

# BRACKEN

CHRISTIAN SCHOOL

## EMPLOYMENT APPLICATION

Thank you for your interest in Bracken Christian School.

Please complete all information to the best of your ability. Email your resume and any additional information you would like for Bracken Christian School (“BCS”) to consider to [human.resources@brackenchristian.com](mailto:human.resources@brackenchristian.com). Please mark any items that are not applicable on this application with an N/A.

If you require assistance in completing this application or are requesting an accommodation or an alternative application process, please email [human.resources@brackenchristian.com](mailto:human.resources@brackenchristian.com) or call 830-438-3211.

To give equal employment and advancement opportunities to all people, employment decisions at BCS are based on each person’s performance, qualifications, and abilities. BCS prohibits discrimination on the basis of race, color, sex, national origin, age, pregnancy, disability, or veteran status. As a faith-based institution, the school reserves the right to use religion as a hiring and evaluation criterion, as permitted by law and consistent with the mission of the institution.

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### APPLICANT INFORMATION

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Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apartment/Unit #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Date Available: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Desired Age Group: PreK-Kinder \_\_\_ Elementary (1-5) \_\_\_ MS (6-8) \_\_\_ HS (9-12) \_\_\_

(Check all that apply)

Availability: Every Day \_\_\_ Only: Mon \_\_\_ Tues \_\_\_ Wed \_\_\_ Thurs \_\_\_ Fri \_\_\_

Are you 18 years of age or older? Yes \_\_\_ No \_\_\_ Are you eligible to work in the United States? Yes \_\_\_ No \_\_\_

Do you have a teaching certification? Yes \_\_\_ No \_\_\_

If certified to teach, please include type of certification and number, state, or organization, subject(s), grades certified in, and expiration dates. \_\_\_\_\_

# BRACKEN

CHRISTIAN SCHOOL

## EMPLOYMENT APPLICATION

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### EDUCATION

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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: \_\_\_\_\_

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### REFERENCES

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Please list three professional references to whom you are not related:

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

# BRACKEN

CHRISTIAN SCHOOL

## EMPLOYMENT APPLICATION

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### PREVIOUS EMPLOYMENT

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Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Email: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? Yes \_\_\_ No \_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Email: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? Yes \_\_\_ No \_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Email: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? Yes \_\_\_ No \_\_\_

Please describe any other experience or any other information you would like to share which would be relevant to the job for which you are applying. \_\_\_\_\_

# BRACKEN

CHRISTIAN SCHOOL

## EMPLOYMENT APPLICATION

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### CHRISTIAN BACKGROUND

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Current Church: \_\_\_\_\_ Pastor: \_\_\_\_\_

Denomination: \_\_\_\_\_ Length of time at this church: \_\_\_\_\_

Pastor or Church Leader Reference:

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Church: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please give your brief Christian testimony:

Describe your present relationship with the Lord, including your routine of personal Bible study, prayer, and church activities.

How would you explain salvation to a student?

Do you believe the Bible to be the ONLY inspired and infallible Word of God and our final authority in all matters of faith, truth, and conduct? Yes \_\_\_ No \_\_\_

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CHRISTIAN SCHOOL

## EMPLOYMENT APPLICATION

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### STATEMENT OF FAITH

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- We believe in the Scriptures of the Old and New Testaments as verbally inspired by God and inerrant in the original writing, and that they are of supreme and final authority in faith and life.
- WE believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.
- We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.
- We believe that man was created in the image of God; that he sinned, and thereby incurred, not only physical death, but also that spiritual death which is separation from God; and that all beings are born with a sinful nature.
- We believe that the Lord Jesus Christ died for our sins, according to the scriptures, as a representative and substitutionary sacrifice; and that all who believe in Him are justified on the grounds of His shed blood.
- We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for us, as High Priest Advocate.
- We believe in “that blessed hope“, the personal and imminent return of our Lord and Savior, Jesus Christ.
- We believe all who, by faith, receive the Lord Jesus Christ are born again of the Holy Spirit, and thereby become children of God, and are eternally secure in Him.
- We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

\_\_\_\_\_ I have read the above and acknowledge that this is the Statement of Faith of Bracken Christian School, and I am in agreement with BCS’s Statement of Faith.

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### MISSION STATEMENT

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Bracken Christian School will partner with Christian families through the leadership and guidance of the Holy Spirit to provide an excellent education within the context of a Biblical worldview, equipping students to impact their culture for Christ.

If you are hired, will you labor to do all you can to bring honor and glory to the Lord Jesus Christ and to uphold the mission of BCS as outlined in the Mission Statement? Yes \_\_\_ No \_\_\_

# BRACKEN

CHRISTIAN SCHOOL

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### DISCLAIMER AND SIGNATURE

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I understand that this employment application and any other Bracken Christian School documents are not promises of employment. I understand that any employment at BCS is at-will. I understand that, if I am employed, I can terminate my employment at any time with or without cause and that BCS has a similar right. I understand that no manager, representative, or agent of the School has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

The information given by me on this application and during the interview process is true and complete in all respects, and I agree that if the information is found to be false, misleading, or unsatisfactory in any respect (in the School's judgment) I will be disqualified from consideration for employment. I will be subject to immediate dismissal if inaccurate information is discovered after I am hired.

I acknowledge and agree that BCS may obtain a consumer report or reports for use in connection with my employment and that this agreement constitutes an 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. By signing this agreement, I waive any right that I might have to privacy with respect to any such inquiry by BCS.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### CANDIDATE DISCLOSURE, AUTHORIZATION, & CONSENT FOR THE PROCUREMENT OF CONSUMER REPORTS

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#### Section I: Disclosure

Bracken Christian School (the "Company") may request background information about you from a consumer reporting agency in connection with your employment application and for employment purposes. The report ordered is defined by the Fair Credit Reporting Act (FCRA) as a Consumer Report, and all inquiries are limited to information that affects job performance and the workplace. It is conducted in accordance with applicable federal and state laws including the FCRA. The screening will be conducted by the Human Resources and/or Business Office of Bracken Christian School – Address: 670 Old Boerne Rd, Bulverde, TX 78163 | Phone: 830-438-3211. As a result, Bracken Christian School may obtain a Consumer Report on you as an applicant or during employment.

# BRACKEN

CHRISTIAN SCHOOL

## EMPLOYMENT APPLICATION

A consumer report is a compilation of information that might affect your employability. The scope of the report may include information concerning your driving record, civil and criminal court records, credit, drug screening results, worker's compensation record, education, credentials, identity, past addresses, social security number, previous employment, and personal references.

Should an employer rely upon a consumer report for an adverse action, the FCRA mandates you be provided with a copy of the consumer report and a summary of your rights. An adverse action is defined as "a denial of employment or any other decision for employment purposes that adversely affects any current or prospective employee."

### Section II: Authorization and Release

I have carefully read and understand this Candidate Disclosure, Authorization, & Consent for the Procurement of Consumer Reports form and the attached summary of rights under the Fair Credit Reporting Act by my signature below, I consent to the release of consumer reports and investigative consumer reports prepared by a consumer reporting agency to the Company and its designated representatives and agents. By my signature below, I authorize the Company to share the contents of this consumer report or investigative consumer report with its partners and clients in an effort to place me into an employment/independent contractor relationship with those partners. I understand that if the Company hires me, my consent will apply, and the Company may obtain reports, throughout my employment. I also understand that information contained in my job application or otherwise disclosed by me before or during my employment, if any, may be used for the purpose of obtaining consumer reports and/or investigative consumer reports. By my signature below, I authorize law enforcement agencies, learning institutions (including public and private schools and universities), information service bureaus, credit bureaus, record/data repositories, courts (federal, state, and local), motor vehicle records agencies, my past or present employers, the military, and other individuals and sources to furnish any and all information on me that is requested by the consumer reporting agency. By my signature below, I certify the information I provided on this form is true and correct and will be valid for any reports that may be requested by or on behalf of the Company.

\_\_\_\_\_ I authorize Bracken Christian School and its agents to contact my current employer, if necessary, to verify my current employment status after the following date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Section III: Summary of Rights Under the FCRA

Para informacion en espanol, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

# BRACKEN

CHRISTIAN SCHOOL

## EMPLOYMENT APPLICATION

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

- You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - A person has taken adverse action against you because of information in your credit report;
  - You are the victim of identity theft and place a fraud alert in your file;
  - Your file contains inaccurate information as a result of fraud;
  - You are on public assistance;
  - You are unemployed but expect to apply for employment within 60 days. In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.
- You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
- Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- Consumer reporting agencies may not report outdated negative information. In most cases a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.



# BRACKEN

CHRISTIAN SCHOOL

## EMPLOYMENT APPLICATION

- You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- You may limit “prescreened” offers of credit and insurance you get based on information in your credit report. Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the list these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5OPTOUT (1-888-567-8688).
- You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- Identity theft victims and active duty military personnel have additional rights. For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

# BRACKEN

CHRISTIAN SCHOOL

## EMPLOYMENT APPLICATION

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### BACKGROUND CHECK AGREEMENT

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In compliance with ACSI, a background check shall be conducted for all employees. During the ACSI accreditation, we will be required to show that we have completed this check for all employees.

The background check will be conducted through the Texas Department of Public Safety.

Please complete the information below.

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Birthday: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_