romans 3:23-25; Acts 16:31; Titus 3:407; John 3:16; Acts 4:12)
- **Christian Service:** We believe that all believers should be actively serving God, fulfilling the purpose that God has for them. (Ephesians 2:10; John 15:5; Philipians 4:13)
- **Holy Spirit:** We believe in the present ministry of the Holy Spirit whose indwelling of all believers enables them to live godly lives. (John 16:7-8; I Corinthians 3:16)
- **Return of Jesus Christ and Judgment:** We believe in the personal imminent return of our Lord Jesus Christ for His own and in the resurrection of both the saved unto the resurrection of life, and the lost, unto the resurrection of the damnation, coming again personally and visibly to set up His kingdom and to judge. (Acts 1:11; I Thessalonians 4:16-17; Hebrews 9:28; II Thessalonians 1:7-10; Matthew 25:31-36)
- **Heaven and Hell:** We believe that heaven is the place of eternal blessedness for the saved and that hell is the place of eternal conscious punishment for the lost. (Revelation 20:11-21:8; John 5:28-29; Matthew 25:36) We believe that Satan is real and powerful, although a defeated enemy of Jesus Christ. (Job 6-12)
- **Obligation of Each Believer:** We believe that it is the obligation of the believer to witness by deed and word to those truths and to proclaim the Gospel to the entire world. (Acts 1:8; Matthew 28:16-20)

(over)

## MORALITY STATEMENT

Full Armor Christian Academy's Biblical role is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within a particular home or the activities of the student is counter to or are in opposition to the Biblical lifestyle the school teaches. This includes but is not limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices or being unable to support the moral principles of the school. (See Leviticus 20:13 and Romans 1:27)

## CHURCH ATTENDANCE

By signing below, I acknowledge that I understand the Administration of Full Armor Christian Academy believes in expects all employees to be active in a local church through regular attendance and service.

I am currently active in {Name of church}: \_\_\_\_\_

My senior pastor's/minister's name is: \_\_\_\_\_

## AGREEMENT

I have read the Statement of Faith and Mission Statement for Full Armor Christian Academy. I understand that Full Armor is founded upon the doctrines listed above and I am in agreement that these doctrines will be taught to all children at Full Armor Christian Academy. I also am in agreement with the school's policies on Biblical-Morality and Church Attendance, and agree to abide by them as well.

\_\_\_\_\_  
Printed name of Applicant

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

\_\_\_\_\_  
Date

**Pre-Employment Affidavit for Applicant Offered Employment**

The following affidavit is offered to satisfy the requirement of Texas Education Code Section 21.009 for a pre-employment affidavit, For purpose of the affidavit:

**Adjudication** and **conviction** refer to a conviction, plea of guilty or no contest (nolo contrende), probation, sensation, or deferred adjudication.

**Charge** refers to a formal criminal charge as documented by a primary charging instrument (a complaint, information, or indictment) under the Texas Code of Criminal Procedure.

**Inappropriate relationship** refers to the crime of improper relationship between educator and students in Texas Penal Code Section 21.12, and any other inappropriate relationship as determined by the State Board for Education Certification.

I declare the following:

I have never been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor.

I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be **false**. The following are all relation facts pertaining to the charge, adjudication, or conviction:

\_\_\_\_\_

I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be **true**. The following are all relation facts pertaining to the charge, adjudication, or conviction:

\_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
Signature of Declarant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (First, Middle, Last)

\_\_\_\_\_  
Address (Street, City, State, Zip Code)

State of Texas

County of \_\_\_\_\_

Before me, a notary public, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing document and, being by me first dully sworn, declared that the statements therein contained are true and correct.

(Personalized Seal)

\_\_\_\_\_  
Notary Public's Signature



# Background Check Authorization

This is to inform you that Full Armor Christian Academy has legal access to your background records. Any offer of employment that you may receive from the school is conditional upon receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information to be unfavorable or to reflect adversely on the school or on you as a Christian role model.

You will be notified if information in the background check gives cause for employment termination or change. If you believe the information is false, a procedure will be given to you to clear up any false information. Any mistaken information must be cleared up in a reasonable time from established within the sole discretion of Full Armor Christian Academy. All reports will be kept confidential by Full Armor Christian Academy and will be used solely by the school for legitimate employment purposes. All background checks will be in compliance with the Fair Credit Reporting Act.

**The following information will be used only for criminal history checks. They are not meant to be offensive, but to provide accuracy in the background check.**

|                                   |                        |                     |        |         |                                 |                               |       |
|-----------------------------------|------------------------|---------------------|--------|---------|---------------------------------|-------------------------------|-------|
| Name:                             | _____                  | _____               | _____  | DOB:    | _____                           | _____                         | _____ |
|                                   | Last                   | First               | Middle |         | Month                           | Day                           | Year  |
| Address:                          | _____                  |                     |        | _____   | _____                           |                               |       |
|                                   | House # / Street / Apt |                     |        | City    | Zip Code                        |                               |       |
| Maiden / Other Last Name(s) Used: | _____                  |                     |        |         |                                 |                               |       |
| Phone#:                           | _____                  | Soc. Sec. #:        | _____  | Gender: | <input type="checkbox"/> Female | <input type="checkbox"/> Male |       |
| Driver's License State:           | _____                  | Driver's License #: | _____  | Race:   | _____                           |                               |       |

**Please answer each of the following about your criminal record history (if any) with description to any questions with a "Yes" answer.**

- Have you ever been convicted or plead guilty before a court of any federal, state, or municipal criminal offense (excluding minor traffic violations)?  
Yes No If "yes", please explain: \_\_\_\_\_
- Have you ever received deferred adjudication or similar disposition for any federal, state, or municipal criminal offense?  
Yes No If "yes", please explain: \_\_\_\_\_
- Have you ever received probation or community supervision for any federal, state, or municipal criminal offense?  
Yes No If "yes", please explain: \_\_\_\_\_
- Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States?  
Yes No If "yes", please explain: \_\_\_\_\_
- As of the date on this questionnaire, do you have any pending criminal charges against you?  
Yes No If "yes", please explain: \_\_\_\_\_