

MAUI CHRISTIAN ACADEMY

519 Baldwin Avenue
Paia, Hi 96779
808.579.9237 FAX: 808.579.9449
cjmoore@mauichristian.org



APPLICATION FOR EMPLOYMENT

Non-Teaching Position

Application Date _____ Date Available _____

NAME: _____
Last First Middle

Current Address: _____

City _____ State _____ Zip _____

Phone: Day (____) _____ Evening (____) _____ Cell (____) _____

How long have you lived at the above address? _____

Mailing Address if different from above: _____

City _____ State _____ Zip _____

email address: _____

CHRISTIAN COMMITMENT

1. Maui Christian Academy employees are expected to exhibit a Christian lifestyle and be role models to our students both on and off the school campus. Attach your personal Christian testimony explaining how and when you came to faith in Jesus Christ. Include how you are growing in the Lord now.

2. Name of church you attend _____ Denomination _____

What services do you attend? _____

What activities are you involved in? _____

Name of pastor _____

Mailing address _____

Number & Street

City & State

ZIP Code

Church phone # () _____ email address _____

3. Please carefully read our **Statement of Faith** (at end of this document) and indicate your degree of support.

____ I fully support the Statement as written without mental reservations.

____ I support the Statement except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

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

5. Do you need any special accommodations in order to fulfill the essential duties of the job? ____ Yes ____ No
If yes, please explain.
6. Are you 18 years or older? ____ Yes ____ No
7. Are you a U.S. citizen? ____ Yes ____ No If NO, include documentation that you are authorized to work in the U.S.

MARITAL STATUS

☐ Single ☐ Engaged ☐ Married ☐ Separated* ☐ Divorced* ☐ Re-Married* ☐ Widow(er)

**Attach explanation if divorced, separated or remarried.*

Spouse's name _____ Years married _____

Occupation _____ Employer _____

Name/Age/Grade of your children: _____

In case of emergency, notify _____

Address _____

Daytime Phone: _____ Evening _____ Cell _____

EDUCATIONAL PREPARATION

Please list in order of attendance, all educational institutions attended, including high school. Give the total number of semester hours you have earned since your bachelor's degree was conferred to you. If you did not complete a degree at a particular institution, please indicate the number of credits earned at that institution.

NAME of INSTITUTION (High school, vocational, college)	LOCATION (City/State)	Subject Major/Minor	Degree Earned (Yes/No)	Type of Degree	Sem. Hours Earned

WORK EXPERIENCE

Please list your prior work experience. You may attach additional pages if necessary.

1. **Name of Present/Last Employer** _____
- Address _____
- City _____ State _____ Zip _____
- Dates of Employment _____ Job Title _____
- Your duties _____ Salary _____
- Name of Supervisor _____ Title _____ Phone _____

Reason for Leaving _____

2. **Name of Previous Employer** _____

Address _____

City _____ State _____ Zip _____

Dates of Employment _____ Job Title _____

Your duties _____ Salary _____

Name of Supervisor _____ Title _____ Phone _____

Reason for Leaving _____

3. **Name of Previous Employer** _____

Address _____

City _____ State _____ Zip _____

Dates of Employment _____ Job Title _____

Your duties _____ Salary _____

Name of Supervisor _____ Title _____ Phone _____

Reason for Leaving _____

DESIRED EMPLOYMENT

1. Position Desired _____ Full-Time _____ Part-Time _____

2. Date you can start _____

3. Ever **applied or worked** at this school before? Yes / No When? _____

4. Reason for leaving _____

5. Who referred you to this school? _____

6. Have you ever been convicted of any violation of the law (felony and/or misdemeanor) other than minor traffic violations? Yes / No If yes, attach explanation.

MILITARY SERVICE RECORD

1. Branch of Service _____ Discharge Date/Rank _____

2. Present Membership in National Guard/Reserves _____

3. Date Obligation Ends _____

SPECIAL QUESTIONS

If you answer “**Yes**” to any of the following questions (#1 - 6), **attach a separate sheet** indicating 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. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job relatedness, and subsequent rehabilitation will be considered.

1. Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer? ___ Yes ___ No

APPLICANT'S CERTIFICATION AND AGREEMENT

My answers on this application and any resume I provide are complete and true. I understand that the submission of any false or incomplete information in connection with my application, whether on this or other documents or in interviews, will be cause for the rejection of my application or the termination of my employment at any time. I understand that falsification of any statement or 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 further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize **Maui Christian Academy** to interview thoroughly the primary references, which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to investigate thoroughly my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

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

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

I understand that this is only an application for employment and that no employment contract is being offered at this time.

I understand that **Maui Christian Academy** does not discriminate in its employment practices against any person because of race, color, national origin, gender, protected age category, or qualified disability.

By my signature below, I certify that I have carefully read and do understand the above statements and the information I provided Maui Christian Academy is true and accurate.

Applicant's Name (print) _____

Signature _____ Date _____

**Please return this completed application to Maui Christian Academy, Attn. Head of School.
Incomplete applications will not be considered.**

MISSION STATEMENT

The mission of Maui Christian Academy is to provide a Christ-centered education that integrates a biblically based worldview, and is committed to biblical truth, biblical morality, academic excellence, integrity, church involvement, and patriotism—all to the glory of God. (2 Timothy 2:15)

STATEMENT of DOCTRINE

THE BIBLE

We believe that the Bible, both Old and New Testaments, is supernaturally inspired, so that it is inerrant in the original manuscripts and preserved by God in its verbal and plenary inspiration, so that it is a divinely authoritative standard for every age and every life (Matthew 5:18; 1 Corinthians 2:13; 2 Timothy 3:16-17; 2 Peter 1:21).

2. GODHEAD

We believe in one God, the creator of all things, eternally existing in three persons, Father, Son, and Holy Spirit – having each the same nature, attributes and perfections, worthy of the same worship and confidence (Matthew 3:16-17, 28:19; John 1:1, 2, 14, 10:30, 14:15-17; 1 Corinthians 8:6; 2 Corinthians 13:14).

2a. THE FATHER

We believe in God as absolute and sole Creator and Sustainer of the Universe, and that creation was by divine command, from nothing and not through an evolutionary process.

We believe that God, by His sovereign choice and out of love for men, sent Christ into the world to save sinners (Genesis 1:1; John 1:3, 10; 3:16; Acts 17:24-25; 1 Timothy 1:15; 1 John 4:14).

2b. JESUS CHRIST

We believe that Jesus Christ was conceived by the Holy Spirit and born of the virgin Mary; that He died on the cross, thereby being a perfect and complete sacrifice for the sins of all mankind; and that He rose bodily from the dead and ascended into heaven, where He is now seated on the right hand of the Majesty on high and ever lives to intercede as our High Priest and Advocate. From there He is coming again personally, bodily and visibly to this earth to set up His millennial kingdom. (Luke 1:35; Hebrews 4:14-16; Revelation 20:4).

2c. HOLY SPIRIT

We believe in the regenerating, indwelling, sealing, and sanctifying work of the Holy Spirit, Who baptizes each believer into the body of Christ upon his acceptance of the Lord Jesus Christ as Savior. He is the distributor of spiritual gifts as He wills for the edification of the Church (1 Corinthians 6:19, 12:1-31; Ephesians 1:13; Titus 3:5; 1 Peter 1:2).

3. MAN

We believe that man was created in the image and likeness of God, but that in Adam's sin the race fell, inherited a sinful nature and became alienated from God. We believe that all men are morally corrupt, and of themselves utterly unable to remedy their lost condition (Genesis 1:26-27; Romans 1:18, 3:23, 5:12; Ephesians 2:1-3, 12).

4. SALVATION

We believe that salvation is a gift of God and is received by man through personal faith in Jesus Christ and His sacrifice for sin. We believe that man is justified by grace through faith apart from works and that all true believers, once saved, are kept secure in Christ forever (John 10:27-29; Acts 13:38-39; Romans 4:5, 6:23, 8:1, 38-39; Ephesians 2:8-9).

5. SANCTIFICATION

We believe the Christian's sanctification begins at salvation, progressively giving the capacity for holiness, but not eradicating his capacity for sin. We believe in an identification with Christ's death and resurrection and dependence upon the Spirit's power to enable the believer to experience victory over sin (Romans 6-8; Galatians 5:16-24; Ephesians 4:21-24).

6. THE CHURCH

We believe that the Church, which is a spiritual body made up of all born-again believers, is the Body of Christ of which He is the head. Its purpose is to proclaim the gospel of Christ and gather believers into local churches for worship and edification, and to equip for service and thereby planting new congregations throughout the world. We believe that two ordinances are enjoined by Christ upon all believers: Baptism and the Lord's Supper (Acts 8:12, 38, 10:48; 1 Corinthians 11:23-28, 12:12; Ephesians 1:22-23; 4:11-16).

7. END TIMES

We believe in the rapture of the Church, the second coming of the Lord Jesus Christ to earth with all His saints, in the bodily resurrection, the judgment of all mankind and a new heaven and new earth (1 Thessalonians 4:13-18; Revelation 19:11-21, 20:11-15, 21:1-4).

8. THE CHRISTIAN LIFE

We believe that a Christian should walk in holiness and not after the flesh, with the goal of being conformed to the image of our Lord and Savior Jesus Christ. As a new creation, walking in the Spirit, the Christian learns to grow in faith, in obedience to Scripture, in prayer, in fellowship with the saints and in a life of service. We believe that it is the obligation of every born-again believer to bear witness by life and word to the truths revealed in the Word of God and to proclaim the gospel to all the world (Matthew 28:18-20; Acts 1:8; 2 Corinthians 5:19-20; Galatians 5:16-26; Ephesians 4:20-24; Hebrews 10:25, 11:6, 12:1-2).

9. MARRIAGE & SEXUALITY

We believe that God has established marriage as a lifelong, exclusive relationship between one man and one woman and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin. We believe that God created the human race male and female and that all conduct with the intent to adopt a gender other than one's birth gender is immoral and therefore sin (Genesis 1:27, 2:24-25; Exodus 20:14, 17, 22:19; Leviticus 18:22; Deuteronomy 22:5; Matthew 19:4-6, 9; Romans 1:18-31; I Corinthians 6:9-10, 15-20; I Timothy 1:8-11; Jude 7).

MCA fully accepts the teachings of the traditional Biblical view with regard to the goodness of our sexuality, the importance of chastity, and the place of heterosexual marriage as God's intended context for complete sexual expression to occur. Sexual misconduct that is prohibited includes disorderly conduct or lewd, indecent, or obscene conduct or expression, involvement with pornography, premarital sex, adultery, homosexual conduct or any other conduct that violates Biblical standards. (Genesis 2:21-24).

MCA holds that sexuality is a gift from God and basic to human identity as well as a matter of behavioral expression. We hold that the full behavioral expression of sexuality is to take place within the context of a marriage covenant between a man and a woman and that individuals remain celibate outside of the bond of marriage. Therefore, we seek to cultivate a community in which sexuality is embraced as God-given and good and where Biblical standards of sexual behavior are upheld.

Foundational principles from the Bible on human sexual relationships are as follows:

- a) Humans, being created in the image of God, are inherently relational beings (Genesis 1:26).
- b) The inherent relational nature of humankind is expressed in a variety of contexts including family, marriage, work, and for Christians, the body of Christ (1 Corinthians 12:14; Hebrews 10:24-25).
- c) Humans were created as gendered beings. They were expressly blessed by God to be fruitful and multiply and to exercise dominion over the earth (Genesis 1:26-28).
- d) Heterosexuality is God's design for sexually intimate relationships. Sexual union between a man and a woman is only to take place within the marriage *covenant* (Genesis 2:18, 21-24; Hebrews 13:4).
- e) Jesus reaffirms the marital covenant as existing between a man and a woman (Matthew 19:4-9).

- f) The New Testament teaches that followers of Christ are to remain celibate outside the bond of marriage. In sexual union, both body and soul are deeply impacted. A person who engages in sexual unions outside the bond of marriage sins against his or her own body, which is the temple of the Holy Spirit (1 Corinthians 6:13, 18-20).
 - g) The sexual union between a husband and wife has been designed by God to bring them together as “one flesh,” creating a solid foundation on which to build a family (Genesis 2:18-24; Ephesians 5:31).
 - h) In Scripture, several sexual behaviors are expressly forbidden, which include but are not limited to: fornication, adultery, incest, bestiality, and homosexual acts (Exodus 20:14; Leviticus 18:7-23, Matthew 5:27-28; Romans 1:20-27; 1 Corinthians 6:9; Galatians 5:19; Ephesians 4:17-19; Colossians 3:5).
10. We believe that humanity’s creation in the image of God included ability to choose between right and wrong. Thus individuals were made morally responsible for their choices. But since the fall of Adam, people are unable in their own strength to always do what is right. This is due to original sin, which is not simply the following of Adam’s example, but rather the corruption of the nature of each mortal, and is reproduced naturally in Adam’s descendants. Because of it, humans are very far from original righteousness, and by nature are continually inclined to evil. They cannot of themselves even call upon God or exercise faith for salvation. But through Jesus Christ the grace of God makes possible what humans in self-effort cannot do. Grace is bestowed freely upon all, enabling all who will to be saved. This is validated by Genesis 6:5; Deuteronomy 8:2; Joshua 24:15; Psalm 51:5; Isaiah 64:6; Jeremiah 17:9; Mark 7:21–23; Luke 16:15; John 7:17; Romans 3:10-12; 5:12–21; 1 Corinthians 15:22; Ephesians 2:1–3; 1 Timothy 2:5; Titus 3:5; Hebrews 11:6; Revelation 22:17.

SECTION 8.2: Statement of Doctrinal Agreement

Each member of the school—Board of Directors, administrators, teachers, staff—shall affirm annually in writing on a form provided by the Administrator their complete acceptance and adherence without mental reservation to the Statement of Doctrine. The signed statements will be part of the employees’ permanent record.

Candidates for Board membership shall affirm in writing on a form provided by the Administrator their complete acceptance and adherence without mental reservation to the Statement of Doctrine prior to being appointed as a Board member.

Applicants for employment shall affirm in writing on a form provided by the Administrator their complete acceptance and adherence without mental reservation to the Statement of Doctrine prior to being employed. If employed, the statement will be part of the employee’s permanent record.

Should the position of any member of the Board of Directors or the staff relating to any portion of the Statement of Doctrine of the school, Article VIII, Section 1, subsequently change so that he or she is no longer in accord and agreement therewith, he or she must, in writing, inform the Board of Directors through the Administrator. Such individuals should be prepared to submit their resignation to the Board of Directors or be dismissed by two-thirds vote of the members of the Board of Directors.

SECTION 8.3: Statement of Doctrine - Spiritual Authority

The statement of doctrine does not exhaust the extent of our beliefs, The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Maui Christian Academy’s faith, doctrine, practice, policy, and discipline, our board of directors is Maui Christian Academy’s final interpretive authority on the Bible’s meaning and application.

STANDARDS OF CONDUCT

The employees of Maui Christian Academy are expected to maintain a standard of conduct, which demonstrates a life dedicated to the service of our Lord. By choosing to join the staff at MCA, employees agree to abide by the non-comprehensive Standards of Conduct set forth below and agree to answer questions regarding allegations of behavior inconsistent with these Standards of Conduct. Employees also acknowledge the importance of modeling the lifestyle and ethic the Schools support to demonstrate that it is possible to live consistent with the MCA Doctrinal Statement, to avoid scandal in the Schools, and to evangelize non-Christians effectively.

MCA considers the prohibitions in the Standards of Conduct as authoritative, unchangeable Biblical instructions concerning living a Godly life (Leviticus 18:22; Romans 1:21-27; I Corinthians 6:9-20). They are to be regarded as minimal examples of the complete, Christ-like standard set for us in the Bible and may be supplemented, but never contradicted, by other express commandments set forth in Scripture.

The following behavior is *prohibited* both on and off the work premises, both during and *after normal working hours* (including in the private lives of employees).

- Sexual relations outside of marriage (defined as a permanent and legal union between one man and one woman),
- Drunkenness,
- Use of tobacco or e-cigarettes,
- Use or possession of narcotics and illegal hallucinogenic drugs of any kind,
- Use or possession of pornographic materials,
- Inappropriate cell phone or other electronic transmissions, or
- Participating in, supporting, or condoning sexual immorality, sexual activity outside of marriage (as defined above), homosexual activity, bisexual activity, or lesbian sexual activity.

Any uncertainty about whether particular behaviors violate a Biblical standard as determined by the School should be directed to the Head of School.

Each member of the school—Board of Directors, administrators, teachers, staff—annually shall affirm in writing their complete acceptance and adherence without mental reservation to the Statement of Doctrine, Moral Integrity, and Statement of Philosophy and Objectives.

Signature _____ Date _____

DECLARATION OF MORAL INTEGRITY

Maui Christian Academy is a religious, nonprofit Christian school representing Jesus Christ throughout the local community. Maui Christian Academy requires its employees to be born-again Christians who live their lives as Christian role models (Romans 10:9-10, 1 Timothy 4:12, Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity and appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

Our school expects all of its employees and its volunteers with unsupervised access to children to model the same Christian biblical values and lifestyle that it seeks to inculcate in its students. As an applicant to be employed by this school, I (print name) _____ recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that during the past year I have not engaged in, at the current time I am not engaging in, and promise that I will not during the term of my employment or volunteering, engage in inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, oral sex, extramarital sex), homosexual or lesbian sexual activity, sexual harassment, use or viewing of pornographic material or websites, or sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of Maui Christian Academy.

SIGNATURE _____ DATE _____

"Honor marriage, and guard the sacredness of sexual intimacy between wife and husband. God draws a firm line against casual and illicit sex." Hebrews 13:4 The Message

"A pupil is not superior to his teacher, but every one [when he is] completely trained—readjusted, restored, set to rights, and perfected—will be like his teacher." Luke 6:40 The Amplified Bible

Authorization to Release Reference Information

I have made application for a position as a _____ with Maui Christian Academy. I have authorized the school to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals that know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and all other matters related to my suitability for employment.

I authorize references and my former employers to disclose to the school any and 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 hereby release the Maui Christian Academy, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

I waive the right to ever personally view any references given to Maui Christian Academy.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

I certify that I have carefully read and do understand the above statements.

Applicant's Full Name (Print) _____

Applicant's Signature _____ Date _____