

Trinity Christian Academy

“Strong Education for World Change”

APPLICATION FOR EMPLOYMENT - Teacher

I. General Information

Last Name	First	Middle	Date
Street Address			Home Phone
City, State, Zip			
E-mail Address			Business Address
Are you over 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No			Social Security No.
Drivers License No.	State		Any Violations?
Total years of teaching experience			
Total years of administration experience			
How did you learn of our school?			
Are you legally eligible for employment in the United States?			
Are you currently employed? If so, may we inquire of your present employer?			
Have you been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, please explain; date and location			
Are there any reasons you might not be able to perform job duties? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain			
Have you ever been discharged or requested to resign from a position? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain			

	Name and Location	Major/concentration of degree	Cum GPA	Did you graduate with a degree?	State Degree or Diploma
Under-graduate College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	

II. Education - List all colleges / universities attended. Use additional page if necessary.

Present Position/Grade Level Taught	Dates Employed
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What kind of position are you applying for? (Circle one)

Full time Part Time Substitute

Please indicate 1st, 2nd, and 3rd, choice of grade/subject you would like to teach:

_____ Preschool

_____ Elementary 1.) _____ 2.) _____ 3.) _____

_____ Middle School 1.) _____ 2.) _____ 3.) _____

_____ High School 1.) _____ 2.) _____ 3.) _____

Why do you wish to teach at a Christian school?

If married, is your spouse supportive of your desire to teach in a Christian school? _____

Are you capable of teaching a Bible class in your preferred grade level? _____

Where do you see yourself 5 years from now?

School Name	Telephone
Address	Employment Period
Name of Supervisor	Hourly Rate/Salary
Reason for Leaving	May we contact your employer?

III. Employment History

Present Position/Grade Level Taught	Dates Employed
School Name	Telephone
Address	Employment Period
Name of Supervisor	Hourly Rate/Salary
Reason for Leaving	May we contact your employer?

IV. References

(Please provide 1 pastoral, and 2 professional references)

Name	Address	Position/email/phone	Years Acquainted
Please identify any activities or sports you are capable/willing to direct, advise, sponsor, or coach.			
Sports (specify) _____			
Other (Specify) _____			

V. Certification

(Please attach scans/photocopies of any certificates held)

Type	Grade Level(s)	State	Expires

What curricula are you most familiar with?
Describe what you think the proper classroom atmosphere looks like for effective learning to take place: <hr/> <hr/> <hr/> <hr/> <hr/>
List any conferences or seminars that you have attended or led: <hr/> <hr/> <hr/>
List any books or articles that you have recently read that has helped you grow professionally: <hr/> <hr/> <hr/>

VI. Student Teaching Experience

Name of School	Grade Level(s)/Subject(s)	Grade Received
Amount of Classroom Experience (approx. hours)		

Please list courses taken in the the following areas:

Bible & Theology _____ Credits earned _____

Christian Education _____ Credits earned _____

Have you taken any courses in the Philosophy of Christian Education? If so, please list and describe (where and when):

Have you completed any courses regarding specific teacher training for Christian schools? If so, please list and describe (when and where):

Summarize special teacher training and/or administration related skills and qualifications acquired from employment or other experiences.

Position	Employer Name & Address	Supervisor	Salary	Dates	Reason for Leaving

Have you ever worked under a different name for any of the employers you have listed? If yes, please list:

Have you already signed a contract for the next year with another institution?

Have you ever been charged in civil or criminal proceedings with improprieties regarding children?

If yes, indicate the nature of the suit, offense, date, court, and disposition:

VII. Other Employment Experience

The Bible is our standard for marriage and sexual conduct. It is a *bona fide* occupational requirement for staff to live by these standards. Please circle your current marital status

Single Engaged Married Widowed Separated Divorced Remarried

Spouse's Name	Spouse's Occupation	Years Married
Names and ages of children		

VIII. Personal Information

How long have you had the assurance that Jesus is your personal Savior and Lord?

What is your denominational preference?

Church presently attending	Are you a member?	Years
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In what church activities are you involved and with what degree of regularity?

How do you work with those of other denominational beliefs?

IX. Faith/Ethical Position Information

As a teacher, your students may ask you specific questions about controversial issues. Your answers will come from your personal study and convictions. We need to know the views of those who would be Christian models for our students. Please share your personal convictions as a Christian toward:

Wine, Liquor, Beer, and any other alcoholic beverages

Marijuana and other narcotics unprescribed by a physician

Smoking and chewing tobacco

Pre-marital sex

Abortion

Homosexuality

If married, will your spouse give full support to these same standards of faith and life?

Are you prepared to lead a student to Christ should the occasion arise?

X. Writing Sample

In approximately 500 words please write a short essay illustrating your personal Christian testimony. (Please type/save as a pdf file and email as an attachment)

In approximately 500 words please provide your philosophy of education. (Please type/save as a pdf file and email as an attachment)

As an applicant for employment of Trinity Christian Academy & Preschool, I, _____, recognize, understand, and agree to abide by the code of ethics and by the moral and ethical standards of TCA. I further declare that with regard to my personal moral and ethical character and conduct as of this date, I am not, nor have been in the past engaged in inappropriate conduct toward minors, nor do I have inclinations toward such conduct. Inappropriate conduct includes the following: homosexuality, verbal, physical, or sexual abuse as defined by Scripture and state law. I do declare that the above statement is factual and true. By affixing my signature, I declare that I meet the moral and ethical standards of Trinity Christian Academy & Preschool.

Applicant's Signature

Date

Applicant's Certification and Agreement

I have made application for a position as a _____ with Trinity Christian Academy & Preschool. I understand that the Trinity Christian Academy & Preschool does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability. I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of 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 that I will be paid and receive benefits only through the day of release. I authorize references and my former employers to disclose to Trinity Christian Academy & Preschool 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 Trinity Christian Academy & Preschool, 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. Employment based on excellent reference checks, background check and passing drug test. I waive the right to personally view any references given to Trinity Christian Academy & Preschool.

I understand that employment at TCA is "at will" and includes no guarantee, contract or promise of employment for any specified length of time. I further understand that a criminal record check may be conducted on me and I consent to such check. I authorize the use on any information in this application and any attached supplements to verify my statements, and I authorize the past employers, schools, churches, all references ad any other persons or organizations, whether or not identified in this application to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any and all liability or damages on account of such information. I understand that I am required to submit a fingerprint check by the FBI and possibly other federal and state authorities.

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.

Applicant's Signature

Date

XI. Agreement Signature

Please carefully read our Statement of Faith and indicate your support by signing below.

Statement of Faith

1. I believe the Bible to be the inspired and the only infallible authoritative Word of God.
2. I believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. I believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. I believe in the creation of man by a direct act of God.
5. I believe that man is sinful by nature and the regeneration by the Holy Spirit is essential for his salvation.
6. I believe in the continuing ministry of the Holy Spirit, by whose indwelling, the Christian is enabled to live a Godly life.
7. I believe in the bodily resurrection of both the saved and the lost, they who are saved unto eternal life and they who are lost unto eternal damnation.
8. I believe in the spiritual unity of the believers in our Lord Jesus Christ and in the local New Testament church.

I, _____, fully support without any reservations the

Applicant's Signature	Date
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Statement of Faith as written.