



**Oasis Christian Academy**  
**Substitute Application and Questionnaire**

Oasis Christian Academy, exists to provide a distinctive, biblically based education in a nurturing environment through which students are instilled with godly character, inspired to excel, and prepared for a life of enduring commitment to Christ. The school recruits, hires, trains, assigns personnel, promotes, and compensates employees without regard to race, color, national origin, age, sex, or disability. All employment decisions are made on the basis of merit and job requirements.

We look forward to receiving your application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

**A. Applicant's Name and Address**

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle initial \_\_\_\_\_

Position applied for \_\_\_\_\_

Application date \_\_\_/\_\_\_/\_\_\_ Date available \_\_\_/\_\_\_/\_\_\_

Current Street address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Days ( \_\_\_\_\_ ) \_\_\_\_\_ Evenings ( \_\_\_\_\_ ) \_\_\_\_\_

Cell phone ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail \_\_\_\_\_

Best time to call? \_\_\_\_\_ Length of time at this address? \_\_\_\_\_

Permanent address and phone number if different from current address

\_\_\_\_\_  
\_\_\_\_\_

**B. Employment Experience**

Please start with your current or most recent employer and work backward for the past *ten years*. If necessary, use a separate paper and follow the same format for additional positions.

1. Position \_\_\_\_\_ Dates of employment \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_

Supervisor's name and phone number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

\_\_\_\_\_

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2. Position \_\_\_\_\_ Dates of employment \_\_\_\_\_  
 Employer \_\_\_\_\_ Address \_\_\_\_\_  
 \_\_\_\_\_  
 Supervisor's name and phone number \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_  
 \_\_\_\_\_

**C. Christian Background**

1. Please carefully read our eight essentials and indicate your degree of support.

**EIGHT ESSENTIAL CHRISTIAN BELIEFS**

1. The Bible alone is authoritative. It is inspired and inerrant in the original documents.
2. God is Trinity, eternally existing in three distinct persons – Father, Son, and Holy Spirit.
3. Jesus Christ is both fully God and fully man.
4. The human race is completely lost and dead spiritually.
5. Salvation is made possible by the substitutionary death and bodily resurrection of Jesus Christ.
6. Salvation is received by faith alone in Christ alone.
7. Eternity with Christ for believers and eternal punishment and separation for non-believers.
8. In the future, Jesus Christ will physically return to this earth.

- I fully support the statement as written, without mental reservations.  
 I support the statement except for any areas listed and explained on a separate paper. These areas represent either disagreements or items for which I have not yet formed an opinion or a conviction.

2. On a separate paper in your own handwriting, briefly give your Christian testimony.

**D. Educational and Professional Training**

Name, city, state of last high school attended	Diploma received?
Name, city, state of business school, trade school, college, or university attended	Type of certificate, diploma, or degree: BA, MA, other

If you desire, you may list any additional qualifications, skills, experiences, or interests:

\_\_\_\_\_



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Can you provide the documents to prove that you are legally eligible for employment in the United States?  Yes  No

Can you perform the duties of this position without violating any obligations or proprietary information of a previous employer?  Yes  No

Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations)? You will need to answer yes if you have entered into a plea agreement, including a postponed sentence or postponed judgment arrangement, in connection with a criminal charge. (You need not disclose criminal convictions that are contained in sealed or deleted records.)  Yes  No

*If you have been convicted of such an offense, please attach a statement of explanation, including the nature of offense, date, court where conviction was entered, and any other relevant information. A conviction record will not automatically be a bar to employment. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job-relatedness, and subsequent rehabilitation will be considered.*

Has any employer ever subjected you to disciplinary action, suspension, or termination or asked you to leave a paid or unpaid position on the grounds of any unlawful sexual behavior or violation of an employer's sexual misconduct policy or anti-harassment policy? If yes, please attach a statement or explanation.  Yes  No

Have you ever resigned a position to avoid termination or discharge? If yes, please attach a statement or explanation.  Yes  No

### **E. Applicant's Statement**

I understand that Oasis Christian Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment, and that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize Oasis Christian Academy to thoroughly interview the primary references that I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize my former employers and any other references to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former employers, all other references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the school.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditional



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until the school has received the background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

I understand that this application for employment is valid for no more than 120 days. After that, I must resubmit an application in order to be considered for positions at this school.

I understand that this is only an application for employment and that no employment or employment contract is being offered at this time.

I understand that failure to complete any portion of this application or to sign this application will result in rejection of my application.

I certify that I have carefully read and do understand the above statements.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

*I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment, and that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.*

*I understand that failure to complete any portion of this application or to sign this application will result in rejection of my application.*

*I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.*

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

**Declaration of Moral Integrity**

Our school expects all of its employees and its volunteers with unsupervised access to children to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for a ministry position as an employee or as a volunteer at Oasis Christian Academy, \_\_\_\_\_, recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that as a follower of Christ, I am not engaging in and commit to not engage in inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual activity, sexual harassment, use of (including the viewing of) pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of this Christian school.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator signature, *after* discussion with applicant

\_\_\_\_\_  
Date