



# **MILLERSVILLE**

## **CHRISTIAN ACADEMY**

Greetings,

MCA is a Christian ministry that seeks to “Emphasize the preeminence of Christ in life and learning (Col. 1:18)”. We are pleased to have an opportunity to discuss an employment possibility with you. In order to proceed, we need to have some basic information that will assist us in the initial evaluation before we move into a formal interview phase. Each piece of the application and interview process is given consideration as we look at possible candidates.

As we review the information you return, we will be praying for guidance. We ask that you do the same. We will not make any employment decisions without having peace from the Lord.

Please complete and return the application, information release form, essay answers and any applicable documents (i.e. transcripts, teaching certificates, awards, etc.)

Thank you for your interest in Millersville Christian Academy.

Sincerely,

Jeffrey P. Peal, Ed.D  
Principal

**To be considered for a non-teaching position, please complete the following forms and return to MCA Principal:**

- 1. Non-Teaching Application**
- 2. Employment Application Essay Questions**
- 3. Disclosure statement**
- 4. Pastoral Reference**

**Each form of the application packet will help us process your application request without delay.**

**Thank you for your interest in Millersville Christian Academy.**



# MILLERSVILLE CHRISTIAN ACADEMY

## Non-Teaching Application

Position for which you are applying: \_\_\_\_\_ Date \_\_\_\_\_

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

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

Present Address \_\_\_\_\_ Home Phone# (\_\_\_\_) \_\_\_\_\_  
Number/Street City/State Zip Code

Permanent Address \_\_\_\_\_ Cell Phone# ( \_\_ ) \_\_\_\_\_  
Number/Street City/State Zip Code

How long at your present address? \_\_\_\_\_ How long do you plan to be in the Taylorsville area? \_\_\_\_\_

Of what church are you a member? \_\_\_\_\_ How long? \_\_\_\_\_

In what ways do you actively participate in your church? \_\_\_\_\_

What prompted you to seek employment at Millersville Christian Academy? \_\_\_\_\_

Briefly describe why you feel you could be an asset to Millersville Christian Academy? \_\_\_\_\_

### EDUCATION

High School \_\_\_\_\_ Year Graduated \_\_\_\_\_

### College or Technical School:

*If applying for a teaching position, have official transcripts of all college work sent to MCA.*

Major Degree Held	Number of Hours	Name of School & Address	Minor Held	Number of Hours

List other academic preparation with school where received: \_\_\_\_\_

List academic and athletic honors received: \_\_\_\_\_

List extracurricular activities, travel and offices held: \_\_\_\_\_



# MILLERSVILLE CHRISTIAN ACADEMY

## Non-Teaching Application

List any professional certificates or licenses you hold (If teaching certificate, indicate level and subjects):

Type of Certificate or License	Issuing State or organization	Number

Type of Certificate or License	Issuing State or organization	Number

List extracurricular school activities you could sponsor or assist \_\_\_\_\_

Describe your computer knowledge \_\_\_\_\_

### WORK EXPERIENCE

List non-educational work experience starting with the present or most recent employer:

Firm	Address (Street, City, ST, Zip)	Phone Number	Dates: From/To	Reason for Leaving	Position Held	Supervisor

What type of work do you prefer? \_\_\_\_\_

What would be your second choice? \_\_\_\_\_

Please list any other job skills you possess \_\_\_\_\_

### CHURCH REFERENCE

Present Church	Address	City/State	Zip	Phone	Pastor's Name	How long attended

*If you have attended your present church less than one year, give the name of previous pastor and church:*

Previous Church	Address	City/State	Zip	Phone	Pastor's Name	How long attended



# MILLERSVILLE CHRISTIAN ACADEMY

## Non-Teaching Application

List below three persons who are well acquainted with you, not including relatives or employers:

Name	Address	City/State	Zip	Phone Number

**SPIRITUAL PREPARATION** (Attach additional sheets if needed)

State briefly your personal testimony of salvation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Indicate how the Lord has led you toward full-time Christian Service \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### CAREFULLY AND PRAYERFULLY EXAMINE THE FOLLOWING STATEMENTS:

#### Statement on Biblical Morality

Millersville Christian Academy (MCA) stands firmly upon the historical truth claims and moral foundations of Christianity. This includes, but is not limited to, the biblical definition of marriage, the attendant boundaries of sexuality and moral conduct, and the clear biblical teaching that gender is both sacred and established by God’s design.

Parents or the legal guardians, who choose to enroll their children at MCA, are agreeing to support these and other basic biblical values derived from historical Christianity. Parents understand and agree that MCA will teach these principles and biblical values.

MCA’s Board of Directors urges parents to recognize their scriptural responsibility to provide their children with a Christian education and to understand that the primary responsibility for this task rests with the parents. (*Deuteronomy 6:1–9, Psalm 78:5, 6, Proverbs 22:6, Ephesians 6:4*). MCA was founded and continues to operate upon biblical values and the desire and commitment for Bible-believing Christian parents to enroll their children in an intentionally Christian environment.

MCA will accept students who are willing to support the school’s Confession of Faith, above-stated positions, and student conduct requirements, and whose parents are willing to allow their children to be educated and influenced in an intentionally Christian environment. Continued enrollment at MCA is contingent upon this same understanding and support by both the student and parents.

MCA is a religious institution providing an education in a distinctly Christian environment, believing its biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasions in which the atmosphere or conduct within a particular home or the activities of the student are counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or discontinue enrollment of a current student. This includes, but is not necessarily limited to, living in, practicing, condoning, or supporting sexual immorality, including but not limited to, sex outside of marriage, homosexual acts, bisexual acts, gender identity different than the birth sex, promoting such practices, or otherwise the inability to support the moral principles of the school. (*Leviticus, 20:13a, Romans 1:27, Matthew 19:4-6*).

MCA believes that every person is created in the image of God, that human sexuality reflects that image in terms of intimate love, communication, fellowship, subordination of the self to the larger whole, and fulfillment. God’s Word makes use of the marriage relationship as the supreme metaphor for His relationship with His covenant people and for revealing the truth that that relationship is of one God with one people. Therefore, God’s plan for human sexuality is that it is to be expressed only in a monogamous lifelong relationship between one man and one woman within the framework of marriage. This is the only relationship that is divinely designed for the birth and rearing of children and is a union made in the sight of God, taking priority over every other human relationship. (*Genesis 1:27–28; 2:18, 20, 23–24; Isaiah 54:4–8; 62:5b; Jeremiah 3:14; Ezekiel 16; Hosea 2; Malachi 2:14; Matthew 19:4–6; Mark 10:9; John 2:1–2, 11; 1 Corinthians 9:5; Ephesians 5:23–32; 1 Timothy 5:14; Hebrews 13:4; and Revelation 19:7–8*).



# MILLERSVILLE CHRISTIAN ACADEMY

## Non-Teaching Application

MCA believes that to follow the teachings of the Scriptures regarding marriage and divorce we must affirm that sexual relationships outside of marriage and sexual relationships between persons of the same sex are immoral and sinful. We further affirm that heterosexual monogamy is God's plan for marriage, and we regard sexual sin of the spouse, such as adultery, homosexual behavior, bestiality or incest, as the only biblical grounds for considering divorce, and then only when appropriate counseling has failed to restore the relationship. MCA abhors the trend to ignore God's laws of chastity and purity, and vigorously opposes public acceptance of sexual promiscuity and all factors and practices that promote it. The school maintains a biblical view of human sexuality that makes the sexual experience, within the framework of marriage, a gift of God to be enjoyed as communion of a man and woman, as well as for the purpose of procreation. Sexual relationships outside of marriage and sexual relationships between persons of the same sex are immoral and sinful. The depth of the sinfulness of homosexual practice is recognized, and yet we believe the grace of God sufficient to overcome both the practice of such activity and the perversion leading to its practice. (*Exodus 20:14, 17; 22:19; Leviticus 20:10-16; Matthew 5:32; 19:19; Mark 10:11-12; and Luke 16:18*).

Gender differentiation and male/female uniqueness are part of a divine design that God indelibly engraved upon creation. God gives our bodies to us for spiritual and relational purposes, as well as physical ones. It is His desire that the most fundamental distinctions we experience as human beings should remind us that our completeness is ultimately found in communion with Himself and others. For this reason, "The Lord God said, 'It is not good for the man to be alone. I will make a helper suitable for him'" (*Genesis 2:18*). Personal fulfillment involves intimate fellowship and union with God, as exemplified by the ideal of Christ as the bridegroom and the Church as His bride (*Ephesians 5:22-32; Revelation 19:7-9*). Based on our biblical and theological study, there is no argument for a "third gender" or "transgender" among humans. Gender confusion and dysphoria are ultimately the biological, psychological, social and spiritual consequences of the human race's fallen condition. This state of sin affects all persons individually and collectively. While society is at liberty to stigmatize or legitimize any behavior it chooses simply by reclassifying and renaming it, Christians must adhere to biblical boundaries. It is our Christian conviction that renaming them cannot normalize sin and its expressions. We call upon biblical Christians to continue to accept their role as witnesses who speak prophetically about the need for repentance and sanctification in every culture.

MCA believes that every person is created in the image of God and must be afforded compassion, love, kindness, respect, and dignity. (*Mark 12:28-31; Luke 6:31*). God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (*Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11*). Hatful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture.

### Compliance with Biblical Standards

Christianity is central to the purpose and mission of MCA. For this reason, all MCA affairs are conducted in full accordance with the Bible, MCA's Mission and Objectives, Confession of Faith, and Philosophy of Christian Education, as well as related policies reflecting the MCA's religious nature. Likewise, it is the MCA's policy to employ only committed disciples of Jesus Christ. Consequently, each employee is expected to review and affirm his or her agreement with such standards as a condition for continued employment with MCA, both in terms of doctrinal belief and practical application. For example, all employees are expected to reflect Christian values in their interaction with persons we serve, fellow employees, and others. In addition, employees are required to refrain from behavior that reflects negatively on the MCA's Christian standards. Violation of these requirements shall constitute cause for discipline up to and including employment termination.

Cause for termination and dismissal may include, but is not limited to, any one or more of the following: heterosexual activity outside of marriage, homosexual activity, intemperance, abuse of a student, absent without notification and/or approval (abandonment of position), neglect of duty, scriptural error, or any conduct tending to bring discredit upon the school or upon the teacher that causes a diminishing of his/her effectiveness as a Christian role model for the students of MCA.

**MCA MISSION AND OBJECTIVES:** The purpose of Millersville Christian Academy has three (3) aspects:

1. To be an extension of the Christian home and Bible-believing church, and thus to provide a continuity of training for Christian young people for the purpose of equipping them for the service of God,
  - a. To instill an unshakable belief that Jesus Christ is the Son of God, and, in fact, is God.
  - b. To instill the importance of maintaining biblical standards in all areas of conduct.
  - c. To uphold the Bible as specific in stating the principles which underlie Christian education
  - d. To guide students in achieving self-discipline by applying biblical principles



# MILLERSVILLE CHRISTIAN ACADEMY

## Non-Teaching Application

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2. To furnish a Christ-centered, quality education,
    - a. To provide a sound academic education taught with a Christian view of God, man, and the world
    - b. To impart fundamental skills for a life of Christian service
    - c. To build character, responsibility, godliness, and thrift
    - d. To teach enduring patriotism and to develop good citizenship
    - e. To lay the foundation for a vocation
  3. To function as a missionary outreach to students and others who may be unsaved in order to bring them to a saving knowledge of our Lord and Savior, Jesus Christ.
    - a. To present the Gospel clearly to each student, realizing we must give an account for their souls
    - b. To instill within students the passion for evangelism
    - c. To teach the personal and biblical skills for proclaiming the Gospel.

**MCA VISION:** To emphasize the pre-eminence of Christ in life and learning. Col 1:18

**CODE of CONDUCT:** All employees of Millersville Christian Academy are expected to abide by the following guidelines:

1. Make daily prayer, Bible study, and witnessing a part of my life
2. Be member of a Bible-believing church, attend church services regularly unless providentially hindered, and be involved in the programs of the church
3. Use spiritual discernment in choosing to use various forms of the media (i.e., TV, video, movie, internet, etc.) or to participate in any recreational activity
4. Dress modestly and appropriately at all times
5. Abstain from participating in, condoning, or promoting immorality in any form
6. Refrain from using alcoholic beverages, non-medicinal drugs, or medicinal drugs used in a non-prescribed manner
7. Live so as to bring honor to God and provide a model for the students

Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God. (I Corinthians 10:31)

**MCA CONFESSION OF FAITH:** All officers, directors, volunteers, and staff of MCA shall, as a condition of their employment in MCA, acknowledge in writing their acceptance of, and agreement with the following Confession of Faith:

1. The Bible, both the Old and New Testaments, is the only authoritative, inspired, infallible Word of God and is the final authority in faith and practice. *All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness: That the man of God may be perfect, thoroughly furnished unto all good works. (II Timothy 3:16-17)*
2. There is one God, eternally existent in the persons of the Father, Son, and Holy Spirit. *I and my Father are one. (John 10:30); Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: (Matthew 28:19)*
3. The creation of the universe, world, and man in six literal days was a direct act of God. All things were made by him; and without him was not any thing made that was made. (John 1:3); For in six days the LORD made heaven and earth, the sea, and all that in them is, and rested the seventh day: wherefore the LORD blessed the sabbath day, and hallowed it. (Exodus 29:11)
4. The deity of the Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood on the cross, His bodily resurrection, His ascension to the right hand of the Father, His personal return for the rapture of the Church, and the power and great glory at His revelation are essential doctrines to an understanding of the person and work of Jesus Christ. But we see Jesus, who was made a little lower than the angels for the suffering of death, crowned with glory and honour; that he by the grace of God should taste death for every man. (Hebrews 2:9); For I delivered unto you first of all that which I also received, how that Christ died for our sins according to the scriptures; And that he was buried, and that he rose again the third day according to the scriptures: (I Corinthians 15:3-4)
5. For the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential. Not by works of righteousness which we have done, but according to his mercy he saved us, by the washing of regeneration, and renewing of the Holy Ghost; Which he shed on us abundantly through Jesus Christ our Saviour; That being justified by his grace, we should be made heirs according to the hope of eternal life. (Titus 3:5-7)



# MILLERSVILLE CHRISTIAN ACADEMY

## Non-Teaching Application

6. Personal salvation is by faith in the blood of Jesus Christ which He shed on the cross of Calvary for the remission of sins for all who believe. Salvation is the gift of eternal life by the grace of God apart from works. *Not by works of righteousness which we have done, but according to his mercy he saved us, by the washing of regeneration, and renewing of the Holy Ghost; Which he shed on us abundantly through Jesus Christ our Saviour; That being justified by his grace, we should be made heirs according to the hope of eternal life. (Titus 3:5-7); For by grace are ye saved through faith; and that not of yourselves: it is the gift of God: Not of works, lest any man should boast. (Ephesians 2:8-9)*
7. The believer is eternally secure in his salvation through Jesus Christ. *And I give unto them eternal life; and they shall never perish, neither shall any man pluck them out of my hand. My Father, which gave them me, is greater than all; and no man is able to pluck them out of my Father's hand. (John 10:28-29)*
8. There will be a resurrection of both the saved and the lost: they that are saved unto the resurrection of life; they that are lost unto the resurrection of damnation. *For the Lord himself shall descend from heaven with a shout, with the voice of the archangel, and with the trump of God: and the dead in Christ shall rise first: (1 Thessalonians 4:16); And I saw the dead, small and great, stand before God; and the books were opened: and another book was opened, which is [the book] of life: and the dead were judged out of those things which were written in the books, according to their works. (Revelation 20:12)*
9. Believers in our Lord Jesus Christ are joined in a spiritual unity. *Behold, how good and how pleasant it is for brethren to dwell together in unity! (Psalms 133:1) Fulfill ye my joy, that ye be likeminded, having the same love, being of one accord, of one mind. (Philippians 2:2)*
10. The Holy Spirit is a Person, and He is God, possessing all the divine attributes. He indwells, baptizes, and seals all believers at the moment of their salvation and fills them in response to their confession of sin and repentance. *Even the Spirit of truth; whom the world cannot receive, because it seeth him not, neither knoweth him: but ye know him; for he dwelleth with you, and shall be in you. (John 14:17); Nevertheless I tell you the truth; It is expedient for you that I go away: for if I go not away, the Comforter will not come unto you; but if I depart, I will send him unto you. And when he is come, he will reprove the world of sin, and of righteousness, and of judgment: (John 16:7-8)*
11. God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. Any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. *(Genesis 2:24; Leviticus 18:1-30; Romans 1: 26-29; 1 Corinthians 5:1, 6:9; 1 Thessalonians 4:1-8; Hebrews 13:4)*
12. The family is the basic unit of society established by God, Who intends for it to consist of a man and a woman legally married to each other in a permanent relationship, which may or may not produce children. If the man and woman have children, they are responsible to train and teach those children in biblical principles. *(Genesis 2:24; Deuteronomy 6:6-7; Romans 7:2; 1 Corinthians 7:10; Ephesians 5:22-23).*

The statement of faith 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 MCA's faith, doctrine, practice, policy, and discipline, our Board of Directors is WCA's final interpretive authority on the Bible's meaning and application.

**I SUBSCRIBE WITHOUT RESERVATION TO SUBMISSION TO THE ADMINISTRATION AND BOARD, THE ARTICLES OF FAITH (*Mission Statement & Confession of Faith*), STANDARDS OF CONDUCT, AND CHURCH MEMBERSHIP REQUIREMENTS.**

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

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

### Statement of At-Will

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate MCA in any way if the school decides to employ me. I understand and agree that my employment is on an at-will basis.

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

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



# MILLERSVILLE CHRISTIAN ACADEMY

## Non-Teaching Application

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### Application Checklist:

- Completed Application    College Transcripts attached (original) \*\*    Pastor Letter of Reference    Essay questions/answers  
 Fair Credit Reporting Act release statement

\*\* Original College Transcripts required only if Hired

### Non-Discriminatory Policy

MILLERSVILLE CHRISTIAN ACADEMY DOES NOT DISCRIMINATE ON THE BASIS OF AGE, RACE, COLOR, GENDER, GENETIC TESTING, VETERAN or MILITARY STATUS, CITIZENSHIP, DISABILITY, NATIONAL OR ETHNIC ORIGIN





# MILLERSVILLE

## CHRISTIAN ACADEMY

### Non-Teaching Application

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On a separate sheet of paper, type detailed answers to the following questions:

1. Explain the biblical role of the Christian school.
2. Give an example of a recent witnessing encounter, emphasizing the Scripture that was used in the presentation of the Gospel.
3. Describe your current relationship with the Lord.
4. Do you have a sense of God's calling you to this position? Explain that calling.



# MILLERSVILLE CHRISTIAN ACADEMY

## Non-Teaching Application

### DISCLOSURE

As part of our hiring process we may obtain information about you for employment purposes from a third-party consumer reporting agency. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks. Credit history will only be requested where such information is related to the duties and responsibilities of the position for which you are applying. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report and a copy of any report about you. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by a third-party consumer reporting agency. The scope of this notice and authorization is all-encompassing, however, allowing the Company to obtain from any outside organization all manners of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

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

\_\_\_\_\_ Current Address (House #, Street, City, State, and Zip) \_\_\_\_\_ Dates Lived Here \_\_\_\_\_

**Addresses for the Past Seven Years: (Include street, city, state, zip code)      Dates of Residence:**

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

\_\_\_\_\_ Date of Birth (MM/DD/YYYY) \_\_\_\_\_ Other Names Used (including maiden name) \_\_\_\_\_ Years Used \_\_\_\_\_

\_\_\_\_\_ Social Security Number \_\_\_\_\_ Driver's License # \_\_\_\_\_ State \_\_\_\_\_

If your current residing state is not listed below your response is optional: AL, AR, FL, GA, IA, IL, IN, OR, SC, TX, & WI.

Sex: Male \_\_\_\_\_ Female \_\_\_\_\_

Race: Asian: \_\_\_\_\_ African American: \_\_\_\_\_ American Indian: \_\_\_\_\_ Hispanic: \_\_\_\_\_ White : \_\_\_\_\_ Other: \_\_\_\_\_

### AUTHORIZATION TO RELEASE INFORMATION

I, \_\_\_\_\_ do hereby authorize Millersville Christian Academy (MCA) and/or its agents to make an independent investigation of my background, references, character, past employment, education, credit history, criminal or police records, including those maintained by both public and private organization and all public records for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications for employment now and if applicable during the tenure of my employment with MCA.

I release MCA and/or its agents and any person or entity, which provides information pursuant to this authorization from any and all liabilities, claims, law suits in regard to the information obtained from any and all of the above referenced sources used.

I agree to provide additional information that may be requested to process my employment application. I authorize without reservation any party or agency contacted by MCA and or an independent investigation company to furnish the above-mentioned information. This authorization is valid during the course of my employment to the extent permitted by law.

\*\* I hereby do \_\_\_\_\_ do not \_\_\_\_\_ authorize you to contact my current employer for Employment and Reference Verifications (This will authorize immediate inquiries to the Human Resources Department and to any listed supervisors or references in the "Employment/Reference Section of MCA's application".)

I have the right to make a request to MCA and/or an independent investigation company upon proper identification to request the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports on me which MCA and/or independent investigation company has previously furnished within the two-year period preceding my request. I understand and agree that any omission, false statement, misleading statement, or answer made by me on my application or any supplements to it and in any interviews, will be sufficient grounds for rejection of employment and my discharge after employment.

\_\_\_\_\_ Printed Name \_\_\_\_\_ Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*NOTE: THE ABOVE INFORMATION IS REQUIRED FOR IDENTIFICATION PURPOSES ONLY AND IS IN NO MANNER USED AS QUALIFICATIONS FOR EMPLOYMENT. MCA IS AN EQUAL OPPORTUNITY EMPLOYER, AND DOES NOT DISCRIMINATE ON BASIS OF AGE, RACE, COLOR, GENDER, GENETIC TESTING, VETERAN or MILITARY STATUS, CITIZENSHIP, DISABILITY, NATIONAL OR ETHNIC ORIGIN.**



# MILLERSVILLE CHRISTIAN ACADEMY

## Non-Teaching Application

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### Pastoral Reference

Applicant \_\_\_\_\_  
(Please Print)      Last                      First                      MI                      Position Desired

*To the Applicant:*

**All applications and accompanying records become the property of Millersville Christian Academy and are not available to candidates. Many people will not complete a reference form unless confidentiality can be assured.**

I agree for this reference to be confidential. By signing and dating the waiver of access below, I, the undersigned, waive any right of access to this reference.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_  
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### **To the Reference:**

The applicant is formally applying for a position. As a part of the employee selection process, references are required from persons who are uniquely familiar with the applicant's ability, potential, and past performance. Your prompt attention in completing the items below and returning the form to us will be greatly appreciated. Your reply will be considered strictly confidential.

**Is the applicant a member of your church?**  Yes  No      How many Years

**Frequency of attendance?**  Weekly  Monthly  Occasionally

**Level of involvement?**  Active  Inactive  Giving

### **Check all areas of involvement:**

- Sunday School attendance       Committees       Teaching
- Youth work       Choir or other music ministry
- Other

**How long and in what capacity have you known the applicant?** \_\_\_\_\_  
\_\_\_\_\_

**To the best of your knowledge, is the applicant saved?** \_\_\_\_\_  
\_\_\_\_\_

**What are the applicant's strengths?** \_\_\_\_\_  
\_\_\_\_\_



# MILLERSVILLE CHRISTIAN ACADEMY

## Non-Teaching Application

### Pastoral Reference (page 2)

His/Her weaknesses? \_\_\_\_\_

Describe how the applicant shows evidence of good character: \_\_\_\_\_

Are you aware of any experience the applicant has had with children/youth? \_\_\_\_\_

Describe how well the applicant works with/relates to children/youth: \_\_\_\_\_

Would you want this person to teach/work with your child? \_\_\_\_\_

Is there additional information you wish us to know as we consider this applicant for employment at Millersville Christian Academy? \_\_\_\_\_

### *I recommend this applicant:*

(      ) Highly (      ) Favorably (      ) With reservation (      ) Not at all

Reservation: \_\_\_\_\_

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

Name (Please Print) \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_ Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

**PLEASE MAIL THIS FORM DIRECTLY TO THE ADDRESS BELOW**

**OR FAX TO 828-352-9783.**

**Millersville Christian Academy**

130 Millersville Church Road

Taylorsville, NC 28681

Attn: Principal

If you have any questions, please call 828-352-9600  
Thank you for your help with this application process