

### **OGCA Hiring Process**

1. Prayer- Seek the Lord's will regarding this position and process!
2. Concurrence with Oak Grove's Mission, Vision, School Distinctives, and Statement of Faith.
3. Submit Application and Résumé/CV
4. Formal Interview with Administration
5. Demo Lesson (15-20 minutes)
6. References and Background Check
7. Offer letter
8. Acceptance letter



**Applicant Note:**

This application is intended for use in evaluating your qualifications for employment. This is not an employee contract. False or misleading statements on this form or during the interview may result in termination in the application process or, if discovered after employment, termination of employment. All qualified applicants receive consideration without discrimination because of race, color, national or ethnic origin. Additional testing of job-related skills or for the presence of drugs may be required prior to employment. Depending on the needs of the job, you may be required to be examined by a medical professional designated by the school.

PLEASE PRINT LEGIBLY

**PERSONAL INFORMATION**

Name \_\_\_\_\_  
Last First M.I. Preferred  
Name/Nickname

Address \_\_\_\_\_  
Street City State Zip

Cell Ph \_\_\_\_\_ Home Ph \_\_\_\_\_ Work Ph \_\_\_\_\_

Email \_\_\_\_\_ Social Security # \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

**FAMILY INFORMATION (optional)**

**Marital Status:**

\_\_\_\_ Single \_\_\_\_ Engaged \_\_\_\_ Married \_\_\_\_ Widowed \_\_\_\_ Divorced \_\_\_\_ Separated \_\_\_\_ Remarried

Spouse's Name \_\_\_\_\_ Years Married \_\_\_\_\_

Spouse's Occupation \_\_\_\_\_

	Name	Gender	Age	Grade	DOB
Child	_____	_____	_____	_____	_____
Child	_____	_____	_____	_____	_____
Child	_____	_____	_____	_____	_____
Child	_____	_____	_____	_____	_____
Child	_____	_____	_____	_____	_____

## TEACHING POSITION(S) SOUGHT

Core Courses (Indicate all subjects you desire to teach and consider yourself qualified)

### Grade Level

- ☐ Pre-Grammar School: Pre-K
- ☐ Grammar School: Kindergarten
- ☐ Grammar School: 1<sup>st</sup> Grade
- ☐ Grammar School: 2<sup>nd</sup> Grade
- ☐ Grammar School: 3<sup>rd</sup> Grade
- ☐ Grammar School: 4<sup>th</sup> Grade
- ☐ Logic School: 5<sup>th</sup> Grade
- ☐ Logic School: 6<sup>th</sup> Grade
- ☐ Logic School: 7<sup>th</sup> Grade
- ☐ Logic School: 8<sup>th</sup> Grade
- ☐ Rhetoric School: 9<sup>th</sup> Grade
- ☐ Rhetoric School: 10<sup>th</sup> Grade
- ☐ Rhetoric School: 11<sup>th</sup> Grade
- ☐ Rhetoric School: 12<sup>th</sup> Grade

### Specific Subjects

- ☐ Language Arts
- ☐ Social Studies
- ☐ Science \_\_\_\_\_
- ☐ Mathematics
- ☐ Foreign Language \_\_\_\_\_
- ☐ Logic
- ☐ Rhetoric
- ☐ Biblical studies
- ☐ Philosophy

Share any particular subjects or areas of expertise within the core curriculum you have (eg. Reading specialist, chemistry, etc.):

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Other Specialized Courses (indicate all subjects you desire to teach and consider yourself qualified)

### Student Activities

- ☐ Yearbook
- ☐ Newspaper
- ☐ Government
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

### Fine/Perform Arts

- ☐ Music
- ☐ Theatre
- ☐ Art
- ☐ Speech & Debate
- ☐ Dance

### Computer Tech

- ☐ Keyboarding
- ☐ Applications
- ☐ Coding
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

### Physical Education

- ☐ PE/Gym
- ☐ Coaching
- ☐ Team Sports: \_\_\_\_\_

Please list any special abilities related to teaching:

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### EDUCATION

Please indicate highest grade level of schooling completed: \_\_\_\_\_

Name	City, State	Degree	Date Graduated	Overall GPA
High School				
College/University				
Other				

### CERTIFICATION(S)

Please indicate highest grade level of schooling completed: \_\_\_\_\_

CERTIFIED SUBJECT AREA	SPECIFY STATE AND CERT.	CLASS (A-Bachelor's; G-Master's)	Expiration Date

### EMPLOYMENT HISTORY

Please list your last four employers, beginning with your current or most recent employer.

1. Employer \_\_\_\_\_ Employed from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Employer's Address & Phone# \_\_\_\_\_

Position \_\_\_\_\_

Annual Salary (Starting/Ending): \$\_\_\_\_\_/ \$\_\_\_\_\_

Summary of Responsibilities and Experience:

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Specific Reason for Leaving:

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May We Contact? \_\_\_\_\_ Yes Name, title & direct number of contact person:  
\_\_\_\_\_ No Please include why not:

2. Employer \_\_\_\_\_ Employed from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Employer's Address & Phone# \_\_\_\_\_

Position \_\_\_\_\_

Annual Salary (Starting/Ending): \$\_\_\_\_\_/ \$\_\_\_\_\_

Summary of Responsibilities and Experience:

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Specific Reason for Leaving:

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May We Contact? \_\_\_\_\_ Yes Name, title & direct number of contact person:  
\_\_\_\_\_ No Please include why not:

3. Employer \_\_\_\_\_ Employed from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Employer's Address & Phone# \_\_\_\_\_

Position \_\_\_\_\_

Annual Salary (Starting/Ending): \$\_\_\_\_\_/ \$\_\_\_\_\_

Summary of Responsibilities and Experience:

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Specific Reason for Leaving:

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May We Contact? ☐ Yes Name, title & direct number of contact person:  
☐ No Please include why not:

4. Employer \_\_\_\_\_ Employed from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Employer's Address & Phone# \_\_\_\_\_

Position \_\_\_\_\_

Annual Salary (Starting/Ending): \$\_\_\_\_\_/ \$\_\_\_\_\_

Summary of Responsibilities and Experience:

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Specific Reason for Leaving:

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May We Contact? ☐ Yes Name, title & direct number of contact person:  
☐ No Please include why not:

### **REFERENCES**

Please provide 2 references- One professional and one spiritual reference (ideally pastor, elder, or small group Bible study leader) with phone numbers and email addresses.

#### **Professional Reference**

Name \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

Company \_\_\_\_\_ City/State \_\_\_\_\_

Phone & Email \_\_\_\_\_ Years Known \_\_\_\_\_

#### **Spiritual Reference**

Name \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

Company \_\_\_\_\_ City/State \_\_\_\_\_

Phone & Email \_\_\_\_\_ Years Known \_\_\_\_\_

### **ABILITY TO PERFORM ESSENTIAL JOB FUNCTIONS**

You have read the job description and essential functions for this position. Is there any reason why you might be unable to perform the essential duties and responsibilities of the position for which you are applying?

- ☐ Yes
- ☐ No

If "Yes," please explain:

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If you answered "Yes" to the above question, is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position?

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Do you have any personal responsibilities or other commitments that may prevent you from meeting this position's requirements for on time arrival, attendance, or work schedules?

- ☐ Yes
- ☐ No

If "Yes," please explain:

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Our school welcomes employees, volunteers, and students of different nationalities, races and denominations. How have you demonstrated an ability to work with others who may be different from you or have beliefs different from yours? Please describe any difficulties that you may have encountered.

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If you are offered a position, will you be able to verify that you are legally permitted to be employed in the United States?

- ☐ Yes
- ☐ No

If "No," why not?:

### **PERSONAL BACKGROUND INFORMATION**

If you answer "yes" to any of the questions in this section, please 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

*2. Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave a job or volunteer position on the grounds of any unlawful behavior, or violation of an employer's integrity, conduct or harassment policies?*

- ☐ Yes
- ☐ No





3. Have you ever been charged in civil or criminal proceedings with alleged improprieties regarding children or minors?

- ☐ Yes
- ☐ No

4. Have you ever entered a plea of guilty, a plea of “no contest” (*nolo contendere*), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense?

- ☐ Yes
- ☐ No

5. Have you ever been suspended, discharged, or resigned in lieu of discharge from any position?

- ☐ Yes
- ☐ No

#### **CHRISTIAN BACKGROUND**

What is your denominational preference, if any? \_\_\_\_\_

Current Church name \_\_\_\_\_

Pastor's name \_\_\_\_\_ Phone number \_\_\_\_\_

Address \_\_\_\_\_

May we contact your pastor? \_\_\_\_ Yes \_\_\_\_ No Contact after (date) \_\_\_\_\_

Are you active in your church? \_\_\_\_ Yes \_\_\_\_ No In what capacities? \_\_\_\_\_

Church Membership Status. {Please check the appropriate box below}:

- ☐ I am currently a member in good standing at my local church listed above.
- ☐ I am in, or have undergone, a form of church discipline in the past (please explain below).
- ☐ I am not currently a member of a local church (please explain below)

If you chose an option other than a current member in good standing at a local church, please explain.

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Give a brief account of how you became a Christian:

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What do you think it means to be a Christian?

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What authority do the Scriptures have in your life and in the world?

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### **CURRENT ISSUES**

We live in a pluralistic society with many conflicting beliefs and values. As a faculty member or school leader, your students and/or parents may ask you specific questions about controversial issues. Your answers will come from your personal convictions. We need to know the view of those who would be Christian role models for our children. Please share your personal convictions as a Christian toward (feel free to answer on a separate paper):

Drinking wine, beer, and other alcoholic beverages:

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Smoking and chewing tobacco:

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Using marijuana and other non-prescription drugs:

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Entertainment boundaries and convictions (music/dancing/videos):

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Premarital Sex:

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Divorce and remarriage:

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Abortion:

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Homosexuality:

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Sexual Activity Outside Christian Marriage:

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Gossip- what is it and how do you handle it?:

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Is lying or cheating ever acceptable?:

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*If you have a personal testimony regarding any of the above items that you would like to share, please do so here or on a separate sheet:*

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**SIGNATURE OF ATTESTATION**

I hereby attest that all information provided in this application is complete and truthful.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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

## **SCHOOL STAFF AGREEMENT**

### **MISSION OF OAK GROVE CLASSICAL ACADEMY:**

We strive to partner with parents in providing a Christ-centered, classical education utilizing a university model. We seek to inspire our students to love learning, to face life's challenges with courage and character, and to apply God's truth in their spheres of influence.

### **VISION OF OAK GROVE CLASSICAL ACADEMY:**

#### **Our Vision for Students:**

- o Develop a love of learning
- o Desire to grow in understanding and wisdom
- o Cultivate personal expression and creativity
- o Develop a biblical worldview and a heart for those who have yet to hear the gospel
- o Display Christ-honoring character and humility
- o Learn to communicate persuasively and eloquently
- o Demonstrate respect and honor for their elders and fellow classmates

#### **Our Vision for Parents:**

- o Assume the responsibilities of the co-teacher for their children in each course of study
- o Live out their role as the most influential spiritual advisor for their children
- o Encourage one another in training children to glorify God

#### **Our Vision for Educators:**

- o Display a love for God, a love for children and a love of learning,
- o Demonstrate a passion for classical education and excellence in teaching
- o Assist parents in their role as spiritual and academic mentors
- o Cultivate effective communication skills to motivate and inspire students toward learning
- o Demonstrate Christ-honoring character and humility
- o Serve as a positive role model for students, parents, and the community

### **STATEMENT OF FAITH OF OAK GROVE CLASSICAL ACADEMY**

Staff, faculty, and Board Members of Oak Grove Classical Academy embrace the historic tenets of Christianity as presented in the following Statement of Faith. Beyond these primary doctrines, we respect and acknowledge many secondary doctrinal questions exist among the true Body of Christ. We defer to parents and their local evangelical churches to clarify these issues.

#### **The Bible**

We believe the Bible to be the only inerrant, authoritative Word of God, and is therefore, the final authority in matters of faith and practice (2 Tim. 3:16, 2 Pet. 1:20-21).

## **The Trinity**

We believe that there is one God, eternally existent in three persons: the Father, Son, and Holy Spirit. (Deuteronomy 6:4; Matthew 28:19; John 10:30; Colossians 2:9; 2 Corinthians 13:14).

- God the Father: We believe the Father is fully God, and His fatherhood is eternal and personal. He is the Father of our Lord Jesus Christ, and of all who believe in Christ. (Genesis 1:1; 2 Corinthians 1:3; Ephesians 4:4-6; 2 Corinthians 6:18)
- God the Son: We believe in the deity of Christ, His virgin birth, His sinless life, His miracles, His substitutionary and atoning death, salvation through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His coming return. (Matthew 1:18-25; John 1:1-2, 14; 3:16-18; Acts 1:9-11; Romans 5:8-11; 2 Corinthians 5:21; Ephesians 1:20-23; Philippians 2:5-11; Hebrews 4:14-15; 7:25; 1 Thessalonians 4:16-17)
- God the Holy Spirit: We believe that the Holy Spirit indwells all believers. He, likewise, convicts of sin, increases desires for righteousness and obedience, leads in truth, brings assurance, empowers, and gives spiritual gifts to the church. (John 3:3-8; 14:16-17; 16:7-11; 1 Corinthians 2:13; 12:11-13; 2 Peter 1:20-21)

## **Human Nature**

We believe all people are created in the image of God, to be like Him in character. Our sin alienates us from God, makes us liable for His judgment, and ultimately results in eternal death apart from God's salvation. (Genesis 1:26-27; Romans 1:18-23; 3:23; 5:12; 6:23; Ephesians 2:1-3)

## **Salvation**

We believe it is through Christ's death on the cross, where He took our sin upon Himself, that we can be made right with God on the basis of Christ's righteousness and atoning death. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ alone can we be forgiven for our sin, overcome our separation from God, and be saved from God's judgment. At salvation, we are justified by God; meaning that we are declared positionally righteous before God because of our identification with Jesus Christ. (John. 1:12-13, 6:37-40, 10:28-30; Ephesians 1:7-13, 2:8-9; 1 John 5:11-13)

## **The Christian Life**

We believe it is God's will that through the Holy Spirit, we continually grow in grace, in obedience, and in our love for Him until we get to heaven and are made perfect in Christ. (Romans 6:1-8; 1 Corinthians 6:11; Philippians 1:6, 2:13)

## **Eternity**

We believe in the bodily resurrection of all people. We believe in a literal heaven and hell, and that all men will either spend eternity under God's just and holy judgment or in His glorious presence. (Daniel 12:2; Matthew 25:31,46; John 5:28-29; 1 Corinthians 15:51-52; 2 Thessalonians 1:9)

## **The Church**

We believe that believers comprise the Church which is the Family of God, the Body of Christ and the Temple of the Holy Spirit, and that it is expressed in local churches. It was created by God to display His glory on the earth by reaching out to people who do not know Him, lifting up worship to Him, loving one another as His family, growing in maturity to be like Christ, and serving others in His name. (Matthew 26:26-29; 28:18-20; Acts 2:42-47; 1 Corinthians 12:1-27; Ephesians 1:22-23; 3:10; Colossians 1:18; 1 John 3:14-18)

### **Oak Grove Statement on Marriage and Sexuality**

Oak Grove Classical Academy maintains that the God of the Bible has instituted marriage, sexuality, the family, and biologically determined gender. Oak Grove believes that all people, as His creatures, must therefore seek conformity to His will in and for these things. In order to foster a biblical worldview and biblical practice, Oak Grove reserves the right to deny admission, to revoke admission, and to expel any family and student(s) who do not conform in belief and practice to the following Biblical truths as understood by Oak Grove Classical Academy:

1. God created man and woman (and creates men and women) in His image with intrinsic worth and an obligation to obey Him.
2. God's will for a biological male is to act like a boy/man, living in accordance with God's purpose in and for masculinity, never seeking to identify as a female/girl woman.
3. God's will for a biological female is to act like a girl/woman, living in accordance with God's purpose in and for femininity, never seeking to identify as a male/boy/man.
4. God instituted marriage in order to provide all of creation with a picture of Jesus Christ (the bridegroom) and His bride (the church composed of all who are in Him by faith). As such, marriage must be between one man and one woman who mutually and lawfully agree to love and help one another in life and faith. Homosexuality, as well as bisexuality, and any other non-heterosexuality is sin.
5. The only righteous and lawful occasion for sex and sexual behavior is in marriage between a husband and wife. Sex and sexual behavior should not be engaged in outside of marriage.
6. God has given men and women distinct roles in marriage that accord with their respective biological gender.
7. Should the Lord bless a husband and wife with children, through biological reproduction or adoption, the parents have an obligation to seek conformity to God's will as revealed in the Bible for themselves and their family, and children must obey their parents.

(Gen.1:26-28; 2:18-25; 3:1-20; Ex. 20:12; Deut. 6:4-9; Josh. 24:15; Ps. 78; 127; 128; 139:13-16; Prov.1:8; 5:18-20; 6:20-22; 12:4; 18:22; 22:6, 15; 29:17; 31:10-31; Eccl. 9:9; Mal. 2:14-16; Matt. 5:31-32; 19:3-9; Mark 10:6-12; Rom. 1:18-31; 1 Cor. 6:9; 7:1-16; 16:13; Eph. 5:22-32; 6:1-4; Col. 3:18-21; Titus 2:3-5; Heb. 13:4; 1 Pet. 3:1-7)

The above statements are based on fundamental Christian beliefs that we strongly support as the primary doctrine for teaching. Oak Grove Classical Academy does not promote or endorse any particular denomination. It is our desire to maintain this position for the purpose of unity and fairness to each student. In the event other doctrinal issues upon which this ministry has no official stance are

brought up, students will be referred back to the family and church for final authority. We desire to remain united in the salvation and love of Christ, avoiding any dissention, which may be caused by denominational distinctives. Faculty, staff, and the Board of Directors must be in agreement with the Oak Grove mission statement and statement of faith.

**Please sign below if you agree with everything included in the document, and with the following statement of Christian conciliation:**

If I, or any member of my immediate family, reach a point of disagreement on an issue of a non-criminal nature with Oak Grove Classical Academy and/or its legal corporate entity, in keeping with 1 Corinthians 6:1, I agree to submit to a board of conciliation (the members of which both I and the school will have a role in selecting) rather than take the dispute to civil court. I agree that the process and procedures to be followed, including the payment of the costs involved, will be that which is recommended by the Christian Legal Society.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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

### **DECLARATION OF MORAL INTEGRITY**

I understand that Oak Grove Classical Academy expects all of its employees and its volunteers with unsupervised access to children to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for such a ministry position, in the capacity of an employee or a volunteer at this school, I recognize, understand, and agree to live by the Christian moral standards of Oak Grove Classical Academy.

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 is deemed to include, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, 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 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 illegal or illicit drug use or alcohol abuse. This would include but is not limited to street drugs, abuse of prescription drugs, alcohol abuse, and drunkenness.

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 Oak Grove Classical Academy

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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

“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)

“Since an overseer is entrusted with God's work, he must be blameless—not overbearing, not quick-tempered, not given to drunkenness, not violent, not pursuing dishonest gain.” Titus 1:7 (New International Version)

“A pupil is not superior to his teacher, but everyone [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 INFORMATION**

I \_\_\_\_\_ hereby authorize Oak Grove Classical Academy or its agents to contact any of my previous employers, schools, individuals, educational institutions, private companies, businesses and/or corporations, local, state, and federal law enforcement and government agencies to supply Oak Grove Classical Academy or its agents any information maintained in their records concerning my background or character. I also hereby release any of the above from any liability and responsibility arising from doing so.

I also hereby authorize, as a condition of my employment or as part of my duties relating to employment for the release of all appropriate background information regarding my Criminal Record History, Driving Record History, Workers Compensation Claim History, Educational Record History and/or any other applicable information permissible under all local, state, and Federal governing laws pertaining to employment.

I understand that the information will be used for the sole purpose of verifying information stated by me on my resume, application for employment and/or other documentation completed by me for the purpose of investigating and verifying my background. I believe that to the best of my knowledge and ability that all of the information I have provided pertaining to my personal background and history is accurate, true, and correct, and that I fully understand the terms of this release. If the information I provide is in anyway incorrect, I will be charged for a second background check if necessary.

Name \_\_\_\_\_  
Last First M.I. Preferred Name/Nickname

Previous Name(s) \_\_\_\_\_  
Last First M.I.

Address \_\_\_\_\_  
Street City State Zip

Cell Ph \_\_\_\_\_ Home Ph \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **EMPLOYMENT APPLICATION CHECKLIST**

Please Initial that the following have been included:

- ☐ Mail or Email Pdf of Employment Application (Include Resume)
- ☐ Signed School Staff Statement, Statement of Faith, Declaration of Moral Integrity, and Authorization to Release Information

The following must be included before an offer can be made:

- ☐ College transcript(s)
- ☐ Copy of diploma(s)
- ☐ Copy of certifications