



Preparing Minds for Action

Artesia Classical Academy

PO Box 232 Artesia, NM 88211

Located at 2512 W Bush Ave.

575-988-3240

artesiaclassicalacademy.org

APPLICATION FOR FACULTY OR STAFF POSITION

Last Name	First	Middle	Preferred Name
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ADDRESS:

Street

City	State	Zip
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Phone

APPLYING FOR:

Teaching field and/or level (Kindergarten; 1st-2nd; 3rd-4th; 5th-6th)

PERSONAL:

<hr/> <p>Social Security Number</p>	<hr/> <p>Marital Status</p>
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<hr/> <p>Driver's License Number</p>	<hr/> <p>Spouse's Name/Occupation</p>
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<hr/> <p>Church Affiliation</p>	<hr/> <p>Names & Ages of Child(ren)</p>
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Date of Birth

Are you a United States citizen or otherwise available to work pursuant to appropriate government regulations? Yes No

Do you have any physical limitations that could limit your ability to perform your duties? If yes, please explain and state what accommodations would need to be made to enable you to perform your duties. Yes No

Please list at least one emergency contact:

Name	Address	Phone
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Name	Address	Phone
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Have you ever been convicted or arrested for a criminal act? Yes No
If yes, please explain:

EDUCATION:

High School	City	Diploma	Year
College/University	City	Degree/Major	Year
College/University	City	Degree/Major	Year
College/University	City	Degree/Major	Year
College/University	City	Degree/Major	Year

Transcript Attached? Yes Will follow
Resume Attached? Yes Will follow

Other training or preparation relevant to this position:

Academic honors at college:

Activities, Hobbies, or other areas of interest:

PROFESSIONAL EXPERIENCE:

Employer	Position	Dates/Years You Worked There	Reason for Leaving

Professional memberships, distinctions:

Other skills and abilities (Special courses, certifications, licenses, languages, etc.)

Please state your short-term and long-term goals.

PERSONAL BELIEFS:

(Please answer the following on a separate sheet of paper and attach.)

1. Briefly describe your testimony of conversion.
2. Describe your personal view of the Bible.
3. Describe your faith/personal relationship with God.
4. Explain what you consider to be the function of a Christian school.
5. Please explain your reason for seeking a position at Artesia Classical Academy.

REFERENCES

Professional References: (Do not list relatives.)

Name	Position	Telephone
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Address	City, State	Zip Code
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Name	Position	Telephone
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Address	City, State	Zip Code
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Personal References: (One should be a pastor, church leader, etc. Do not list relatives.)

Name	Position	Telephone
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Address	City, State	Zip Code
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Name	Position	Telephone
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Address	City, State	Zip Code
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May we contact your current employer? Yes No
 May we contact your previous employer(s)? Yes No

Please understand that by signing this document, you are giving us permission to check references concerning your previous work history. This authorization will be binding as long as the application is kept on file. If for any reason you do not wish us to check your references, please do not sign below.

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature of Applicant _____ Date: _____

Please return the application and attached documents to one of the following:

Email:

ascroggin@artesiaclassicalacademy.org

Mail:

PO Box 232
Artesia, NM 88211

In person at:

2512 W Bush Ave.
Artesia, NM 88210