



ALBUQUERQUE CHRISTIAN SCHOOL

4931 McLeod Rd. NE
Albuquerque, NM 87109
(505) 872-0777
acsrams.com

Staff Application for Employment

APPLICANT INFORMATION

Full Name: _____ Date: _____

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

EDUCATION

High School: _____ City/State: _____

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

College: _____ City/State: _____

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

College: _____ City/State: _____

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

College: _____ City/State: _____

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

MILITARY SERVICE

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

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.

SKILLS AND QUALIFICATIONS

How would you seek to integrate Christian principles into your day-to-day job responsibilities at ACS? _____

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

What computer programs are you proficient in? _____

What languages do you speak? _____

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: _____

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: _____

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: _____

Responsibilities: _____

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

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

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 any 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

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.
- We believe that God created two genders, male and female. (Gen 1:27, 2:24)

Mission Statement: Equipping students to be Jesus in their world.

Vision Statement: ACS is a Christ-centered, diverse educational community where students and staff grow spiritual and academically in Christ’s love to become 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: _____

AFTER COMPLETING THIS APPLICATION, PLEASE SIGN, DATE AND SUBMIT IT TO THE ALBUQUERQUE CHRISTIAN SCHOOL BUSINESS OFFICE VIA IN PERSON, EMAIL TO: t.perez@acsrams.org