

## **Broadfording Christian Academy Coaches Application Form**

Broadfording Christian Academy  
13535 Broadfording Church Rd  
Hagerstown, MD 21740

Central to the success of the BCA athletics program is the idea that through athletics, we're helping to shape the lives of students. These lessons learned both on and off the playing field will be used to shape the decision-making process of each athlete. The development of Christian character remains central to our mission as we prepare youth not only for the playing field, but for the competition of life. There is perhaps no better place in which to teach lessons of integrity and justice than through sporting competition. However, these lessons aren't merely drilled in a repetitive manner. In fact, each and every coach and staff are carefully selected to not only teach the lessons, but to be living examples of those lessons daily lived. Christian role models are found coaching every sport and play a role in every aspect of the athletic program at Broadfording Christian Academy. This includes those involved in everything from those whose job it is to set up the fields, to parent volunteers, to the athletic assistant, on up to the Athletic Director himself.

Your interest in Broadfording Christian Academy is appreciated. We invite you to complete this initial application and return it to our administrative office. If an opening occurs for which it appears you may qualify, we may request additional information. We may also contact your references and conduct a criminal history check. If we have continued interest in your candidacy, we will send you some follow-up questions and arrange for a personal interview.

The key to a successful school's mission is its staff. We are grateful for those who are professionally qualified, who love children, and who are role models demonstrating Christian values. We look forward to receiving your initial application. Thank you for your interest in the ministry of our school.

Full Name: \_\_\_\_\_ Date Available: \_\_\_\_\_

Present Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (day) \_\_\_\_\_ (eve): \_\_\_\_\_ Best time to call? \_\_\_\_\_

SS# \_\_\_\_\_ How long have you lived at above address? \_\_\_\_\_

Permanent Address and phone number if different than listed above: \_\_\_\_\_

**POSITION DESIRED:** \_\_\_\_\_

How did you learn about this position? \_\_\_\_\_

**SPECIAL ABILITIES:** Please list any special abilities you may have which would contribute to your ability to execute the job for which you are applying

\_\_\_\_\_

**FUTURE PLANS:** What would you like to be doing five years from now? \_\_\_\_\_

**PERSONAL PHILOSOPHY: On a separate piece of paper, please label and briefly answer the questions below:**

- A. Why do you wish to work in a Christian school?
- B. What are the main characteristics that distinguish a Christian school from a public school?
- C. What areas do you feel are your strengths? Weaknesses?

**CHRISTIAN BACKGROUND: In your own handwriting on separate paper, briefly give your personal statement of Christian Values and a statement regarding your personal faith in Christ.**

Following is an outline of the BCA Doctrinal Statement:

We believe that the Bible, both the Old and New Testaments, was verbally inspired of God, and is inerrant and is our only rule in matters of faith and practice. We believe in creation, not evolution; that man was created by the direct act of God and in the image of God. We believe that Adam and Eve, in yielding to the temptation of Satan, became fallen creatures. We believe that all men are born in sin. We believe in the Incarnation, the Virgin Birth, and the Deity of our Lord and Saviour, Jesus Christ. We believe in the vicarious and substitutional Atonement for the sins of mankind by the shedding of His blood on the cross. We believe in the resurrection of His body from the tomb, His ascension to Heaven, and that He is now our Advocate. We believe that He is personally coming again. We believe in His power to save men from sin. We believe in the necessity of the New Birth, and that this New Birth is through the regeneration of the Holy Spirit. We believe that salvation is by grace through faith, plus nothing, minus nothing, in the atoning blood of our Lord and Saviour Jesus Christ.

We believe that this Statement of Faith is basic for Christian fellowship and that all born-again people who sincerely accept it and are separated from the world of apostasy and sin can, and should, live together in peace, and that it is their Christian duty to promote harmony among the Believers.

Please carefully read the Broadfording Christian Academy's Doctrinal Statement, printed above, and indicate below your degree of support.

I subscribe to the above doctrinal statement without reservation:

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

I support the statement except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

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

**CHRISTIAN BACKGROUND continued:**

Where do you regularly attend worship? \_\_\_\_\_

For how many years? \_\_\_\_\_

In what congregational activities are you involved and with what degree of regularity? \_\_\_\_\_

Describe your routine of personal Bible study and prayer: \_\_\_\_\_

What books have you read that have helped you spiritually? \_\_\_\_\_

**PROFESSIONAL QUALIFICATIONS PART I**

What degree or degrees do you hold?

Degree

Date Received

Issuing Institution

Your Major(s) \_\_\_\_\_

Your Minor(s) \_\_\_\_\_

Cumulative grade point average. BA \_\_\_\_\_ Graduate work \_\_\_\_\_

**SELF EVALUATION (Please complete);**

Please complete the following self-evaluation of skills circling the appropriate answer, keeping in mind that "0" is minimum and "10" is maximum.

Spelling 0 1 2 3 4 5 6 7 8 9 10

Grammar/punctuation knowledge/usage 0 1 2 3 4 5 6 7 8 9 10

Proof reading 0 1 2 3 4 5 6 7 8 9 10

Letter format and composition	0 1 2 3 4 5 6 7 8 9 10
Building a file system	0 1 2 3 4 5 6 7 8 9 10
Organizational skills	0 1 2 3 4 5 6 7 8 9 10
Ability to solve problems	0 1 2 3 4 5 6 7 8 9 10
Confidence in professional skills	0 1 2 3 4 5 6 7 8 9 10
Ability to work under pressure	0 1 2 3 4 5 6 7 8 9 10
Promptness	0 1 2 3 4 5 6 7 8 9 10
Reliability	0 1 2 3 4 5 6 7 8 9 10
Neatness	0 1 2 3 4 5 6 7 8 9 10

**EMPLOYMENT HISTORY (Must be completed)**

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may make copies of this page following the same format.

**1. Employer** \_\_\_\_\_

**Position** \_\_\_\_\_ **Date of employment** \_\_\_\_\_

**Address** \_\_\_\_\_

**Supervisor's name and phone number** \_\_\_\_\_

**Reason for leaving** \_\_\_\_\_

\_\_\_\_\_

**2. Employer** \_\_\_\_\_

**Position** \_\_\_\_\_ **Date of employment** \_\_\_\_\_

**Address** \_\_\_\_\_

**Supervisor's name and phone number** \_\_\_\_\_

**Reason for leaving** \_\_\_\_\_

3. **Employer** \_\_\_\_\_

**Position** \_\_\_\_\_ **Date of employment** \_\_\_\_\_

**Address** \_\_\_\_\_

**Supervisor's name and phone number** \_\_\_\_\_

**Reason for leaving** \_\_\_\_\_

\_\_\_\_\_

4. **Employer** \_\_\_\_\_

**Position** \_\_\_\_\_ **Date of employment** \_\_\_\_\_

**Address** \_\_\_\_\_

**Supervisor's name and phone number** \_\_\_\_\_

**Reason for leaving** \_\_\_\_\_

\_\_\_\_\_

5. **Employer** \_\_\_\_\_

**Position** \_\_\_\_\_ **Date of employment** \_\_\_\_\_

**Address** \_\_\_\_\_

**Supervisor's name and phone number** \_\_\_\_\_

**Reason for leaving** \_\_\_\_\_

\_\_\_\_\_

Have you ever worked under a different name for any of the employers you have listed? \_\_\_\_\_ If so, what was the name or names? \_\_\_\_\_

Have you already signed a contract for next year with any another institution? Yes \_\_\_\_\_ No \_\_\_\_\_

Please summarize any additional information that you would like to present regarding your candidacy for this position.

---

---

---

---

---

**PERSONAL REFERENCES**

You will need to sign the **Reference Release Form** that is attached and return it with this application. Please do not list family members or relatives for references.

Give three references who are qualified to speak of your Christian values. List your current cleric first.

Name	Complete Address	Phone	Position	School
------	------------------	-------	----------	--------

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

---

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

---

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

---

Give three references who are qualified to speak of your professional training and experience. List your current, or most recent supervisor first.

Name	Complete Address	Phone	Position	School
------	------------------	-------	----------	--------

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

---

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

---

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

---

**Christian Role Model Issue:** Have you ever been separated or divorced? \_\_\_\_\_. If yes, please explain why this would not compromise your position as a Christian role model.

---

**Reference Release**

**Broadfording Christian Academy**  
13535 Broadfording Church Rd  
Hagerstown, MD 21740

**AUTHORIZATION TO RELEASE REFERENCE INFORMATION**

I have made application for a position as a \_\_\_\_\_ with **Broadfording Christian Academy**. I have authorized the school to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure.

In addition, I hereby release **Broadfording Christian Academy**, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any related to such investigation or disclosure.

I waive the right to ever personally view any references given to **Broadfording Christian Academy**.

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

Applicant's Name (Print) \_\_\_\_\_

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

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

**Applicant's Certification and Agreement**

**Broadfording Christian Academy**  
13535 Broadfording Church Rd  
Hagerstown, MD 21740

**APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that **Broadfording Christian Academy** does not discriminate in its employment practices against any person because of race, ethnic background, gender, age, or disability.

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 a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand that I will be paid and receive benefits only through the day of release.

I authorize **Broadfording Christian Academy** to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure.

In addition, I hereby release **Broadfording Christian Academy**, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

I waive the right to ever personally view any references given to **Broadfording Christian Academy**.

Since I will be working with children, I understand that I may be asked to submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize **Broadfording Christian Academy** to conduct a criminal records check.

I understand that this is only an application for employment and that no employment contract is being offered at this time.

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

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

Date \_\_\_\_\_

**Broadfording Christian Academy**  
13535 Broadfording Church Rd  
Hagerstown, MD 21740

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

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

Have you ever been convicted of a crime?

(A conviction is not an automatic bar to employment. Each case will be considered on its merits. Do not include any arrests that did not result in a conviction. Do not include any convictions for which the record has been judicially ordered sealed, expunged or statutorily eradicated.

\_\_\_\_\_Yes    \_\_\_\_\_No    If yes, please explain and state the charge, the court, the date and the disposition of the case:

If yes, was the crime a felony or misdemeanor?

\_\_\_\_\_Felony    \_\_\_\_\_Misdemeanor

If yes, did you serve any time in jail or prison?    \_\_\_\_\_Yes    \_\_\_\_\_No

If yes, please state when, where and how long:

Are you currently out on bail or on personal recognizance pending trial?

\_\_\_\_\_Yes    \_\_\_\_\_No    If yes, please explain and give dates: