



# Substitute/Extended Care Application

Please complete all information to the best of your ability. Email completed form to [humanresources@nbcats.org](mailto:humanresources@nbcats.org) along with your resume and any additional information you would like for NBCA to consider. If not applicable, mark "N/A."

If you require assistance in completing this application or are requesting an accommodation or an alternative application process, please email [humanresources@nbcats.org](mailto:humanresources@nbcats.org) or call 830-629-1821.

To give equal employment and advancement opportunities to all people, employment decision at NBCA are based on each person's performance, qualifications, and abilities. NBCA prohibits discrimination on the basis of race, color, sex, national origin, age, pregnancy, disability, or veteran status. As a faith-based institution, the school reserves the right to use religion as a hiring and evaluation criterion, as permitted by law and consistent with the mission of the institution.

## Employment Application

Applicant Information		
Full Name:	<input type="text"/>	<input type="text"/>
	<i>Last</i>	<i>First</i>
	<input type="text"/>	<input type="text"/>
		<i>Middle</i>
Address:	<input type="text"/>	<input type="text"/>
	<i>Street Address</i>	<i>Apartment/Unit #</i>
	<input type="text"/>	<input type="text"/>
	<i>City</i>	<i>State</i>
		<i>ZIP Code</i>
Phone:	<input type="text"/>	Email: <input type="text"/>
Date of Application:	<input type="text"/>	Date Available: <input type="text"/>
Position Applied for:	<input type="text"/>	
Desired Age Group:	PreK-K <input type="checkbox"/> Elementary (1-5) <input type="checkbox"/> Middle School (6-8) <input type="checkbox"/> High School (9-12) <input type="checkbox"/>	
	<i>(Check all that apply.)</i>	
Availability:	Every day <input type="checkbox"/> Only: Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/>	
Are you authorized to work in the United States?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you 18 years of age or older?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you certified to teach?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>If certified to teach, please include type of certification and number, state or organization, subject(s), grades certified in, and expiration date.</i>		
<input type="text"/>		

## Education

High School: \_\_\_\_\_ City, State: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes  No

College: \_\_\_\_\_ City, State: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes  No  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ City, State: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes  No  Degree: \_\_\_\_\_

## References

*Please list three professional references to whom you are not related.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Email: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? Yes  No

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Email: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? Yes  No

Company:  
Supervisor:

Phone:  
Email:

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?    Yes     No

Please describe any other experience or any other information you would like to share which would be relevant to the job for which you are applying.

### Christian Background

Current Church: \_\_\_\_\_ Pastor: \_\_\_\_\_

Denomination: \_\_\_\_\_ Length of time at this church: \_\_\_\_\_

Pastor or Church Leader Reference:

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Church: \_\_\_\_\_ Phone: \_\_\_\_\_

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

17. Please give your brief Christian testimony.

Describe your present relationship with the Lord, including your routine of personal Bible study and prayer and church activities.

How would you explain salvation to a student?

Do you believe the Bible to be the ONLY inspired and infallible Word of God and our final authority in all matters of faith, truth, and conduct?

Yes

No

### Statement of Faith

We believe:

- In the verbal, complete inspiration of the Old and New Testaments and hold them to be inerrant Word of God, the supreme and final authority. (Matt. 5:17, 18; II Tim.3:16,17; II Pet. 1:20, 21; Luke 1:1-3; John 10:35; Luke 16:17; Gen. 3:3, 5)
- In one God, creator of all things, eternally existing in three persons; Father, Son, and Holy Spirit. (Isa. 45:5; Mark 12:29- 32; Ps. 90:3; Gen. 1:1; II Cor. 13:14; Matt 28:19; John 6:27; John 1:1-20; Acts 5:3,4) All three persons of the Trinity are wholly and completely God, existing as three in person, one in essence, subordinate in function.
- That Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true man and true God. He lived a sinless life and died for our sins according to the Scriptures...as a representative, substitutionary and complete sacrifice. He rose again from the dead, ascended into heaven and is today our High Priest and Advocate. (John 1:1, 14; Matt. 1:18; Luke 1:26-38; Matt.1:18-25; Isa. 7:14; I Cor.15:3, 22; John 3:16; Heb. 4:15, 16; I John 3:5; Rom. 19:9,10; II Cor. 5:17, 21; Rom. 5:1-11; Luke 24:23- 40; Acts 1:1-11; I Peter 3:22; John 14:8; Heb. 4:14, 5:1-10, 13:5, 7:25)
- That man was created in the image of God, that he sinned and thereby incurred not only physical death, but spiritual death, which is separation from God; and that all human beings are born with a sinful nature, lost, and without hope except in His sovereign mercy and grace. (Gen. 1:27; I Cor. 11:7; Rom. 6:23)
- That salvation is received by faith alone in the Lord Jesus Christ. All who trust in Him alone are justified and assured of eternal life by His shed blood. (Eph. 2:8,9; I John 3:1,2; Rom. 3:14-17)
- We believe in the resurrection of the crucified body of our Lord, His ascension into Heaven, and His personal and imminent return. (I Corn. 15:1-4; Luke 24:39; I Cor.15:17; Romans 6:9; John 14:2; John 16:28; John 20:17; Mark 16:19; Matt 24:1-3; Matt 24:26-30; Mark 13:1-3; Mark 13:26-30; Luke 21:25-28)

I have read the above and acknowledge that this is the Statement of Faith of New Braunfels Christian Academy, and I am in agreement with NBCA's Statement of Faith.

### NBCA Mission Statement

The mission of the New Braunfels Christian Academy is to glorify God by partnering with parents within a Christ-centered community to instill a Biblical worldview in students by educating, equipping, and encouraging in faith, excellence, and service.

If you are hired, will you labor to do all you can to bring honor and glory to the Lord Jesus Christ and to uphold the mission of NBCA as outlined in the Mission Statement? Yes  No

## Disclaimer and Signature

*I understand that this employment application and any other New Braunfels Christian Academy documents are not promises of employment. If I am hired and not employed pursuant to a contract of employment that contains a specific duration of employment. I understand that any employment at NBCA is at-will. I understand that, if I am employed, I can terminate my employment at any time with or without cause and that NBCA has a similar right. I understand that no manager, representative, or agent of the School has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.*

*The information given by me on this application and during the interview process is true and complete in all respects, and I agree that if the information is found to be false, misleading, or unsatisfactory in any respect (in the School's judgment) that I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired.*

*I acknowledge and agree that NBCA may obtain a consumer report or reports for use in connection with my employment and that this agreement constitutes an ongoing authorization for procurement of employment-related consumer reports at any time during my employment. I understand that the term "consumer report" includes, but is not limited to: credit checks, criminal background checks, department of motor vehicle reports and investigative consumer reports. By signing this agreement, I waive any right that I might have to privacy with respect to any such inquiry by NBCA.*

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

**Section I: Disclosure**

**New Braunfels Christian Academy** (the “Company”) may request background information about you from a consumer reporting agency in connection with your employment application and for employment purposes. The report ordered is defined by the Fair Credit Reporting Act (FCRA) as a Consumer Report, and all inquiries are limited to information that affects job performance and the workplace. It is conducted in accordance with applicable federal and state laws including the FCRA. The screening will be conducted by the Human Resources and/or Business Office of New Braunfels Christian Academy – **Address: 220 FM 1863, New Braunfels, TX 78132 | Phone: 830-629-1821**. As a result, New Braunfels Christian Academy may obtain a Consumer Report on you as an applicant or during employment.

A consumer report is a compilation of information that might affect your employability. The scope of the report **may** include information concerning your driving record, civil and criminal court records, credit, drug screening results, worker’s compensation record, education, credentials, identity, past addresses, social security number, previous employment and personal references.

Should an employer rely upon a consumer report for an adverse action, the FCRA mandates you be provided with a copy of the consumer report and a summary of your rights. An adverse action is defined as “a denial of employment or any other decision for employment purposes that adversely affects any current or prospective employee.”

**Section II: Authorization and Release**

I have carefully read and understand this Candidate Disclosure, Authorization & Consent for the Procurement of Consumer Reports form and the attached summary of rights under the Fair Credit Reporting Act. By my signature below, I consent to the release of consumer reports and investigative consumer reports prepared by a consumer reporting agency to the Company and its designated representatives and agents. By my signature below, I authorize the company to share the contents of this consumer report or investigative consumer report with its partners and clients in an effort to place me into an employment/independent contractor relationship with those partners. I understand that if the Company hires me, my consent will apply, and the Company may obtain reports, throughout my employment. I also understand that information contained in my job application or otherwise disclosed by me before or during my employment, if any, may be used for the purpose of obtaining consumer reports and/or investigative consumer reports. By my signature below, I authorize law enforcement agencies, learning institutions (including public and private schools and universities), information service bureaus, credit bureaus, record/data repositories, courts (federal, state and local), motor vehicle records agencies, my past or present employers, the military, and other individuals and sources to furnish any and all information on me that is requested by the consumer reporting agency. By my signature below, I certify the information I provided on this form is true and correct and will be valid for any reports that may be requested by or on behalf of the Company.

**I authorize New Braunfels Christian Academy and its agents to contact my current employer, if necessary, to verify my current employment status after the following date: \_\_\_\_\_.**

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

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

## Candidate Disclosure, Authorization & Consent for the Procurement of Consumer Reports (cont.)

### Section II: A Summary of Rights Under The FCRA

Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, D20C552.**

- You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days. In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.
- You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
- Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to

[www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

- You may limit “prescreened” offers of credit and insurance you get based on information in your credit report. Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT

(1-888-567-8688).

- You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- Identity theft victims and active duty military personnel have additional rights. For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).