

Fayetteville Street Christian School
151 W. Pritchard Street
Asheboro, N. C. 27203
(336) 629-1383 Fax (336) 629-0067

Application for Employment

Date _____

_____	_____	_____	_____
Last Name	First Name	Middle Name	Date of Birth
_____	_____	_____	_____
Telephone Number	Cell Number	Single Married Divorce Remarried	Please Circle Status
_____	_____	_____	_____
Address	City	State	Zip Code

Position applying for _____

All of our employees are required to have a criminal background check. Do you object to having a criminal background check? Yes ___ No ___

Have you ever been convicted of breaking the law other than a minor traffic violation? The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying. Yes ___ No ___ If yes, give the date and explain fully on an additional piece of paper if more space is needed. _____

Do you use drugs or alcohol? ___ Do you smoke? ___ Do you attend movies? ___
Do you feel that you live a separate Christian life? ___ Will you abide by our handbook rules and teach others to do so? _____

Church Affiliation

Are you born again? _____ When? _____ Do you have assurance of salvation? _____
Why? _____ Denominational Preference _____
Church Membership _____
Name and address of church you attend. _____
Pastor _____
Positions held in church _____

References

List the names, addresses and telephone numbers of three people other than a relative we can contact as references.

Name		Address
Home Telephone	Cell Phone	Work Telephone
Name		Address
Home Telephone	Cell Phone	Work Telephone
Name		Address
Home Telephone	Cell Phone	Work Telephone

Education

Circle the highest grade completed: 9 10 11 12 GED College: 1 2 3 4

High School _____	Dates Attended _____
Course of Study _____	Degree/Diploma _____
College or University _____	Dates Attended _____
Course of Study _____	Degree/Diploma _____
Graduate or Professional _____	Dates Attended _____
Course of Study _____	Degree/Diploma _____
Educational, Vocational, etc _____	Dates Attended _____
Course of Study _____	Degree/Diploma _____

List childcare training you have completed in the last three years (such as First Aid, CPR, CDS)

Work History

Do you have childcare/early childhood experience? Yes ___ No ___ If yes, please list name and dates. Please include volunteer experience.

Current or Last Employer _____
Name Address

Job Title _____ Supervisor's Name _____

Employer Telephone Number _____ Dates Employed _____

May we contact your current employer? Yes ___ No ___

Number of people supervised by you _____

Reason for leaving _____

Full Time ___ Years ___ Months ___ Part Time ___ Years ___ Months ___

If part time, please list the number of hours per week _____

List work duties _____

Previous Employer _____
Name Address

Job Title _____ Supervisor's Name _____

Employer Telephone Number _____ Dates Employed _____

May we contact your former employer? Yes ___ No ___

Number of people supervised by you _____

Reason for leaving _____

Full Time ___ Years ___ Months ___ Part Time ___ Years ___ Months ___

If part time, please list the number of hours per week _____

List work duties _____

Previous Employer _____
Name Address

Job Title _____ Supervisor's Name _____

Employer Telephone Number _____ Dates Employed _____

May we contact your former employer? Yes ___ No ___

Number of people supervised by you _____

Reason for leaving _____

Full Time _____ Years _____ Months _____ Part Time _____ Years _____ Months _____

If part time, please list the number of hours per week _____

List work duties _____

Previous Employer _____
Name Address

Job Title _____ Supervisor's Name _____

Employer Telephone Number _____ Dates Employed _____

May we contact your former employer? Yes ___ No ___

Number of people supervised by you _____

Reason for leaving _____

Full Time _____ Years _____ Months _____ Part Time _____ Years _____ Months _____

If part time, please list the number of hours per week _____

List work duties _____

I certify that I have given true, accurate, and complete information on this form to the best of my knowledge. In the event that confirmation is needed in connection with my work, I authorize educational institutions, association, registration and licensing boards, and others to furnish whatever detail is available concerning my qualifications. I authorize investigation of all statements made in this application and understand that false information may be ground for rejection of my application, disciplinary action, or dismissal if I am employed, and (or) criminal action. I further understand that dismissal upon employment shall be mandatory if fraudulent disclosures are given to meet position qualifications.

Signature of Applicant _____ Date _____

Employee Background Check

Please Print

Full Name: _____

Birthdate: _____

Driver's Licenses number: _____

Current Address: _____

Employee Signature: _____

Date: _____

FAYETTEVILLE STREET BAPTIST CHURCH/CHRISTIAN SCHOOL

901 North Fayetteville Street

151 West Prichard Street

Asheboro, NC 27203

EMPLOYEE AGREEMENT

(as established by Fayetteville Street Baptist Church Board of Directors and School Board)

General Policy of the Board of Directors for the Principal, Faculty, and Staff:

1. The position of the Principal differs from that of the faculty.
2. The Principal is responsible to the Fayetteville Street Baptist Church and its School Board.
3. The faculty and staff members are responsible to the Principal or to the appointed representative.
4. The final word and final decision on all major matters and issues rests entirely in the hands of the Board of Directors (the Pastor and Deacon Board) of the Fayetteville Street Baptist Church, who reserve the right to make any change which seems necessary for the general welfare of the school.
5. In the temporary absence of the Principal, an Official designated by the Pastor and Board will assume charge of the school activities.

POLICY 1: Duties and Professional Ethics of the Principal

1. The duty of the Principal, first and foremost, is to promote harmony and goodwill among the school staff, teachers, and student body.
2. The Principal is to direct the school in all candor and jurisprudence.
3. The Principal shall be responsible to secure for interviewing prospective teachers as vacancies occur within the staff.
4. The Principal is responsible to see that necessary maintenance and upkeep of school property be maintained at all times and to see that our school is operated in the most efficient and economical manner possible.
5. Except for the budget approved operating costs, the Principal shall consult with the Pastor and the School Board before the removal or purchase of any item not formerly approved by the Board.
6. All teachers and employees hired for the school are subject to the approval of the Pastor and Deacons of the Fayetteville Street Baptist Church.

POLICY 2: Dress Standards for Classroom and School Activities

1. The dress standards for students of Fayetteville Street Baptist Church Christian School must be followed by the faculty and staff.
2. Teachers should be an example to students in modesty and Christian behavior.
3. Men teachers must keep their hair trimmed and dress in the same manner as the "Home-School Guide" so stipulates.
4. Women teachers are to dress in the same manner as stipulated in the "Home-School Guide."

POLICY 3: Outside Employment

1. A faculty member, because of need, and with approval from the School Board, work at another job, provided it does not hinder their school job performance.
2. No Sunday work is permitted for any reason.
3. Working holidays or summer months, is of course, at the discretion of the employee.

POLICY 4: Help Classes

Teachers are expected to provide help classes for any student or students who need help over and above that which can be provided.

POLICY 5: Lesson Plan Books

1. Every teacher, part-time and full-time, is expected to keep a Lesson Plan Book at all times.
2. The Plan Book will be turned in at the end of the year.
3. Copies of the Lesson Plan will be turned in to the Principal every Monday by 8:00 AM.

POLICY 6: Employee Sick Leave

1. Employees are allowed six leave days per school year - Two (personal reasons) and Four (sick days).
2. Personal days may be taken for sick days, but sick days may not be taken for personal days.
3. A doctor's statement or information satisfactory with the Principal is to be supplied by the employee.
4. The employee may carry-over any unused sick/personal days to the following year up to the amount of 3 days.

POLICY 7: Death in Family

1. Staff members may have three days off with pay, if needed, for the death of an immediate family member
2. Three days may not be needed if the funeral is on a weekend.
3. The immediate family includes: Spouse, Children, Parents, Mother-in-Law, Father-in-Law, Grandparents, Brother, and Sister.

POLICY 8: Church Membership

1. Fayetteville Street Christian School is owned and operated by Fayetteville Street Baptist Church.
2. All teachers and staff members of our school moving into the Asheboro area are to join and become active members and support Fayetteville Street Baptist Church or a local church of like faith when employed. For those that are a member of a different church than Fayetteville Street Baptist Church, their church affiliation (Baptistic in doctrine and policy) must be pre-approved by the Pastor and the School Board prior to their acceptance as a staff member of Fayetteville Street Christian School.
3. All grade teachers must place their children in Fayetteville Street Christian School. The cost of tuition is free – all other fees are the responsibility of the teacher.

DECLARATION OF PRINCIPLES

1. If a teacher is worthy of teaching at Fayetteville Street Christian School, then he or she is due the respect of his/her position.
2. The same respect will be shown to the Principal by each member of the faculty and staff.
3. If the time comes that the Principal can no longer defend a teacher or staff member's position, then that person will be dismissed.
4. Teachers or staff members shall not criticize the policies of the church or school administration among themselves, to parents of the school children, to church members, or to staff personnel. This only breeds dissension and causes unrest.
5. Whenever differences do arise or whenever there is a need for change, the teacher or staff member shall talk to the Principal to find a solution to the problem. In any case, the Principal is to consult the Pastor and Deacon Board.
6. Infraction of these rules is grounds for dismissal.

EMPLOYMENT AGREEMENT:

I have read and understand the Employee Agreement and will uphold every rule and provision of it.

Employee's Signature

Date