



WESTMINSTER ACADEMY®
DEVOTED TO CHRIST • DEDICATED TO EXCELLENCE

APPLICATION FOR EMPLOYMENT

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WESTMINSTER ACADEMY®

MISSION STATEMENT

Westminster Academy® is a Christ-centered, biblically-based college preparatory school dedicated to equipping covenant students to excel by using their gifts and talents for God's glory.

GUIDING PRINCIPLES

For the glory of God we will continue to be dedicated to:

1. Teaching and modeling God's truth, wisdom and prayerful discernment in all areas of our school ministry as we exemplify Jesus Christ with our words, work and witness.
2. Equipping our students with a scholarly and biblical world and life view as we educate them to become exceptional life-long learners, extraordinary thinkers and Christ-honoring decision makers.
3. Inspiring our students to excel with their gifts and talents in academics, spiritual and character development, fine arts, athletics, service to others and student life programs.
4. Instilling in our students a biblical love and respect for God, His truth, Jesus Christ, parents, family, teachers, school, church, community and country.
5. Encouraging and discipling our students, alumni and school community to grow in their relationship with Jesus Christ and their understanding of God's Holy Word as they strive to be champions of the three greats—the Great Commandment, the Great Commission and the Great Cultural Mandate.

Application For Employment

Position Desired: _____ Full time Part time Substitute Date _____

PERSONAL DATA

Name _____ (Print) Social Security No. _____

Present Address: Last _____ First _____ Middle _____
 Street and Number _____ City _____ State _____ Zip _____
 How long have you lived there? _____ Years _____ Months

Previous Address: Street and Number _____ City _____ State _____ Zip _____
 How long did you live there? _____ Years _____ Months

Telephone No. _____ Are you 18 years of age or older? Yes No

Cell No. _____ Email Address _____

Have you ever worked for this School before? Yes No
 If Yes, please give dates and position: _____

Do you have any friends or relatives working here? Yes No
 If Yes, Name: _____ Relationship: _____

RECORD OF PREVIOUS EMPLOYMENT

Please list the names of your present or previous employers in chronological order with present or last employer listed first. Be sure to account for all periods of time including military service and any period of unemployment. If self-employed, give firm name and supply business references.

	<u>Employed From (mo/yr)</u>	<u>Pay Start \$</u>	<u>Your Title or Position</u>	<u>Reason for Leaving</u>
Present or Past Employer _____ Address _____ City, State, Zip Code _____ Telephone _____	_____ To (mo/yr)	_____ Final \$	_____ <u>Name and Title of Last Supervisor</u>	_____
Previous Employer _____ Address _____ City, State, Zip Code _____ Telephone _____	_____ To (mo/yr)	_____ Final \$	_____ <u>Name and Title of Last Supervisor</u>	_____
Previous Employer _____ Address _____ City, State, Zip Code _____ Telephone _____	_____ To (mo/yr)	_____ Final \$	_____ <u>Name and Title of Last Supervisor</u>	_____
Previous Employer _____ Address _____ City, State, Zip Code _____ Telephone _____	_____ To (mo/yr)	_____ Final \$	_____ <u>Name and Title of Last Supervisor</u>	_____

List all other employers you have had in the last ten (10) years: _____

Have you ever been terminated or asked to resign from any job? Yes No If Yes, please explain circumstances: _____

Please explain fully any gaps in your employment history: _____

Please list extra-curricular responsibilities which you have had in a school program, or would be willing to assume at Westminster Academy® (club or publication advisor, athletic, forensic, or drama coach, etc.) _____

List any special skills, teaching specialties, training or knowledge that you have for this position and any other achievements you would like considered: _____

Please describe any experience you have which you believe would assist you in performing the position for which you are applying: _____

Have you ever pled guilty or "no contest" to a crime, been convicted of a crime, had adjudication withheld, prosecution deferred or do you have any criminal charges pending? Yes No

If yes, please give date and details of each _____

Have you ever been a defendant in a civil suit on an intentional tort (assault, battery, false imprisonment, invasion of privacy, intentional infliction of emotional distress, intentional wrongful death)? Yes No

If yes, please provide details: _____

NOTE: Answering "yes" to this question does not constitute an automatic bar to employment. Only those crimes which are substantially related to the position you are seeking will be considered.

RELIGIOUS BACKGROUND AND REQUIREMENTS (Circle answer)

Are you certain that you have eternal life? Y N If you were to die tonight and stand before God and He asked you, "Why should I let you into my heaven?" what would you say? _____

Briefly tell how you came to possess eternal life: _____

Are you a member of Coral Ridge Presbyterian Church? Y N If not, name of church of which you are a member: _____

TEACHER APPLICANTS - PLEASE COMPLETE THE FOLLOWING SECTION:

The doctrinal standards of the School, the Westminster Confession of Faith and the Larger and Shorter Catechisms reflect the doctrinal beliefs of historic Presbyterianism. Would you personally and enthusiastically support these standards if a teacher at Westminster Academy®? Y N

On a separate sheet of paper, please respond briefly to the following:

1. What do you understand to be the Biblical basis and rationale for Christian schooling?
2. State why you would desire to teach at WA.
3. What do you understand the role of the classroom teacher to be in a Christian school?
4. What are, in your opinion, the unique features of Christian schooling from the Reformed tradition? (If you are not conversant with this issue, please indicate such. Lack of knowledge in this area will not necessarily disqualify applicant for employment.)
5. What is your position or attitude as a Christian toward our nation?

Certification: _____

Subject Area	Type or Rank	State Issuing	Validity Dates	Certification Number
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Certification: _____

Subject Area	Type or Rank	State Issuing	Validity Dates	Certification Number
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Teaching Preference (subject matter, field, or grade): _____

RECORD OF TRAINING AND EDUCATION

Please submit a copy of all college transcripts as a part of your application to the School.

List Name of School Attended	Years Completed: (Circle)	Diploma or Degree Received	Describe Course of Study or Major	Describe Specialized Training, Experience, Skills, and Extra-Curricular Activities
Names of Elementary and Middle Schools:	4 5 6 7 8			
Name of High School:	9 10 11 12			
Name of College/University:	1 2 3 4			
Name of Graduate/Professional School:	1 2 3 4			
Name of Trade/Correspondence School:				
Name of Other:				

Special Honors Received: _____

College Majors and Minors: _____

PERSONAL REFERENCES

Please list persons who know you well, not previous employers or relatives.

Name	Occupation	Address (Street, City, State and Zip Code)	Telephone Number	Number of Years Known

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF ONE YEAR (365 DAYS). IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, PLEASE REAPPLY.

Westminster Academy® is committed to providing equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, gender, national origin, marital status (except in instances where a candidate for employment or an employee has divorced his/her spouse for reasons not sanctioned by Scripture, as defined in the Westminster Confession of Faith, Chapter 24), citizenship status, disability or any other protected status in accordance with the requirements of all federal, state and local laws, unless a particular status protected by federal, state, or local laws contradicts the deeply held religious convictions of the School or Coral Ridge Presbyterian Church.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

APPLICANT'S STATEMENT

I understand that if I am hired, my employment will be pursuant to a Letter of Appointment, which will establish my wages and terms and conditions of employment. No one other than the Headmaster has authority to modify this relationship or make any agreement to the contrary. Any such modification shall be in writing.

I understand that the School reserves the right to require me to submit to a drug test at such times and in a manner as defined by School Board policy. It also reserves the right to require me to submit to an alcohol test and/or medical examination to the extent permitted by law. I further understand that the School may contact my previous employers and I authorize those employers to disclose to the School all records and other information pertinent to my employment with them. I release my previous employers from any liability as a result of their disclosure of information about me to the School. I also authorize the School to provide truthful information concerning my employment with it to my future prospective employers and I agree to hold it harmless for providing such information.

I also understand that I will be required to abide by all of the School's policies and procedures, whether set forth in my Letter of Appointment, in School publications or manuals, or otherwise communicated to me.

By signing below, I certify that all of the information that I provide on this application and in any interview will be true, complete and accurate. I understand that if I am employed and any such information is later found to be false or misleading in any respect, I will be dismissed.

I certify that I have received a written notification that the School may obtain a consumer report or reports on me. I authorize this School to obtain such a report or reports for use in connection with my application for employment and for other employment-related reasons. If hired, this authorization shall remain on file and serve as ongoing authorization for procurement of employment-related consumer reports at any time during my employment. I understand that the term "consumer report" includes, but is not limited to, credit checks, criminal background checks, department of motor vehicle reports, and investigative consumer reports. I further understand that the term "investigative consumer report" means a report in which information on my character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with my neighbors, friends, or associates, or with others with whom I am acquainted or who may have knowledge concerning any such items of information.

PLEASE DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THIS STATEMENT.

Thank you for your interest in being a part of the Westminster Academy® community.

_____ Date

_____ Signature of Applicant

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