



# TRADERS POINT CHRISTIAN ACADEMY

6600 South Indianapolis Road • Whitestown, IN 46075 • Phone: 317.769.2450 • Fax: 317.769.2456 • www.tpcs.org

## APPLICATION FOR ADMINISTRATIVE SUPPORT POSITIONS

*(Please print or type; you may also include a vita sheet)  
Return this form to the Traders Point Christian Academy HR*

Position Being Sought \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_

Date of Application \_\_\_\_\_ Date Available for Hire \_\_\_\_\_

### PERSONAL INFORMATION

Name \_\_\_\_\_

Present Address \_\_\_\_\_

City \_\_\_\_\_ IN, ZIP \_\_\_\_\_

Phone: Days \_\_\_\_\_ Evenings \_\_\_\_\_

E-mail address \_\_\_\_\_

Church Affiliation \_\_\_\_\_ Member? \_\_\_\_\_

How long? \_\_\_\_\_ Pastor's Name \_\_\_\_\_

How often do you attend worship services? \_\_\_\_\_

When did you make your decision for Christ? \_\_\_\_\_

How are you involved in the ministry of this church? \_\_\_\_\_

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

### EDUCATIONAL EXPERIENCE

Level	Name/Location of School	Major	Degree	Dates
-------	-------------------------	-------	--------	-------

Secondary \_\_\_\_\_

College \_\_\_\_\_

Graduate \_\_\_\_\_

Other (include special training) \_\_\_\_\_

\_\_\_\_\_

Cumulative Grade Point: Undergraduate \_\_\_\_\_ Graduate \_\_\_\_\_

Specialization: \_\_\_\_\_

Special Credentials, Licenses and/or Honors earned:

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

**EMPLOYMENT EXPERIENCE**

Job Title	Business Name & Address	Supervisor & Email address	Dates
-----------	-------------------------	----------------------------	-------

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

Indicate your work experience related to the position being applied for (check all that apply):

General Skills

- Bookkeeping
- Calculator
- Calendar management/scheduling
- Correspondence
- Editing/writing
- Event planning
- Filing
- Mailing preparation
- Multi-tasking
- Office machine operation
- Order placement

- Phone skills
- Proofreading
- Public relation skills
- Typing (\_\_\_\_\_ wpm)

Computer Skills

- Data processing (e.g., MS Access)
- Desktop publishing (e.g., MS Publisher)
- Network administration
- Spreadsheets (e.g., MS Excel)
- Word processing (e.g., MS Word)

What would you say are your strongest skills from the list above? \_\_\_\_\_

\_\_\_\_\_

Reason for leaving your most recent position? \_\_\_\_\_

\_\_\_\_\_

Have you ever been dismissed or asked to resign from a position? If yes, explain what happened.

\_\_\_\_\_

\_\_\_\_\_

Are you familiar with the spiritual gifts? If so, please indicate your gift(s).

\_\_\_\_\_

Do you believe the Bible to be the only inspired and infallible Word of God? \_\_\_\_\_

Describe your view of the Bible and the impact study of the Bible has had on your life:

---

---

Tell us why you would like to work at TPCA:

---

---

---

Have you read and do you agree with the mission and core values of Traders Point Christian Academy? \_\_\_\_ Yes \_\_\_\_ No

Have you read and do you agree with the statement of faith of Traders Point Christian Academy? \_\_\_\_ Yes \_\_\_\_ No

### PERSONAL PHILOSOPHY

On a separate page(s) please label and succinctly answer in one or two paragraphs each of the questions below:

1. Write your personal Christian testimony.
2. From your viewpoint, describe the purpose and role of the Christian school in our community.
3. Summarize any additional information that you would like for us to know regarding your candidacy for this position.

### REFERENCES

You must sign the attached *Reference Release Form* and return it with this application. Please do not list family members or relatives as references.

Name	Complete Address	Email Addresses Needed	Phone	Position
------	------------------	------------------------	-------	----------

Professional (someone who has worked with you in teaching, including one supervisor):

---

---

---

Pastoral (a minister or leader in the church where you now attend):

---

---

---



# TRADERS POINT CHRISTIAN ACADEMY

6600 South Indianapolis Road • Whitestown, IN 46075 • Phone: 317.769.2450 • Fax: 317.769.2456 • www.tpcs.org

## APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Traders Point Christian Academy is a Christian school whose purpose is to teach and practice Christian truth as found in the Scriptures in the context of the classroom.

I understand that Traders Point Christian Academy does not discriminate in its employment practices against any person because of gender, race, national or ethnic origin, or handicap. I further understand that any offer of employment is conditioned on the proof of legal authority to work in the United States.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or significant omission of fact during any phase of the hiring process may prevent me from being hired or, if hired, may subject me to immediate dismissal.

I understand that an investigative report including information concerning my character, employment history, general reputation, personal characteristics, policy record, education, qualifications, motor vehicle record, and/or mode of living may be obtained in connection with my application for and/or continued employment with Traders Point Christian Academy. Before adverse action is taken, based in whole or in part of the information contained in the consumer report, I will be provided a copy of the report, the name, address and telephone number of the reporting agency, a summary of my rights under the Fair Credit Reporting act, as well as additional information on my rights under the law.

By signing below, I voluntarily authorize Traders Point Christian Academy to inquire about my personal history, to perform an investigative report, and to verify all data given in my application for employment, related papers and my oral interviews. I authorize the release and giving of personal references. I release any person, organization or company from liability or damage which may result from furnishing the information requested, providing that it is done in good faith and without malice. I further waive the right to ever personally view any references given to Traders Point Christian Academy.

I further certify that I have carefully read and do understand the above statements along with the statements of mission, values and faith.

---

*Applicant's Signature*

---

*Date of Signature*



# TRADERS POINT CHRISTIAN ACADEMY

6600 South Indianapolis Road • Whitestown, IN 46075 • Phone: 317.769.2450 • Fax: 317.769.2456 • www.tpcs.org

## AUTHORIZATION TO RELEASE REFERENCE & BACKGROUND CHECK INFORMATION

I have made application for a position with Traders Point Christian Academy. I authorize Traders Point Christian Academy to inquire about my personal history, to perform an investigative report, and to verify all data given in my application for employment, related papers and my oral interviews.

I authorize the release and giving of any information requested by Traders Point Christian Academy such as employment records and personal references whether such information is favorable or unfavorable to me.

I release any person, organization or company from any and all liability, claims or damages that may directly or indirectly result from the use, disclosure or release of any such information by any person or party, whether such information is favorable or unfavorable to me, providing that it is done in good faith and without malice.

I further waive the right to ever personally view any references given to Traders Point Christian Academy.

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

\_\_\_\_\_  
*Applicant's Name (printed)*

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Applicant's Social Security Number*

\_\_\_\_\_  
*Date of Birth (MM/DD/YYYY)*

\_\_\_\_\_  
*Current County of Residence ex. Boone, Hamilton, Hendricks*

\_\_\_\_\_  
*Date of Signature*