NEW COVENANT ACADEMY

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

APPLICATION FOR EMPLOYMENT SUPPORT STAFF

Please inform us if you require assistance in filling out an Application

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 12)***

Applicant's Personal Information

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?_____

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 AdvancED and is a member of the Association of Christian Schools International; New Covenant Academy is also a member of the Missouri State High School Activities Association, and the Mark Twain Conference. NCA does not discriminate against applicants for employment or employees on the basis of race, color, sex, national origin, ancestry/ethnic origin, age, disability, or veteran status, or on any other basis prohibited by law.

(This application has been revised as of December 12, 2017

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? ☐ **yes** ☐ **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? ☐ **yes** ☐ **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? ☐ **yes** ☐ **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.	Date diploma or degree earned	Major/Minor Fields of Study
High School		**Did you graduate or receive a diploma (GED)?** ☐ yes ☐ no		
Vocational Education				
College or University				
Graduate School			1/10/18	
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:
ADDITIONAL QUALIFICATIONS	
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.	

Christian Experience

New Covenant Academy is a ministry, whose work is providing a college preparatory Christian education with academic excellence, teaching Biblical truth and developing Christ-like character. Therefore all employees, within their respective roles, are considered role models of the Christian faith.

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?

General Questions

1. Are you over 18 years of age? ☐ yes ☐ no

2. Are you legally eligible for employment in this country? ☐ yes ☐ no

3. Other than minor traffic violations have you ever pled guilty or "no contest", or been convicted as an adult of a crime? ☐ yes ☐ 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. Furthermore, if your background check comes back with a record on it, you will be provided an opportunity to explain your situation in writing to the administrators or board for consideration.

4. Have you, as an adult, abstained from immoral sexual activity, including: heterosexual activity outside of marriage (fornication, adultery, co-habitation), homosexual activity, the use of pornographic material or websites?
If not please explain:

5. Have any allegations of sexual or physical abuse ever been made against you?
☐ yes ☐ no
If Yes please explain:

References

and other information

Please give three PERSONAL references that are qualified to speak of your spiritual experience and Christian service. List your current pastor first. Please ALSO give three PROFESSIONAL references that 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 or spiritual leader-such as small group leader, etc.		
2.			
3.			
PROFESSIONAL: 1.			
2.			
3.			

NEW COVENANT ACADEMY

FOR ALL APPLICANTS:

My testimony and personal story: *(This should include your faith journey as well as your personal story. Please limit your writing to what can fit on this page, if it extends past the page it will not print).*

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: _____

Address: _____

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.

_____ 1/10/18

Signature of Applicant **Date**

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. 2:19-22) *"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 slanders 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:** 1/10/18

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 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: 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, Christian Science, Scientology, or any cults or secular groups that do not accept the biblical Jesus Christ as their Savior.

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

Printed Name: _____

Signature: _____ **Date:** 1/10/18

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NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification[1] that your fingerprints will be used to check the criminal history record of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.[2]

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.[3]

> If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at http://www.fbi.gov/about-us/cjis/background-checks.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

[1] Written notification includes electronic notification, but excludes oral notification.
[2] See 28 CFR 50.12(b).
[3] See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

SHP-981F 07/15

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 information pursuant to the *National Child Protection Act of 1993 (NCPA)*, as amended by the *Volunteers for Children Act (VCA)*, And the *Adam Walsh Child Protection and Safety Act of 2006*

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 New Covenant Academy
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 state 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 Federal Bureau of Investigation (FBI) pursuant to Title 28 Code of Federal Regulations (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, please describe the crime(s) and the particulars:

I am a current or prospective (check one): **Applicant** ☐ **Employee** ☐ **Volunteer** ☐ **Contractor/Vendor** ☐

Signature: _____ **Date:** _____

Printed Name: _____

Address: _____

Date of Birth: _____ **SSN (last 4 digits - Optional)** _____

TO BE COMPLETED BY QUALIFIED ENTITY:

Entity Name: _____

Address: _____

Telephone: _____

NOTE: This document must be retained by the agency/qualified entity for audit purposes.

THE FOLLOWING ITEMS MUST BE INCLUDED TO COMPLETE YOUR APPLICATION:

FOR ALL APPLICANTS:

1. Your typed, one-page Christian testimony.

Completion of the enclosed Forms

2 Your signature on the attached "Statement of Faith of New Covenant Academy" and "Personal Life-Style Requirements form indicating agreement.
3. A summary of any additional information you would like to present regarding your application.
4. **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 copy of your driver's license
4. A copy of your CDL license with the appropriate Endorsement
5. A copy of proof of any additional training you have received pertaining to driving a bus (if any)
6. **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.
7. **Upon Hiring**: Background check must be completed.

Thank you for your interest in New Covenant Academy.

Please send your application to:
New Covenant Academy
Kelly Sorci, Executive Support Specialist
3304 South Cox Ave., Springfield, MO 65807
(417) 887-9848 ext. 453
ksorci@newcovenant.net

Note: If you must email your resume, a single PDF file for your application and attachments would be deeply appreciated.

If you are mailing your application please do not staple pages and there is no need to place your application in binders or folders. Contents will be separated from folders before they go to committee for review.

A fax transmission is not recommended for this process.

A BACKGROUND CHECK WILL NOT BE NEEDED UNTIL YOU ARE OFFERED A JOB AT NCA-PLEASE KEEP THIS PAGE FOR FUTURE REFERENCE)

BACKGROUND CHECK AND FINGERPRINTING-PROCESS

AFTER A CANDIDTATE HAS BEEN OFFERED EMPLOYMENT AT NCA: --Updated 8-2015
Each new employee, including substitute teachers will be required to have a fingerprint background check that has been completed within the last year, or they will be required to do so. *The cost of $44.80 will be reimbursed by NCA (for employees only) when the report comes back acceptable. Volunteers will be charged a discounted rate, however will not be reimbursed.*

BACKGROUND AND FINGERPRINTING.
3M/COGENT ONLINE SWITCHBOARD
MACHS The Missouri Automated Criminal History Site

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. (Note: if you do not have internet access you may call 1-877-862-2425 to have a Fingerprint Services Representative conduct the registration on your behalf.)

1) www.machs.mo.gov
2) CLICK ON THE BLUE BOX—SCHEDULE A BACKGROUND CHECK BY FINGERPRINT
3) Click on "*I have a 4 digit Registration Number provided by my Employer.*" <BEGIN>
4) At the top of the registration page type in: *5537*
5) When you click "*populate*" you should see New Covenant Academy's identifying info. If you do not, there is a problem. Re-enter the number. If it doesn't work call Kelly Sorci at New Covenant Academy at 887-9848 ext. 403.
6) Is this search being created for a volunteer? YES or NO *—It is important to note this so that MACHS can use the correct fee for your purpose, volunteers have a slightly reduced rate.*
7) Mandatory fields are marked with a red *. Enter your personal information and click "*Register.*"
8) Security Box for spam (TYPE IN THE WORDS INDICATED)
9) At the top of the verification page an 8 digit transaction control number (TCN) will be highlighted. This number will be used to track your fingerprints through the background check process.
10) PAYMENT Before you can go have your fingerprints done, you will need to make payment arrangements. You will have the option to pay for your fingerprint search online or at the time of your appointment. (Remember that for Employees Only: NCA will reimburse you once a cleared check is received).
11) No appointments necessary. Walk-ins acceptable. BUT YOU WILL NEED YOUR PRINTED PRE-PAID TRANSACTION PAGE TO DO YOUR FINGERPRINTS.

3M/Cogent-Questions call 1 (877) 862-2425

Springfield Location-NO APPOINTMENTS NECESSARY—WALK-INS OK

1) UPS STORE #2459 334 E. Kearney, Springfield, MO (417) 863-7877
2) UPS STORE #2605 1325 W. Sunshine, Springfield MO (417) 863-6644

IMPORTANT FOR NCA EMPLOYEE REIMBURSEMENT (*Remember: Volunteers will not be reimbursed*)
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.