

# NEW COVENANT ACADEMY

3304 South Cox Road, Springfield, MO 65807  
(417) 887-9848 - Fax (417) 887-2419 Website:www.newcovenant.net

## APPLICATION FOR EMPLOYMENT

Please inform us if you require assistance in filling out an Application or in the pre-employment interview process. Individuals with disabilities should request reasonable accommodations in accordance with the American with Disabilities Act prior to testing or appointment. **IMPORTANT NOTE: There are required attachments that must be submitted along with this application. See page 13.**

### Applicant's Personal Information

Title:  Mr.  Mrs.  Miss  Dr. Full Name: \_\_\_\_\_

Present Street Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Permanent Street Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_ Phone No.: \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_

Social Security No.: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

### Application Information

Date of Application: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Date Available for Employment: \_\_\_\_\_

Have you ever worked for NCA before? \_\_\_\_\_

If "Yes", give dates and position: \_\_\_\_\_

Have you ever filed an application with NCA before? \_\_\_\_\_

If "Yes", give date; \_\_\_\_\_

Are you applying for a  full-time  part-time position:

How did you find out about NCA? \_\_\_\_\_

Are you currently under contract for next year? \_\_\_\_\_

*New Covenant Academy is an interdenominational Christian school encompassing grades K4 through 12. The Academy is accredited by the Association of Christian Schools International (ACSI) and partnered with AdvancED the North Central Association for School Improvement; New Covenant Academy is also a member of the Missouri State High School Activities Association, and the Mark Twain Conference. Although all employees are required to have a Christian testimony, NCA does not discriminate in its employment on the basis of race, national or ethnic origin, gender, age, or disability.*

*(This application has been revised as of April 2012)*

**Employment Experience**

In the space below, list your complete record of employment for the past TEN years and any other relevant work/volunteer experience. Start with your present or most recent position and list each position in the order that you held them. List any period of unemployment of one month or more. If the vacancy announcement includes an experience requirement, be sure to show clearly that you meet such requirement. If more space is needed, attach separate sheet(s) to this application.

Employer	Dates of Employment
May we contact employer? <input type="radio"/> yes <input type="radio"/> no	Start Date _____ End Date _____
	Starting Salary _____ Final Salary _____
Address _____	
Phone Number _____	Reason for Leaving _____
Your Job Title _____	Supervisor's Name and Title _____
Description of Duties _____ _____	
Employer	Dates of Employment
May we contact employer? <input type="radio"/> yes <input type="radio"/> no	Start Date _____ End Date _____
	Starting Salary _____ Final Salary _____
Address _____	
Phone Number _____	Reason for Leaving _____
Your Job Title _____	Supervisor's Name and Title _____
Description of Duties _____ _____	
Employer	Dates of Employment
May we contact employer? <input type="radio"/> yes <input type="radio"/> no	Start Date _____ End Date _____
	Starting Salary _____ Final Salary _____
Address _____	
Phone Number _____	Reason for Leaving _____
Your Job Title _____	Supervisor's Name and Title _____
Description of Duties _____ _____	

**EDUCATION AND TRAINING**

Please complete all appropriate items. *To receive credit for college education, you must submit a copy of your transcript(s).*

Type of School	Name and Location of School	Type Degree Received and/or Credit Hours Earned. Year Graduated.	Major/Minor Fields of Study
High School		Did you graduate or receive a diploma (GED)? <input type="radio"/> yes <input type="radio"/> no	
Vocational Education			
College or University			
Graduate School			
Other Training (Explain)			

**PROFESSIONAL INFORMATION (if applicable) (For Bus Drivers provide CDL License #)**

Please list any professional, paraprofessional, technical, or certificates or licenses that you currently hold.

License or Certification Held:	Licensing State and/or Agency:
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<b>ADDITIONAL QUALIFICATIONS</b>
Please list any other knowledge, special technical or computer skills, and/or individual capabilities not previously listed that would especially prepare you for the position for which you have applied.

<b>Christian Experience</b>	
Are you a born again Christian?	
What is your denominational preference?	
What church are you currently attending?	
Are you a member of your church?	How long?
In what church activities are you involved in, and with what degree of regularity?	
Do you believe the Bible to be the only inspired and infallible Word of God, our final authority in matters of faith, conduct, and truth?	
What is your attitude toward working with those of other denominational beliefs?	

<b>General Questions</b>	
1. Are you over 18 years of age?	<input type="radio"/> yes <input type="radio"/> no
2. Are you legally eligible for employment in this country?	<input type="radio"/> yes <input type="radio"/> no
3. Have any allegations of sexual or physical abuse ever been made against you? <input type="radio"/> yes <input type="radio"/> no If <b>AYes@</b> please explain:	
4. Other than minor traffic violations have you ever pled <b>AgUILTY</b> or "no contest", or been convicted as an adult of a crime? <input type="radio"/> yes <input type="radio"/> no	

If "Yes" list complete conviction records: Please provide dates and details including type of offense and location:

Answering "Yes" to these questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

5. Have you abstained from immoral sexual activity, including homosexuality?  
If not please explain:

PLEASE INDICATE HERE IF YOU DO *NOT* WISH TO HAVE YOUR PRESENT EMPLOYER CONTACTED AT THIS TIME.

**References  
and other information**

Please give three PERSONAL references who are qualified to speak of your spiritual experience and Christian service. List your current pastor first. Please ALSO give three PROFESSIONAL references who are qualified to speak of your employment record. Applicants for teaching positions should list at least one supervisor (applicants with no teaching experience may list supervising professor and/or cooperating teacher).

Name City/State	Position	Email	Cell Phone and Work Phone
PERSONAL: 1.	Current Pastor		
2.			
3.			
PROFESSIONAL: 1.			
2.			
3.			

INFORMATION FOR TEACHING APPLICANTS ONLY			
Are you certified to teach in Missouri?		Level & subject:	
If not, are you qualified for a certificate?			
Do you hold a valid ACSI (Association of Christian Schools International) certificate?			
What grade level(s) do you prefer to teach?			
What subject area(s) do you prefer to teach?			
What extracurricular activities have you participated in ( <i>underline</i> ), are willing and able to coach ( <i>indicate with *</i> ), or have coached ( <i>circle</i> ):			
Vocal music	Instrumental music	Music	Worship Band
Drama	Debate	Soccer	Basketball
Baseball	Track	Cross Country	Cheerleading
Volleyball	Golf	Yearbook	Journalism
Photography	Robotics/Computer	Multi-Media	Christian Athletes
Chess Club	Book Club		
other: specify: _____			

APPLICANT'S CERTIFICATION AND AUTHORIZATION  
FOR RELEASE OF INFORMATION

Please read the statements below carefully. Your signature indicates that you fully understand and agree to the provisions of each statement.

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Have you ever been convicted of a crime?  Yes  No. If "yes" please describe the particulars of your conviction: \_\_\_\_\_

I hereby certify that all statements made by me on this application for employment are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement, inaccurate or significant omission of fact on this application or during any phase of the hiring process may prevent me from being hired, or, if hired, may subject me to immediate dismissal. I understand that any offer of employment is conditioned on the proof of legal authority to work in the United States.

I hereby authorize New Covenant Academy to conduct an investigation in respect to my application including, but not limited to, my work and personal history (except as modified in this application) 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 New Covenant Academy, such as employment records, performance reviews, personal references, credit reports and criminal history checks. I release New Covenant Academy, its employees and former employees personal references and any other person, organization, or company from liability for damage caused by giving and receiving information or opinions as to my background, employment or character. I further waive the right to ever personally view any references given to New Covenant Academy. Any information obtained through former employers and/or personal references would become the property of New Covenant Academy.

I do hereby authorize New Covenant Academy to conduct a criminal background check under the Adam Walsh Child Protection Act and to allow release of state and federal criminal history record information which pertain to records of convictions of law violations, including felony, misdemeanor and traffic violations, and agree to hold New Covenant Academy harmless and in no event shall New Covenant Academy be liable to me for special, indirect or consequential damages for the refusal of employment due to information obtained during my police record check.

I further understand that any offer of employment is conditioned upon the results of reference checks, a credit report and, if a requirement of the position, drug testing and post offer physical exams. Additionally, I understand that should I be hired, NCA may deny me unsupervised access to children at the school, until such completed cleared background check is received.

I certify that I have carefully read and do understand all parts of this application as well as the above statements.

NOTIFICATION OF YOUR RIGHTS: You have the right to obtain a copy of the criminal history records, if any, contained in the report, and you have the right to challenge the accuracy and completeness of any information contained in any such report, and to obtain a determination as to the validity of such challenge before a final determination regarding you is made by New Covenant Academy. Information on these rights may be obtained by contacting MSHP, regarding Missouri criminal records, at MSHP, Attn: Criminal Justice Information Services Division, P.O. Box 9500, Jefferson City, MO 65102-9500, (573) 526-6153, or by contacting the FBI, Criminal Justice Information Services Division, Attn: SCU, MOD D-2, 1000 Custer Hollow Road, Clarksburg, West Virginia 26306, (304) 625-3878. A qualified entity that is required by law to apply screening criteria, notwithstanding any right to contest or request an exemption from disqualification, shall apply such screening criteria to the state and federal criminal history record information received from the department.

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

\_\_\_\_\_  
Date

**NCA Employment Application**

**NEW COVENANT ACADEMY PERSONAL LIFE-STYLE REQUIREMENTS**

New Covenant Academy's Personal Life-Style Requirements include the following:

1. Refrain from a life-style that includes the use of tobacco, illicit drugs, pornographic material, vulgar and profane language, habitual and indiscriminate use of alcohol, or any other activity that would be a stumbling block. (Gal 5:18-25; Rom. 14:13; I Cor. 8:9-13; I Cor. 10:31, 32)

*"Don't you know that you yourselves are God's temple and that God's Spirit lives in you? If anyone destroys God's temple, God will destroy him; for God's temple is sacred and you are that temple" (I Cor. 3:16-17).*

2. Show loyalty and integrity. Be willing to work under authority. Work diligently and with a positive attitude. Maintain good working relationships with all staff. Practice the Biblical pattern of Matthew 18:15-17 and Galatians 6:1 and always give a good report. All differences are to be resolved by utilizing Biblical principles and a united front is always to be presented. (Gal. 5; Eph. 4:29-32; Col. 3:12, 14, 16)

*"Remind the people to be subject to rulers and authorities, to be obedient, to be ready to do whatever is good, to slander no one, to be peaceable and considerate, and to show true humility toward all men" (Titus 3:1,2). "Be completely humble and gentle; be patient bearing with one another in love. Make every effort to keep unity of the Spirit through the bond of peace." (Eph. 4:2-3).*

3. Follow the Biblical standards for sexual behavior. Immorality, promiscuity, and homosexuality violate the occupational requirements of being a Christ-like role model. Any violation of moral standards as interpreted by Holy Scripture is grounds for immediate termination. (I Cor. 6:12-20; Eph. 4:1-22, 5:3-5; I Tim 4:12; II Tim. 12:19-22)

*"Do you not know that the wicked will not inherit the kingdom of God? Do not be deceived, neither the sexually immoral nor idolators nor adulterers nor male prostitutes nor homosexual offenders nor thieves nor the greedy nor drunkards nor slanderers nor swindlers will inherit the kingdom of God. And that is what some of you were. But you were washed, you were sanctified, you were justified in the name of the Lord Jesus Christ and by the Spirit of our God" (I Cor. 6:9-11).*

4. Demonstrate obedience to the law of government, realizing that God has ordained the authority of those in leadership over us. (Rom. 13:1,2) *"Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment upon themselves" (Rom. 13:1,2).*

5. Agree, if put in a position of leadership, to exercise that responsibility and authority diligently and in humility as servant, and as sacrificial, accountable leader, genuinely caring for and encouraging those for whom he/she is responsible, with Christ as the model. *"The kings of the Gentiles lord it over them; and those who exercise authority over them call themselves benefactors. But you are not like that. Instead the greatest among you shall be like the youngest, and the one who rules like the one who serves" (Luke 22:25-26).*

6. Approach all situations in the spirit of love, *"If I have all faith, so as to remove mountains, but do not have love, I am nothing. And if I give all my possessions to feed the poor, and if I deliver my body to be burned, but do not have love, it profits me nothing. Love is patient, love is kind, and is not jealous; love does not brag and is not arrogant, does not act unbecomingly; it does not seek its own, is not provoked, does not take into account a wrong suffered, does not rejoice in unrighteousness, but rejoices with the truth; bears all things, endures all things. Love never fails ..." (I Cor. 13:2-8a). I fully support and will follow without reservation the Personal Life-Style Requirements of New Covenant Academy as set forth above throughout my term of employment.*

Printed Name \_\_\_\_\_

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

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

**NEW COVENANT ACADEMY STATEMENT OF FAITH**

We believe in the Scriptures of the Old and New Testament as equally inspired by God and inerrant in the original writings, and that they are the supreme and final authority in faith and life.

We believe in one God--eternal, omnipotent, omniscient and omnipresent, manifesting Himself in Three Persons (Father, Son, and Holy Spirit) one in nature, attributes, power and glory. God is the Sustainer of all things and the Source of all truth.

We believe in the pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to heaven, and the second coming of our Lord Jesus Christ. We believe that He is true God and true man.

We believe in the literal account of creation and that the Scriptures clearly and distinctly teach that the creation of man lies in the special, immediate, and formative acts of God; that man sinned and thereby incurred not only physical death but also that spiritual death which is separation from God; and that all human beings are born with a sinful nature.

We believe in the fall of man, his need for regeneration by the operation of the Holy Spirit on the basis of grace and faith alone, and the coming resurrection of the dead.

We believe that the Lord Jesus Christ died for our sins according to the Scriptures as a representative and substitutionary sacrifice and rose again for our justification; that all who believe in Him are justified on the grounds of His shed blood and are saved by grace through faith wholly apart from human merit and works.

We believe that all who receive by faith the Lord Jesus are born again by the Holy Spirit through the Word of God, and thereby become the children of God. Therefore we are not in agreement with the teachings of the Mormons, Jehovah Witnesses, Unitarians, New Age religions, Christian Science, Scientology, or cults and secular groups that do not accept Jesus Christ as their Savior.

We believe in the spiritual relationship of all believers as they are related to Jesus Christ, living an overcoming life of true righteousness by the grace and power of the Holy Spirit. The Christian relates to life from a Biblical perspective and is not conformed to society's lifestyle and values. Therefore, we believe in the sanctity of life upon conception (Psa. 139) and that homosexuality, premarital sexual relationships, and extramarital sexual relationships are not acceptable lifestyles (1 Cor. 6).

Note: Although denominational doctrine will not be promoted, discussion of diverse Christian beliefs will not be discouraged in the classroom. Students will be encouraged to seek Scriptural answers and further discuss these topics with their parents.

*I fully support without reservation the Statement of Faith as written throughout my term of employment.*

Printed Name \_\_\_\_\_

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

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



**Missouri State Highway Patrol  
Applicant Fingerprint Services of Missouri**

**Reset Form**

**Print Form**

*This Document is your Applicant Fingerprint Form for State and National Criminal History Background Checks.*

**Section One: Agency Information**

Agency ORI: MOAWA000Z OCA Number: A03900011  
 Agency Name: New Covenant Academy Mailing Address 3304 S Cox Rd  
 City Springfield State MO Zip 65809 FBI TCN \_\_\_\_\_  
 (if resubmission of rejected fingerprint)

**Section Two: Applicant Information**

Applicant Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_  
 (Please Print Name)  
 Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_ Sex:  Male  Female  
 Race: \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ Hair Color \_\_\_\_\_ Eye Color \_\_\_\_\_  
 (White, Black, Asian, American Indian) (Feet/Inches)  
 Place of Birth \_\_\_\_\_ Citizenship \_\_\_\_\_  
 (State or Country) (Country)  
 DL / ID No. \_\_\_\_\_ State Issuing DL / ID No. \_\_\_\_\_  
 Home Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Section Three: Service Center Information On-Line Registration**

When utilizing MOAPS fingerprinting services through L-1 Enrollment Services, you must schedule a fingerprint appointment online by visiting [www.L1id.com](http://www.L1id.com) or by calling 1-866-522-7067. You may pay for fingerprint services with a credit card or onsite with a check or money order only. Your fingerprints will be submitted to the Missouri State Highway Patrol (MSHP) and the Federal Bureau of Investigation (FBI), if applicable, with results delivered to the authorized agency within 5 to 10 business days.

1. Logon to [www.L1id.com](http://www.L1id.com) and select Missouri.
2. Enter your name (first and last name).
3. Enter MOAWA000Z when prompted for Agency Number or ORI.
4. Enter A03900011 when prompted for OCA Number.
5. Follow the prompts to enter your personal information and select service location, date and time.
6. **Bring this completed form with you to your appointment.**

**Section Four: Service Center Information (To be Completed by Fingerprint Technician)**

Date Prints Taken \_\_\_\_\_ Amount Charged For Service \_\_\_\_\_  
 Paid by (enter payment form):  Check  Money Order  Visa  MasterCard  Billing Acct. \_\_\_\_\_  
 Applicant TCN/OCN \_\_\_\_\_  
 I have compared the government-issued identification presented by the applicant and attest that to my best determination, I have fingerprinted the same person.  
 Printed Name of Fingerprint Technician \_\_\_\_\_  
 Signature of Fingerprint Technician \_\_\_\_\_

**APPLICANT – THIS FORM IS YOUR RECEIPT FOR SERVICES – RETAIN FOR YOUR RECORDS.**

Reset Form

Print Form



Missouri State Highway Patrol
Criminal Justice Information Services Division

MoVECHS WAIVER AGREEMENT AND STATEMENT
Missouri Volunteer and Employee Criminal History Service (MoVECHS)
For Criminal History Record Checks under the National Child Protection Act of 1993 (NCPA),
as amended by the Volunteers for Children Act (VCA)

Pursuant to the National Child Protection Act of 1993 (NCPA), as amended by the Volunteers for Children Act (VCA), this form must be completed and signed by every current or prospective applicant, employee, volunteer, and contractor/vendor, for whom criminal history records are requested by a qualified entity under these laws.

I hereby authorize, \_\_\_\_\_
Name of Qualified Entity

to submit a set of my fingerprints to the Missouri State Highway Patrol (MSHP) for the purpose of accessing and reviewing Missouri open and closed criminal history records and national criminal history records that may pertain to me. I understand that I would be able to receive any Missouri records pursuant to 43.540 RSMo from the MSHP, and any national criminal history record directly from the FBI, pursuant to 28 CFR Sections 16.30-16.34, and that I could then freely disclose any such information to whomever I chose. By signing this Waiver Agreement, it is my intent to authorize the dissemination of any Missouri and national criminal history record that may pertain to me to the qualified entity.

I understand that, until the criminal history background check is completed, the qualified entity may choose to deny me unsupervised access to children, the elderly, or individuals with disabilities. I further understand that, upon request, the qualified entity will provide me a copy of the criminal history background report, if any, received on me and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I may obtain a prompt determination as to the validity of my challenge before a final decision is made.

[ ] Yes, I have (OR) [ ] No, I have not been convicted of or plead guilty to a crime.

If yes, describe the crime(s) and the particulars in the space below:

I am a current or prospective (checkone): Applicant [ ] Employee [ ] Volunteer [ ] Contractor/Vendor [ ]

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

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security No. \_\_\_\_\_

TO BE COMPLETED BY QUALIFIED ENTITY:

Entity Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

MSHP Assigned Qualified Entity Number: \_\_\_\_\_

ORIGINAL — RETAINED BY QUALIFIED ENTITY

# NEW COVENANT ACADEMY

## **THE FOLLOWING ITEMS MUST BE ATTACHED TO COMPLETE YOUR APPLICATION:**

### **FOR ALL APPLICANTS** (*excluding bus drivers*):

1. Your typed, one-page Christian testimony.
  2. Your typed, one-page biography.
- Completion of the attached Forms*
3. Your signature on the attached “Statement of Faith of New Covenant Academy” and “Personal Life-Style Requirements form indicating agreement.
  4. A summary of any additional information you would like to present regarding your application.
  5. A recent photo, attached to page 1 of the Application.
  6. **Upon Hiring:** Background check must be completed. See attached instructions for reference.

### **FOR SUBSTITUTES:**

1. In addition to the above please submit your availability schedule and preferences for grades/subjects to substitute for.

### **FOR BUS DRIVERS**

1. Your signature on the attached “Statement of Faith of New Covenant Academy” and “Personal Life-Style Requirements” form indicating agreement.
2. Your signature acknowledging and agreeing to the “drug testing” policy of New Covenant Academy.
3. A recent photo, attached to page 1 of the Application
4. A copy of your drivers license
5. A copy of your CDL license with the appropriate Endorsement
6. A copy of proof of any additional training you have received pertaining to driving a bus (if any)
7. **Upon Hiring:** Provide a copy of a medical statement from a medical examiner dated within the year of application that indicates you are physically qualified to operate a school bus.
8. **Upon Hiring:** Background check must be completed.

### **ADDITIONAL ATTACHMENTS FOR TEACHING and ADMINISTRATOR APPLICANTS ONLY:**

1. All of the above required in “For All Applicants” section
2. Copies of transcripts of all college work you have done.
3. Copies of your current state and/or ACSI certification.
4. A brief statement summarizing your philosophy of education.
5. Please label and succinctly answer in one or two paragraphs the following questions:
  - a. What do you consider to be the proper classroom atmosphere for learning?
  - b. What is your philosophy of discipline, including physical punishment?
  - c. What do you believe about the origin of the earth and mankind?
  - d. What are your strengths? Weaknesses?

*Thank you for your interest in New Covenant Academy.*

*Please send your application to:*

*New Covenant Academy*

*Kelly Sorci, Administrative Assistant to the Superintendent*

*3304 South Cox Rd., Springfield, MO 65807*

*(417) 887-9848 ext. 403, [www.newcovenant.net](http://www.newcovenant.net)*

**(BACKGROUND CHECK AND FINGERPRINTING RESOURCE)**

***AFTER A CANDIDATE HAS BEEN OFFERED EMPLOYMENT AT NCA:***

Each new employee, including substitute teachers will be required to have a fingerprint background check that has been completed under the “Adam Walsh Act” within the last year, or they will be required to do so. *The cost of \$52.20 will be reimbursed by NCA when the report comes back acceptable.*

***IMPORTANT NOTE: If the candidate has had a cleared background check that is registered in the DESE Online Teacher Certification section and it is LESS THAN ONE YEAR OLD, from the date of this application. A background check will not be necessary as you already have one.***

**HOW TO MAKE AN APPOINTMENT FOR BACKGROUND AND FINGERPRINTING.**

**L-1 IDENTITY SOLUTIONS ONLINE SCHEDULING SWITCHBOARD**

*Please begin your session with the following items in hand: 1) credit card or e-check*

Make an appointment and pay for fingerprints with the following instructions

- 1) [WWW.IISFINGERPRINT.COM](http://WWW.IISFINGERPRINT.COM)
- 2) Missouri, click on “On-Line Scheduling”
- 3) English, Begin Registration
- 4) First Name, Last Name (go)
- 5) Agency number/ORI is MOAWA000Z (go)
- 6) Fingerprint reason in drop down box is “ADAM WALSH ACT” (go)
- 7) OCA # is A03900011 (go)
- 8) Zip Code is 65807 (go)
- 9) Make location choice (usually Springfield, but can choose any given).
- 10) Choose available date, then look at drop down options for time. Click on preferred time.
- 11) Type in all personal data marked with a red asterisk\* (Note: after you enter the email address you may want to unclick “yes” please send me emails on educational materials, etc.). Optional: Employer information, enter: New Covenant Academy Phone (417) 887-9848 ext. 400, 3304 S. Cox Rd., Springfield, MO 65807
- 12) Billing Method: Choose options from drop down box. If you want to pay when you get there, choose money order onsite or Business Check onsite, otherwise choose e-check (now) visa or mastercard (now) ***(NOTE: we do not have a Billing Account- please do not choose this option)***
- 13) Verify and edit data that was previously entered if necessary. “Finalize Appointment”
- 14) Print this registration form
- 15) Complete registration. Print confirmation.

L-1 IDENTITY SOLUTIONS-Questions call (866) 522-7067

Springfield Location

Mail Box It-2131 W. Republic Rd. Springfield, MO 65807

**IMPORTANT FOR NCA REIMBURSEMENT**

Keep your receipt and turn in to Kelly Sorci, Executive Administrative Assistant, to obtain reimbursement. Once a cleared background check is received you will be reimbursed for this expense.