



Allegheny Center
ALLIANCE CHURCH

AFTER SCHOOL PLACE

Application for Employment
Allegheny Center Alliance Church
Allegheny Center 3rd Floor, Pittsburgh PA 15212
Phone: 412-586-3681 Fax: 412-321-8533
"Following Jesus in Diverse Community"

ACAC use only:	
Rec'd	_____
Int'd	_____
Hired	_____

After School Place Application

General information:

Today's date ___/___/___

Name (first & last) : _____

Address: _____

Phone #: _____ Cell Phone #: _____

Email address: _____

Are you at least 18 years of age? _____

Shirt Size: _____

What position are you applying for?

Lead Teacher _____

Hours: 2:30pm- 6:15pm Monday- Friday

Assistant Teacher _____

Hours: 2:30pm- 6:15pm Monday- Friday

When you submit this application you will also need to submit a completed background check release form (if you are 18 and older) or a copy of your work permit. Form for background check and instructions for the work permit are attached at the back.

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Educational Background

Include technical schools and/or other special training as it relates to the essential functions of the position applied for:

Level	Name of School	City/State	Major-Minor	Years completed	Degree Diploma
High school/Secondary :					
College/University :					
Technical/Vocational :					
Grad. School/Seminary :					

References: Please provide 3

Business reference	Personal reference	Christian reference
Name:		
Years known:		
Organization:		
Position:		
E-mail Address:		
Phone number ()	()	()

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Employment Experience

List your last three employers beginning with the most recent. You may include any volunteer activities.

Must be completed even if a resume is submitted. Please provide as much detail as possible.

Employer:	Date employed: From ____/____/____ To ____/____/____
Address:	Salary: Start _____ End _____ Av. Hrs _____
Work Phone Number: ()	Summarize the work you performed:
Position Title:	
Supervisor's Name:	
Supervisor's Title:	
Reason for leaving:	
May we contact for a reference? __Yes __No Would they rehire you? __Yes __No	
Employer:	Date employed: From ____/____/____ To ____/____/____
Address:	Salary: Start _____ End _____ Av. Hrs _____
Work Phone Number: ()	Summarize the work you performed:
Position Title:	
Supervisor's Name:	
Supervisor's Title:	
Reason for leaving:	
May we contact for a reference? __Yes __No Would they rehire you? __Yes __No	
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Who recommended you to ACAC After School Place or how did you hear about us?

Have you ever worked with our program before? If so, when and what grade did you work with?

Have you ever worked at any other after school program before? Where? When?

What are 2 goals for your future? Where do you hope to be in five years?

What experience have you had with children? What is your preferred age group?

What is your greatest strength?

What is an area of weakness?

Have you ever had any leadership experience? If so, please explain.

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ACAC is a non-profit Christian organization that exists to proclaim and demonstrate the Word of God. Please help us evaluate our mutual compatibility by providing forthright responses to the following questions.

Please share your personal testimony of faith in Jesus Christ:

Are you presently involved in ministry activity? If so, please describe:

Why do you desire to work for ACAC?

The After School Place is designed to help children with their homework, teach them about Jesus, and to let them be kids. We are seeking men and women who are lovers of Jesus, have a heart for children, and a passion for helping them learn.

The teaching position at ASP is from 2:30 PM-6:15 PM, Monday-Friday, every day that the Pittsburgh Public schools are in session. You will also be required to attend training in preparation for the program and periodic meetings and trainings throughout the year. Please let me know now if you will have any conflict with this schedule, including your class schedule and other ministries you are involved in.

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Conduct and Applicant's Statement

ACAC Congregational Conduct Statement

The mission of Allegheny Center Alliance Church is to follow Jesus in diverse community. Toward that end, we call our members to ongoing study of the Bible, as well as ongoing application of its standards of conduct. We seek to encourage and enable the latter by means of a systematic practice of accountability. Church leadership is held accountable; moral failure on the part of ordained and licensed pastors requires forfeiture of credentials and loss of employment. Moral failure on the part of congregational leaders and members is confronted according to biblical guidelines, and leads to removal from office or ministry involvement. In such cases, every attempt is made to facilitate repentance and restoration. Refusal to submit to biblical standards may result in excommunication.

These practices – set forth in the Bible – are intended to protect members from spiritual harm, protect ACAC's witness and credibility, and protect God's honor.

ACAC Employee Conduct Statement—Conditions of Employment

Employee conduct directly impacts ACAC's ability to fulfill its mission. Therefore, we expect employee conduct to be consistent with Biblical standards of morality. We also expect our employees to refrain from attempts to endorse or promote conduct contrary to biblical standards. Inappropriate language, immodest attire, and immoral sexual conduct will be seen as inconsistent with our mission and identity.

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Applicant's Statement

It is understood and agreed upon that the foregoing is true to the best of my knowledge, and that falsification of this application will be grounds for elimination from further consideration or, if employed by ACAC, for dismissal. I authorize ACAC to solicit information regarding my character, general reputation, credit, previous employment, and similar background information, and to contact any and all references I have given on my application. I release all parties and persons connected with any such request for information from all claims, liabilities and damages that may arise from furnishing such information. I understand and agree that in the performance of my duties as an employee of ACAC, or after I leave ACAC, that I must hold in confidence any and all information that I come in contact with regarding ACAC or its business.

I understand that employment with ACAC is "at will" which means that either I or ACAC may terminate my employment at any time with or without cause.

Signature of Applicant

Date