



1475 Nelson Road NE, Suite A  
Moses Lake, WA 98837  
Phone: 509-765-9704  
Fax: 509-765-3698  
www.mlca.us

## Employment Application

Please complete all items and print in ink.

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

Date Available: \_\_\_\_\_ Day/Hours Preferred: \_\_\_\_\_

Salary Requirements: \_\_\_\_\_

Referred by:  Advertisement  Friend  Walk-In  Relative  Other (Explain)

### Personal Data

**Note: If hired, you are required to submit proof of identity and eligibility to work in the US.**

Name: \_\_\_\_\_  
(Last) (First) (MI)

Address: \_\_\_\_\_  
(Street) (Apt. #) Home Phone #

\_\_\_\_\_  
(City) (State) (Zip) Cell Phone #

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

Are you over the age of 18?  Yes  No  
If no, please state date of birth \_\_\_\_\_

Are you eligible for employment in the U.S.?  Yes  No

Has a time restriction been placed on your eligibility for employment in the U.S.?  Yes  No

If yes, what restriction? \_\_\_\_\_

Have you ever been employed by Moses Lake Christian Academy?  Yes  No  
If yes, give date(s)/position(s): \_\_\_\_\_

Do you have any friends/relatives at Moses Lake Christian Academy?  Yes  No  
If yes, give name(s)/relationship: \_\_\_\_\_

Are you capable of performing the essential functions of the job for which you are applying with or without reasonable accommodation?  Yes  No

If no, please describe: \_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No If yes, please explain in detail:\_\_\_\_\_

\*Note: Disclosure of a criminal record will not necessarily disqualify you from employment, as the nature of the offense, date, and the position for which you're applying will also be considered.

## **Military Service Data**

Have you ever served in the Armed Forces?  Yes  No If yes, please give dates of service:

\_\_\_\_\_  
(From) (To)

List special skills/abilities required:\_\_\_\_\_

## **Education Data**

Name/Address of School Attended	Dates Attended (From/To)	Did you Graduate?	Type of Degree/Diploma Received or Expected	Major/Minor Field of Study
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\_\_\_\_\_  
High School

\_\_\_\_\_  
College/University

\_\_\_\_\_  
Graduate School

\_\_\_\_\_  
Other

List any honors or scholarships received:\_\_\_\_\_

List professional, trade, business, or civic activities and offices held:\_\_\_\_\_

## **Christian Testimony**

Briefly describe your experience with Jesus Christ and His Church.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## References

List the names of three persons including your pastor (**not** friends or relatives) familiar with your character, ability, or education for more than one year. Provide their address and phone number.

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

## Employment Record

Please list all employment for the past ten years starting with your most recent position. Attach a separate sheet if necessary.

1. Company Name and Address:

Position/Title/Duties:

Supervisor's Name/Title/Telephone#:

Dates of Employment: From: \_\_\_\_\_ To \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Reason for leaving:

\_\_\_\_\_

2. Company Name and Address:

Position/Title/Duties:

Supervisor's Name/Title/Telephone#:

Dates of Employment: From: \_\_\_\_\_ To \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Reason for leaving:

\_\_\_\_\_

3. Company Name and Address:

Position/Title/Duties:

Supervisor's Name/Title/Telephone#:

Dates of Employment: From: \_\_\_\_\_ To \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Reason for leaving:

\_\_\_\_\_

4. Company Name and Address:

Position/Title/Duties:

Supervisor's Name/Title/Telephone#:

Dates of Employment: From: \_\_\_\_\_ To \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Reason for leaving:

\_\_\_\_\_

## **Applicant's Acknowledgment**

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Permission is granted to Moses Lake Christian Academy to conduct an investigation and to solicit information as to my educational and employment history, character and general reputation, and criminal conviction record. I release Moses Lake Christian Academy and all persons or organizations from any liability arising from such statements, their solicitation, or use.

I understand that this employment application and any other company documents are not contracts and that any individual who is hired may voluntarily leave or be terminated any time, with or without cause. If terminated, I authorize MLCA to deduct, to the extent permitted by law, any amount which I may owe MLCA from any amount MLCA may owe me.

I certify that all statements made by me on this application are true and correct to the best of my knowledge and belief. I understand that any false, inaccurate, or omitted statements of a material fact could be a cause for rejection of my application or termination of my employment at any time.

I have read, understand, and by my signature consent to these statements.

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Signature of Applicant

Date

## **Voluntary Survey**

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At times, government agencies require reports on sex, ethnicity, disability, veteran, and other protected status of employees and/or applicants.

SUBMISSION OF THIS INFORMATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

Sex:             Female       Male

Ethnic Origin:  White             Hispanic       American Indian/Alaskan Native  
 Black                             Asian/Pacific Islander                             Other

Check the following that are applicable:

Viet Nam Era Veteran       Disabled Veteran       Disabled Individual

Date of Birth: \_\_\_\_\_

Use of "MLCA" in this application refers to Moses Lake Christian Academy

## Employee Lifestyle Agreement

Moses Lake Christian Academy (MLCA) is a religious, non-profit Christian school organization that provides quality Christ-centered education in partnership with the home and church that prepares students as lifelong learners to fulfill the Great Commission in diverse vocations with all their heart, soul, mind and strength. MLCA requires its employees to be born-again Christians (Rom. 10:9-10; John 3:1 – 21), living their lives as Christian role models both in and out of school to pupils and as an example to parents, and fellow faculty members in judgment, respect, and Christian living (Luke 6:40; 1 Corinthians 11). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies (Titus 2:7-8; James 3:17-18). 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.

MLCA expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, such behaviors as the following:

- Any illegal activity (Romans 13:1 – 5)
- The use of profane language or obscene gestures (Ephesians 4:29; Colossians 3:8)
- Deceit – Deliberately falsifying course work or misrepresenting facts by lying (Leviticus 19:11; Colossians 3:9)
- Theft – The act of stealing (Exodus 20:15; Ephesians 4:28)
- Drunkenness, substance abuse, or the use of illegal drugs (Ephesians 5:18; Romans 13:13,14)
- All sexual immorality, including, but not limited to, the use of pornography (I Corinthians 6:9-20; Hebrews 13:4; Rom. 1:21-27; I Corinthians 6:9-20; Ephesians 5:3)

Failure to abide by these expectations may result in a reprimand or, in some cases, dismissal from employment.

I agree to abide by these expectations.

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Signature

Date

## Who We Are

### Vision

Moses Lake Christian Academy is a learning community in which Jesus Christ is glorified through academic excellence, servant leadership and community service.

## Why We Are Here

### Mission

To provide quality Christ-centered education in partnership with the home and church that prepares students as lifelong learners to fulfill the Great Commission in diverse vocations with all their heart, soul, mind and strength.

## Statement of Faith

- We believe that the Bible is literally inspired and the only infallible authoritative Word of God.
- We believe in one God, eternally existent in three Persons: Father, Son and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in his virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that for salvation of lost and sinful man belief in the Lord Jesus Christ, producing regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit whose in-dwelling in all believers enables them to live holy and Christ-like lives.
- We believe in the personal return of our Lord Jesus Christ in power and glory to reign in righteousness. We believe in the resurrection of both the saved and the lost – those that are saved to the resurrection of life and those that are lost to a resurrection of everlasting punishment.
- We believe in the spiritual unity of believers in our Lord Jesus Christ and in the importance of all His followers maintaining good works as evidence of faith in Christ.
- We believe that heaven is the final place of eternal life with God for the believer and that Hell is the place of everlasting separation from God for the unbeliever.

I agree to this statement personally and agree to teach and impart these statements as truth to the Academy community.

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Signature

Date