



# FIRST CHRISTIAN ACADEMY

## EMPLOYEE APPLICATION

Your interest in FIRST CHRISTIAN ACADEMY & LEARNING CENTER 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 notify and ask you to send your placement file to our office. We will also contact your references. If we have continued interest in your candidacy, we will send you some follow up questions and 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, who really love children, and who, by the pattern of their lives, are Christian role models. Luke 6:40.

We look forward to receiving your initial application. Thank you for your interest in the ministry of our school. 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: \_\_\_\_\_

Application date: \_\_\_\_\_ Date available: \_\_\_\_\_

Present address: \_\_\_\_\_

\_\_\_\_\_

Length of time at this address? \_\_\_\_\_

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

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

Please list any additional addresses where you have resided at any time during the past five years:

\_\_\_\_\_

\_\_\_\_\_

**B. POSITION DESIRED**

Please indicate 1, 2, 3 choice in the parenthesis. Then to the right please indicate the grades or subjects in order of preference:

( ) Preschool ( ) Kindergarten ( ) Elementary \_\_\_\_\_

( ) Middle School \_\_\_\_\_ ( ) Other \_\_\_\_\_

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

If you application receives favorable consideration, what salary/hourly rate would you require?  
\$ \_\_\_\_\_ per \_\_\_\_\_.

Can you submit verification of your legal right to work in the US? Yes \_\_\_\_\_ No \_\_\_\_\_

Please list activities or sports for which you would be capable and willing to direct, sponsor or coach (indicate grade or ability levels).

\_\_\_\_\_

What would you like to be doing five years from now?

\_\_\_\_\_

**C. CHRISTIAN BACKGROUND**

**\* In your own handwriting, on separate paper, briefly give your Christian testimony.**

Please carefully read our Statement of Faith and sign.

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

\_\_\_\_\_ 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.

Denominational preference? \_\_\_\_\_

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

Are you presently a member in good standing? \_\_\_\_\_ Years? \_\_\_\_\_

In what church activities are you involved and with what degree of regularity?

\_\_\_\_\_

\_\_\_\_\_

What other Christian service have you done since becoming a Christian?

\_\_\_\_\_

Are you capable of teaching a Bible class? If yes, what would be your subject preferences?

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To what extent do you believe you should become involved in Sunday and other weekday ministries of the sponsoring church or the church of which you are a member?

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Describe your routine of personal Bible study and prayer.

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What books have you read recently that have helped you spiritually?

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**D. PROFESSIONAL QUALIFICATIONS**

**\* Please attach copies of all your postsecondary transcripts. 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(s) do you hold?

DEGREE	DATE RECEIVED	ISSUING INSTITUTION

Your Major (s)

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Your Minor (s)

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Cumulative grade point average Bachelor's \_\_\_\_\_ Graduate work \_\_\_\_\_

Total semester or quarter units **after** date of Bachelor's degree: \_\_\_\_\_

Sequentially list your teaching experience **with most recent first**.

SCHOOL'S NAME	GRADES OR SUBJECTS	DATES

To what degree are you familiar with various Christian or secular textbook series (i.e., ACSI, ABeka, Bob Jones, Saxon math, Open Court Reading)?

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Textbook series preferences? \_\_\_\_\_

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List any other educational advantages that you have had including opportunities for travel.

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List any books or articles that you have read recently that have helped you to grow professionally. \_\_\_\_\_

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Do you have an ACSI Teaching Certificate? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, what level? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years.

Do you have a state teaching certificate? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, what state? \_\_\_\_\_  
What kind? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years.

Endorsement(s)            List semester hours in endorsement area(s)

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

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**\* Please attach copies of any certificates held.**

Have you had any courses in the Christian Philosophy of Education? If so, where and when?

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If not, would you be willing to take such a course by correspondence or otherwise? \_\_\_\_\_

**Please attach a typed copy of your personal Christian philosophy of education and how you would implement it in the classroom.**

Have you had other courses giving specific training for Christian day schools? Give details.

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List any conferences or seminars that you have led or participated in recently.

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Describe how teacher evaluation has been helpful to you. \_\_\_\_\_

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**E. PERSONAL PHILOSOPHY**

A. Why do you wish to teach in a Christian school?

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B. What do you consider to be the proper classroom atmosphere for learning?

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C. What areas do you feel are your strengths? Weaknesses?

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**F. EMPLOYMENT HISTORY**

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

1.	<b>Position</b>	<b>Date of Employment</b>
	<b>Address</b>	
	<b>Supervisor's Name</b>	
	<b>Reason for Leaving</b>	
2.	<b>Position</b>	<b>Date of Employment</b>
	<b>Address</b>	
	<b>Supervisor's Name</b>	
	<b>Reason for Leaving</b>	
3.	<b>Position</b>	<b>Date of Employment</b>
	<b>Address</b>	
	<b>Supervisor's Name</b>	
	<b>Reason for Leaving</b>	
4.	<b>Position</b>	<b>Date of Employment</b>
	<b>Address</b>	
	<b>Supervisor's Name</b>	
	<b>Reason for Leaving</b>	
5.	<b>Position</b>	<b>Date of Employment</b>
	<b>Address</b>	
	<b>Supervisor's Name</b>	
	<b>Reason for Leaving</b>	

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

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

Are you holding or have you already signed a contract for next year with another educational institution? Yes \_\_\_\_\_ No \_\_\_\_\_

**G. PERSONAL REFERENCES**

Do not list family members or relatives for references.

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

	NAME / COMPLETE ADDRESS	TELEPHONE	POSITION
1.			
2.			
3.			

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 / COMPLETE ADDRESS	TELEPHONE	POSITION
1.			
2.			
3.			

References checked: \_\_\_\_\_

By: \_\_\_\_\_

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

**H. APPLICANT’S CERTIFICATION AND AGREEMENT**

I understand that FIRST CHRISTIAN ACADEMY & LEARNING CENTER does not discriminate in its employment practices against any person because of race, color, national 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 FIRST CHRISTIAN ACADEMY & LEARNING CENTER 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 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 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 offer at this time.

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

\_\_\_\_\_  
Signature of Applicant  
Revised: 5/15

\_\_\_\_\_  
Date

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