



ALBUQUERQUE CHRISTIAN SCHOOL

7201-B Montgomery Blvd. NE
Albuquerque, NM 87109
(505) 872-0777
acsrams.com

Staff Application for Employment

APPLICANT INFORMATION

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apt./Unit#
City State ZIP Code

Home Phone: _____ Cell Phone: _____

Date Available: _____ Email Address: _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Please note: If hired, you will be required to complete an Employment Eligibility Verification Form (I-9) and present documentation as to your identity and employment eligibility.

Have you ever worked for ACS? YES NO If so, when? _____

Do you have any condition that prevents you from performing any of the essential functions of the position for which you are applying with or without accommodations? YES NO

Have you ever been arrested or convicted of a Felony or misdemeanor? YES NO
If yes, explain: _____

EDUCATION

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

QUALIFICATIONS

Please list the qualifications you possess that make you a strong candidate for the position for which you are applying:

List any special certificates, licenses or awards you have received:

Which software programs are you proficient in?

How would you seek to integrate Christian principles into your day-to-day work?

PROFESSIONAL REFERENCES

Please list three professional references:

Full Name: _____ Relationship: _____

Company: _____ Phone Number: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone Number: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone Number: _____

Address: _____

PREVIOUS EMPLOYMENT

Please list your three previous employers:

Business: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

Employed From: _____ To: _____ Reason for Leaving: _____

May we contact the above listed supervisor for a reference? YES NO

Business: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

Employed From: _____ To: _____ Reason for Leaving: _____

May we contact the above listed supervisor for a reference? YES NO

Business: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

Employed From: _____ To: _____ Reason for Leaving: _____

May we contact the above listed supervisor for a reference? YES NO

MILITARY SERVICE

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

STATEMENT OF FAITH

- We believe the Bible to be the only inspired, infallible, authoritative, unerring Word of God.
- We believe there is one God, eternally, existent in three persons – the Father, the Son, and the Holy Spirit.
- We believe in the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His resurrection, His ascension to the right hand of the Father, His personal return in power and glory.
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith are we saved. This belief includes the essential role of baptism for the remission of sins.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.
- We believe in the present ministry of the Holy Spirit, by whose indwelling and teaching through the Word of God, the Christian is enabled to live a godly life. We believe that marriage is meant to be between a man and a woman and that any other sexual union is a sin.

Mission Statement: Albuquerque Christian School: Providing Christ-centered, quality academics since 1982.

Vision Statement: ACS is where children grow spiritually and academically in Christ's love to become the leaders of tomorrow.

I have read and agree with the above Statement of Faith of Albuquerque Christian School.

Signature

Date

Name of church you attend:

DISCLAIMER AND SIGNATURE

I hereby certify that the information contained in this application form is true and correct to the best of my knowledge and agree to have any of the statements checked by Albuquerque Christian School, unless I have indicated to the contrary. I authorize the references listed about to provide Albuquerque Christian School any and all information concerning my previous employment and any other pertinent information that they may have. Further, I release all parties and persons from any, and all liability for any damages that may result from furnishing such information to Albuquerque Christian School as well as from the use or disclosure of such information by the school. I understand that nay misrepresentation, falsification or material omission of information may result in my failure to receive an offer or, if I have been hired, in my dismissal from employment.

In consideration of my employment, I agree to conform to the rules and standards of Albuquerque Christian School and agree that my employment and compensation can be terminated at will, with or without cause, at any time, either at my option or at the option of Albuquerque Christian School. No agreements to the contrary may be made unless specific, in writing, and signed by me and the Principal of Albuquerque Christian School. I understand that all offers of employment are conditional on the provision of satisfactory proof of my identity, legal authority to work in the United States, and a satisfactory background check report.

Signature

Date

Albuquerque Christian School does not discriminate on the basis of
race, color, national origin, gender, age, disability, or status as a veteran
in its programs, policies or procedures.

AFTER COMPLETING THIS APPLICATION, PLEASE SIGN, DATE AND SUBMIT IT TO THE ALBUQUERQUE CHRISTIAN SCHOOL
BUSINESS OFFICE VIA IN PERSON, MAIL, FAX OR EMAIL TO INFO@ACSRAMS.COM.