



Custodial Application

Revised on 5/23/25

References

List up to 3 references, who are qualified to speak of your Christian life, experience with children, and cleaning.

Name	How do you know this person and how long have you known them?	Phone

**All applicant information will be held in confidence and is requested for the expressed purpose of acquiring employees who believe and accept the standards and educational/Biblical philosophies included in the Jacksonville Christian Academy Student Handbook.

Personal Information

Full name _____ Date _____

Birth date _____ Age _____ Email Address _____

Marital Status: Single () Married () Divorced () Separated () Widowed ()

Address _____

City _____ State _____ Zip code _____

Home phone: _____ Cell: _____

Spouse's name _____ Cell: _____

What is your spouse's occupation? _____

Do you have children? Yes () No ()

How old are your children? _____

Has anyone currently living in your household been convicted of a sexual crime? Yes No

*If yes, this has no bearing on your potential hire, but it does allow us to address potential negative situations.

Please list your social media accounts and what name they are under.

Spiritual Information

Has there ever been a time in your life when you admitted you were a sinner, asked to be saved from those sins and accepted Christ as personal Savior and Lord of your life?

Yes () No ()

Please give a brief testimony as to how you came to know Christ as personal Savior?

Local Church affiliation _____

Pastor _____ Phone Number _____

How long have you been attending? _____

Check what services you attend regularly: Sunday School ___ Sunday Morning Worship___

Sunday Evening Worship___ Mid-week Prayer Meeting___ Visitation___ Special services___

Is your spouse a born again Christian?___ Is your spouse active in church?___

What duties and offices do you hold in the church you attend? _____

Physical Information

Describe you overall health: Excellent ___ Good ___ Poor ___

List any physical disabilities you may have: _____

Have you ever been treated for a nervous or mental disorder? _____

If yes, please explain: _____

Educational and Other Employment Information

	Name and Address	Major	Grad. Year	Degree
High School				
College				
Post Grad				

Indicate in what capacities you have had cleaning experience.

Home Office Church School Childcare Vehicle Other _____

**Please list the businesses or homes in most recent order.*

Business/Contact person	Address	Phone

*Check if resume is attached

How *familiar* are you with cleaning supplies and their purpose? Very Mostly Somewhat

Have you ever had any allergenic reaction to any cleaning supplies? Yes No

If yes, what item: _____

Indicate what cleaning tools you are familiar with. Dusters Broom/Pan Zamboni machine

Vacuum (upright and wide push model) Industrial mop/bucket Steam Cleaner Carpet cleaner

Custodial duties include:

Cafeteria: mop floors, take out trash

Bathrooms: clean mirrors, sinks, counters, toilets, walls, trash and floor

Classrooms: trash and be able to assist with vomit (absorbent powder and carpet cleaner)

Hallway: vacuum, mop entryways, dust, wipe down doors and windows

Auditorium: vacuum, dust, remove trash

Office: trash, vacuum, and pastor's bathroom

Gym: clean and mop bathrooms/hallway, clean bleachers, mop court, and take out trash

Exterior: empty trash cans on the office side and pavilion; the city will empty the dumpster

*Custodial is *not* responsible for the kitchen (only the trash), classrooms, or yard areas.

Why do you want to serve at First FWB Church and Jacksonville Christian Academy?

Standards

- Possess a personal knowledge of Jesus Christ as Savior.
- Support the Christian philosophy and standards as stated in the JCA Handbook.
- Accept the Bible as the infallible rule of faith and practice.
- Demonstrate professional conduct.
- Be prepared to clean the areas assigned.
- Be in satisfactorily physical and mental health to fulfill the responsibilities as directed.
- Be willing to cooperate with administration and other co-workers.
- Faithfully attend all services of your local church.
- Abstain from the use of illegal drugs, tobacco, alcoholic beverages, and immoral conduct and avoid other forms of carnality in direct contradiction of the Bible.
- Avoid social media drama or involvement in any potential offensive actions that would have a negative affect on the church or school ministry.
- Be mindful of modest dress while in public and adhere to the dress code policies when cleaning.

If you agree, please initial each box, sign, date, and return to the JCA office.

I have read the *JCA Student Handbook* and will support its beliefs, policies, and practices. _____

I understand that FFWBC/JCA have a *conservative, Biblical approach* and that if I am given the opportunity to substitute, I must adhere to that approach when teaching/serving. _____

I agree to abide by the *Staff/Teacher standards and policies* of Jacksonville Christian Academy when representing the school. _____

I agree to abide by the *dress code standards* when working. _____

I understand that my *position is conditional* if I am in good standing with the church/school. _____

Signature _____ Date _____

*Please direct all questions to the Custodial Liaison, Caroline Anderson.

Dress Code Standards for Staff and Teachers

All staff members and teachers are asked to adhere to a dress code. Even in public (outside of school), a teacher should never be dressed in such a way that would shed a negative light on Jacksonville Christian Academy. Please adhere to the following:

Teachers should have a neat and clean appearance. Although we do not have a specific *uniform* dress code like the students do, we must be an example of what we wear at school.

Females

- Ladies' clothing must adhere to our modesty code, i.e. not too low, short, tight, or see through. All skirts, shorts, or slacks should touch the knee in length or lower. Smocks or scrubs are highly recommended.
- Please refrain from wearing plunging necklines that show any cleavage when standing, sitting, or bending over. Wear a tank top to help with "issues" 😊.
- Please refrain from wearing tight-fitting shirts or other articles of clothing. Clothing should be loose so as not to cup under the chest or rear end. Sleeveless garments are acceptable, but they should not "cut in" like a tank top.
- Regarding footwear, please wear comfortable shoes with proper support.
- See **Student Handbook** for hair/accessory standards.

Males

- All shirts should have sleeves, be buttoned and fit appropriately.
- All shorts and slacks should be comfortable and fit appropriately. Scrubs are highly recommended.
- Regarding footwear, please wear comfortable shoes with proper support.
- See **Student Handbook** for hair/accessory standards.

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Jacksonville Christian Academy
Home of the Conquerors

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Request for Criminal Records Check and Authorization

I hereby request the _____ County Sheriff Department to release any information which pertains to any record of convictions in its files or in any criminal file maintained on me whether local, state, or national. I hereby release said Police Department from any and all liability resulting from such disclosure.

Date _____

Signature

Print Full Name

Print Maiden Name if Applicable

Date of Birth

Place of Birth

Social Security Number

Driver's License Number

State and Expiration Date