



## **Application for employment**

Your interest in The Christian Academy is appreciated. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which you may qualify, we will contact your references. If we have continued interest in your candidacy, we will arrange for a personal interview.

We realize that the key to a successful Christian School is its staff. We are seeking applicants who are professionally qualified, really love children, love the Lord, and who, by the pattern of their lives are Christian role models (Luke 6:40).

We look forward to receiving your application. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

### **A. APPLICANT'S NAME AND ADDRESS**

Full name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date available: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

Phone: Home (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

### **B. POSITION DESIRED**

Please indicate the position, grades and/or subjects you are applying for:

\_\_\_\_ Pre-School

\_\_\_\_ Kindergarten

\_\_\_\_ Elementary Grade \_\_\_\_

\_\_\_\_ Jr. High Subjects \_\_\_\_\_

\_\_\_\_ High School Subjects \_\_\_\_\_

\_\_\_\_ Other \_\_\_\_\_

Full time \_\_\_\_ Part time \_\_\_\_ Substitute \_\_\_\_ Aide \_\_\_\_

### **C. THE CHRISTIAN ACADEMY – STATEMENT OF FAITH**

- There is only one true God, who eternally exists in three persons: Father, Son, and Holy Spirit - The Trinity as revealed in the Holy Scriptures and taught by the historic Christian church (Gen. 1:1; Matt. 28:19; John 10:30,37,38.)
- The Bible is the divinely inspired, only infallible, inerrant word of God for faith and practice. All other so-called divine revelations are not of God (2Tim. 3:16; 2 Peter 1:21).
- God became flesh and dwelt among men as our Lord and Savior Jesus Christ (John 10:30). We believe in His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35), in His sinless life (Hebrews 4:15; 7:26) in His miracles (John 2:11;), in His vicarious and atoning death through His shed blood (1Corinthians 15:3; Ephesians 1:7; Titus 3:5), in His holy resurrection (John 11:25; 1 Corinthians 15:4), in His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11; Rev. 19:11-16).
- Each person born into this world is born into sin and therefore is in need of a Savior (Romans 3:23; 5:8-9; Eph. 2:8-10).
- Our salvation is through Christ alone and He came to earth to save us from our sins through his death and resurrection, so we might have eternal life (John 3:16-19; Eph. 2:8; Acts 4:12; Romans 5:21; Titus 3:5-6).
- Christ is the head of the church and the head of our school (Eph. 1:22; Colossians 1:18).
- The term “marriage” has only one meaning: the uniting of one man and one woman in a single exclusive union, as delineated in scripture (Genesis 2:18-24). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God’s command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman (Hebrews 13:4; Romans 13:13).
- God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26-27).
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).
- We believe in the resurrection of both the saved and the lost; that they are saved unto the resurrection of life, and that they are lost unto the resurrection of condemnation (John 5:28-29).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 2:12-13; Galatians 3:26-28).

\_\_\_\_\_ I fully support the Statement of Faith as written without mental reservations.

\_\_\_\_\_ I support the Statement except for the area(s) listed and explained to the attached piece of paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

**D. CHRISTIAN BACKGROUND**

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

\_\_\_\_\_ Yes

\_\_\_\_\_ NO

What is your local church affiliation? \_\_\_\_\_

Are you a present member? \_\_\_\_\_ Yes \_\_\_\_\_ NO

If yes, how many years? \_\_\_\_\_

**E. PROFESSIONAL QUALIFICATIONS**

\*Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.

What degree or degrees do you hold?

Degree \_\_\_\_\_

Date Received \_\_\_\_\_ Issuing Institution \_\_\_\_\_

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

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

Sequentially list your teaching experience with most recent first.

School Name: \_\_\_\_\_ Grades/Subjects: \_\_\_\_\_ Dates: \_\_\_\_\_

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Are you familiar with any Christian or secular textbook series (ex: ACSI, A Beka, Bob Jones, Saxon math, Open Court Reading, etc...)?

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Do you have a teaching certificate? \_\_\_\_\_ NO \_\_\_\_\_ Yes

If yes, what kind \_\_\_\_\_

Remains valid for \_\_\_\_\_ Years. What Kind? \_\_\_\_\_ State? \_\_\_\_\_

If you do not hold a certificate, what requirements do you lack? \_\_\_\_\_

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\*\*\*Please attach photocopies of any certificates held\*\*\*

#### **F. PERSONAL PHILOSOPHY**

\*On a separate piece of notebook paper please label and answer each of the questions below.

1. Why do you wish to teach in a Christian school?
2. What do you believe about the origin of the earth and mankind?
3. What do you consider to be the proper classroom atmosphere for learning?
4. What is your philosophy of discipline? Your attitude toward physical punishment?
5. What areas do you feel are your strengths? Weakness?
6. Please summarize any additional information that you would like to present regarding your candidacy for this position.

#### **G. EMPLOYMENT HISTORY**

**Please start with your current or most recent employer** and work backwards for the past ten years. If necessary, you may follow the same format on the reverse.

Employer \_\_\_\_\_

Address \_\_\_\_\_

Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Supervisor's Name/Phone Number \_\_\_\_\_

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

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Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Supervisor's Name/Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Supervisor's Name/Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Supervisor's Name/Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you served in the military? Yes \_\_\_\_\_ NO \_\_\_\_\_  
If yes, what type of training or education did you receive? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## H. REFERENCES

Do not list family members or relatives as references.

Give three references who are qualified to speak of your spiritual experience and Christian service. **List your current pastor first.**

Name \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

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

Name \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

## **I. APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that The Christian Academy does not discriminate in its employment practices against any person because of race, color, nation or ethnic origin, gender age, or qualified disability.

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that 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 and agree that I will be paid and receive benefits only through the day of release.

I authorize The Christian Academy to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

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 the school, 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 the school.

Since I will be working with children, I understand that I must 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 the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

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.

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Signature of Applicant

Date