

MINISTRY TEAM EMPLOYEE / VOLUNTEER APPLICATION

INSTRUCTIONS:

1. Adobe Acrobat Reader is required to complete this form. <https://get.adobe.com/reader>
2. Save a copy of this form with your name as part of the file name.
3. Complete all information.
4. Sign and date. Electronic signature is sufficient.
5. Submit the form to toby.travis@houghton.academy, or you can mail it to the Academy office at 9790 Thayer Street, Houghton, NY 14744.
6. Please also submit a copy of your resume, including your employment history, education, and relevant experiences for the position you are applying for.

We look forward to reviewing your application. Thank you for your interest in our school's ministry. We pray that God will fulfill His perfect will in the lives of all applicants.

SECTION A:

APPLICANT NAME & ADDRESS:

Full Name:

Application Date:

Date Available to Start Employment:

Present address:

Email Address:

Phone:

What is the best time of day to call you?

POSITION DESIRED

Position(s) applying for:

How did you learn about this job position?

Can you submit verification of your legal right to work in the U.S.?

Is there any reason you might be unable to perform the duties and responsibilities of the position you are applying for? (If yes, please explain.)

UNIQUE INTERESTS & ABILITIES

Please list activities or sports you would be capable of and willing to teach as an elective, direct, sponsor, advise, or coach as a cocurricular opportunity for students:

LANGUAGES

Please list languages spoken and rate level fluency from 1 (low) to 5 (high):

PROFILE REVIEW ACKNOWLEDGEMENTS:

We realize the key to a successful Christian School is its faculty and staff. Therefore, we seek professionally qualified applicants who love students and are Christian role models by the pattern of their lives (see the Faculty/Staff Profile | *Living Curriculum Educators* available for download from www.houghtonacademy.org/careers). Have you reviewed the Faculty/Staff Profile document?

If applying for a teaching or academic leadership position, applicants must first review the *Houghton Academy Essential Agreements | How we Teach*, available at <http://www.houghtonacademy.org/careers>. Have you reviewed the Essential Agreements document?

PERSONAL BACKGROUND

As the primary focus of our ministry is preparing students from a biblical worldview, **being a Christian role model in all aspects of life is a significant requirement for this position.** The Bible is our standard for marriage and sexual conduct; therefore, it is an occupational requirement for employees to live by those standards.

Please indicate your current marital and living status:

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer?

Has any employer, organization, school, or university ever disciplined, suspended, terminated, or asked you to leave a job or volunteer position because of any unlawful sexual behavior or violation of an employer's sexual misconduct or harassment policy?

Have you ever been charged in civil or criminal proceedings with improprieties regarding children?

Have you ever entered a plea of guilty, a plea of "no contest" (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilt and placed you on probation or in a public service or education program for any crime other than a minor traffic offense?

*If you answer "Yes" to any of the above questions, indicate **below** the nature of the suit, offense, date, court, and disposition or other appropriate explanation. A conviction record will not automatically be a bar to employment.*

CHRISTIAN BACKGROUND (250 Words Max.)

Please briefly share your Christian testimony, including your faith walk, areas of Christian service, church life, and other relevant information.

Do you believe the Bible to be God's only inspired and infallible Word (in the original Hebrew and Greek text), our final authority in all matters of faith, truth, and conduct?

Houghton Academy is a nondenominational evangelical Christian school with a historical tradition aligned with the Wesleyan Church. The Academy adheres to the beliefs and position statements articulated at www.wesleyan.org/about/our-beliefs.

NOTICE: Applicants must review the beliefs and position statements available at www.wesleyan.org/about/our-beliefs before proceeding with the remainder of this application.

After carefully reading the belief statements, indicate below your degree of support.

Select only one response from the following:

Do you agree that if employed at Houghton Academy, you will not proselytize or promote, directly or indirectly, any belief or position statement in contradiction with the school's beliefs and position statements?

CURRENT ISSUES

We live in a pluralistic society with many conflicting beliefs and values. As an employee, students may ask you about controversial issues. As a potential role model, your beliefs must align with the Academy's values. Please be prepared to share your convictions toward the following topics if asked to proceed with an interview:

- The use of wine, beer, and other alcoholic beverages
- The use of tobacco or vaping products

- The use of marijuana and other controlled substances (e.g., non-subscription drugs)
- Entertainment (e.g., selection of music, video games, films, television, dancing)
- Participation in premarital sex and cohabitation
- Divorce and remarriage
- Abortion
- LGBTQ+ movement
- Gender Identity

REFERENCES

Provide three references (non-family) qualified to speak of your **spiritual health, maturity, and Christian service**; list an individual you would identify as a spiritual mentor first (e.g., pastor, Bible study leader). Include their name, relationship to you, phone, and email:

REFERENCE NAME	RELATIONSHIP	PHONE	EMAIL

Provide three references qualified to speak of your **professional training and experience**. List your current or most recent supervisor first. Include their name, relationship to you, phone, and email:

REFERENCE NAME	RELATIONSHIP	PHONE	EMAIL

INTERNATIONAL / MULTICULTURAL EXPERIENCE (250 Words Max.)

Many students enrolled at Houghton Academy are international students whose home countries represent varying cultures, languages, values, and traditions. Please *briefly* type any previous experience working with international students or multicultural ministry, including observations of what you learned from the experience and how that would impact your ministry at the Academy. If you have yet to gain previous experience, briefly share the philosophy you would employ working in a highly diverse community.

SECTION B:

**NOTE: THE FOLLOWING SECTION IS ONLY FOR TEACHERS, SUBSTITUTE TEACHERS AND ACADEMIC ADMINISTRATORS.
ALL OTHERS MAY SKIP TO SECTION C.**

TEACHER & ADMINISTRATORS PROFESSIONAL QUALIFICATIONS DOCUMENTATION

If applying for a teaching or academic administrative position, submit the following documents with your application:

- A resume with all work and educational experience listed and any memberships, offices, or honors held in High School or College.
- A Curriculum Vitae listing all professional development courses and workshops you have participated in for which a continuing education unit or certificate was awarded.
- Photocopies of all degree diplomas and professional certificates.
- Unofficial college/university transcripts. Should you be offered employment, you must submit official copies of your transcripts for inclusion in your personnel file.

Please complete the following section if you seek a position that includes teaching or academic administration (i.e., faculty). For staff positions (i.e., non-instructional), skip to the *Certification and Agreement* section.

Do you now have, or have you had in the past, a Teaching or Administration Certificate from the Association of Christian Schools International (ACSI) or a U.S. state?

PHILOSOPHY OF CHRISTIAN EDUCATION ESSAY (250 Words Max.)

Attach your philosophical approach to Christian education. If you have already completed the ACSI Christian Philosophy of Education requirement, you may attach the documents written for that purpose. Note: If not already certified by ACSI, all Houghton Academy teachers and administrators must secure ACSI certification upon employment, including completing the ACSI Christian Philosophy of Education requirement.

INSTRUCTIONAL ESSAY QUESTIONS

Please attach an essay briefly answering each question below (Faculty and Academic Administration Applicants Only).

- A. What does an effective classroom management plan look like?
- B. Describe a frustrating child/student situation you had to deal with and how you resolved the conflict.
- C. What is your philosophy of homework?
- D. What is your perspective on a collaborative approach to instruction (i.e., a collaboration of teachers) and learning (i.e., the collaboration of students)?
- E. Give examples of your personal and professional safety standards in working with students or children.
- F. Under tense pressure and emotional strain, how and from whom do you seek support?
- G. At Houghton Academy, some classes operate as “vertical classrooms” (i.e., think one-room schoolhouse for all ages), where learners in the same class section may be at different competency levels. How would you define and approach the need for differentiation in instruction and assessment in such a setting?
- H. Many Houghton Academy students are English Language Learners (ELLs). What strategies have you used to meet the learning needs of ELLs or would implement if offered a teaching position?

SECTION C:

APPLICANT'S AGREEMENT

I understand that **Houghton Academy** does not discriminate in its employment practices against anyone because of race, color, national or ethnic origin, gender, age, or disability. I certify that the facts in this application are accurate and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I understand that I will be paid and receive benefits only up to the day of release.

I authorize Houghton Academy to thoroughly interview the primary references I have listed, any secondary references mentioned through interviews with primary references, or others who know me and 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 employment.

I authorize references and my former employers to disclose to the school 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 release Houghton Academy, my former employers, references, and all other parties from any claims, demands, or liabilities arising from or in any way related to such investigation or disclosure. I waive the right to view any references given to Houghton Academy.

As I will be working with children, I understand that I must submit to a background 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 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 conditioned upon receiving background information, including criminal background information. The school may refuse employment or terminate conditional employment if it deems any background information unfavorable or if it could reflect adversely on the school or me as a Christian role model.

I understand that this is only an employment application and that no employment contract is being offered at his time. I certify that I have carefully read and understand the above statements.

DECLARATION OF MORAL INTEGRITY

Houghton Academy expects all its employees and volunteers with unsupervised access to children to model the Christian values and lifestyle it seeks to inculcate in its students. Therefore, as an applicant for a ministry position as an employee or a volunteer at Houghton Academy, I recognize, understand, and agree to live by the school's moral standards.

I declare that during the past year, I have not engaged in, at the current time, I am not engaging in, and I promise that I will not, during the term of my employment or volunteering, engage in inappropriate sexual conduct. All employees agree

that the Scripture dictates standards of sexual behavior and expectations. Therefore, any promiscuity, homosexuality, and engaging in sexual relations outside the bonds of marriage (including premarital sex and adultery) are forbidden and violate the requirement of being a role model for Academy students. Such deviation from these standards is grounds for immediate employment termination.

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

Applicant's Printed Full Name

Applicant's Signature

Date