DAYSPRING CHRISTIAN ACADEMY
P.O. DRAWER 909 BLACKSBURG, VA. 24063-0909
(540) 552-7777 fax (540) 552-7778

General Employment Application

If you are applying for a position as a teacher (other than substitute teacher) or administrator, this is the wrong form. Please request a Professional Educator Application.

Instructions: Please type or print all answers. All questions should be answered as completely as possible. Make sure you fill out both sides of the application. You may use extra paper, if necessary; however, be sure to indicate the number of the question being answered, and include your full name in the upper right hand corner of the extra pages. BE SURE TO SIGN YOUR APPLICATION ON THE LAST PAGE.

Personal Information:

Applicant Full Name:	**Date of Application:**
Current Address:	
Telephone Number: Day:	Evening:
Email Address:	
Permanent Address (if different):	
Are you over 18 years of age? Yes ☐ No ☐	**Are you a U. S. Citizen?** Yes ☐ No ☐

Educational Background:

	Name of School, College or University	Address	Years Attended (From / To)	Graduate (Y / N)	Degree and Major
High School					
College or University					
Graduate School					
Other					

Please mark the position sought:

Clerical		Grounds	
Substitute		Coach	
Aftercare		Other	

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Work Related Experience:

Positions Held. Please list all work experience, listing your most recent or current position first. If you are currently employed, may we contact your present employer? Yes ☐ No ☐

Employer	Address	Phone No.	Supervisor	From / To	Reason for Leaving

Other Significant Related Experience

Briefly describe experiences or activities that are relevant to the position for which you are applying. (Examples include volunteer work in churches or youth groups, civic activities, etc.)

Name and Address of Organization	Briefly describe your responsibilities and activities	From / To

Have you ever been involuntarily discharged or asked to resign from any position, whether paid or volunteer, for any reason? Yes ☐ No ☐ If yes, please explain:

Have you ever been indicted or convicted or a felony? Yes ☐ No ☐ If yes, please explain: Include in your answer dates, jurisdiction, name/location of the court, and final disposition.

Have you ever been indicted, arrested, or convicted of a charge of child abuse, sexual abuse, or any kind of assault? Yes ☐ No ☐ If yes, please explain: Include in your answer dates, jurisdiction, name/location of the court, and final disposition.

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Have you read and do you subscribe without reservation to the Statement of Faith of Dayspring Christian Academy? Yes ☐ No ☐ Comments:

Have you read and do you agree with the Statement of Educational Philosophy of Dayspring Christian Academy? Yes ☐ No ☐ Comments:

Have you made a confession of faith in Jesus Christ as your personal Lord and Savior?
Yes ☐ No ☐ Comments:

Are you currently an active member or participant in a local Christian Church or Body of Believers who would be able to endorse Dayspring Christian Academy's Statement of Faith? Yes ☐ No ☐
If yes, please provide the following information:

Name of Church:	**Denomination:**
Address of Church:	
Telephone Number:	
Name of Pastor/Minister:	

If no, please explain:

Briefly describe your personal relationship with God:

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References:

Please provide the name, title, address, and telephone number of not less than two references. One should be qualified too attest to your professional competence, one to your personal character, and one to your spiritual maturity. Please do not include your current pastor/minister. He/She will be contacted for a reference in any event. Please indicate the type of reference for each i.e.: Professional, Personal, or Spiritual.

Name	Address	Telephone No.	Type of Reference

Teaching Qualifications (only substitute teacher applicants):

Only applicants for substitute teaching are required to answer the following questions. If you are not applying for a classroom position, you need not answer the remaining questions. Please note that you do not need to hold a teacher certification to qualify for a position as substitute teacher at Dayspring Christian Academy.

Kind of Certification	Name of Certifying Agency	Date Issued	Current (Y/N)	Date Expired

Please check any substitute teaching assignments for which you feel particularly qualified.

Elementary School		Middle School		High School	

For what subject(s) do you wish to be considered?

A:	B:
C:	D:

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What is your availability (days/times)?

Are there any other school activities that you would be willing to sponsor or assist in (e.g. sports, student clubs, and yearbook)?

By my signature I indicate that all answers are true and are the best representation of myself. I understand that any false or misleading statements may be cause for dismissal should I obtain a position with Dayspring Christian Academy.

Printed Name: _____

Signature: _____ Date: _____

All completed applications are to be returned to:
Dayspring Christian Academy
505 Clay and Prospect Street
Drawer 909
Blacksburg, VA 24063
540-552-7777