



## Instructional Staff Application

Our school exists to provide a distinctive, biblically based education in a nurturing environment through which students are instilled with Godly character, inspired to excel, and prepared for a life of enduring commitment to Christ. Your interest in being a part of such a ministry at Calvary Christian Academy is appreciated. We invite you to fill out this 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 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

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle initial \_\_\_\_\_

Position applied for \_\_\_\_\_

Application date \_\_\_/\_\_\_/\_\_\_ Date available \_\_\_/\_\_\_/\_\_\_

Current address:

Street address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Days ( \_\_\_\_\_ ) \_\_\_\_\_ Evenings ( \_\_\_\_\_ ) \_\_\_\_\_

Cell phone ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail \_\_\_\_\_

Best time to call? \_\_\_\_\_ Length of time at this address? \_\_\_\_\_

Permanent address and phone number if different from current address \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

How did you learn about the position for which you are applying? \_\_\_\_\_

Can you submit verification of your legal right to work in the U.S.?  Yes  No

## **B. Christian Background**

**On a separate paper in your own handwriting, briefly give your Christian testimony.**

Please carefully read our statement of faith and indicate your degree of support.

I fully support the statement as written, without mental reservations.

I support the statement except for any areas listed and explained on a separate paper. These areas represent either disagreements or items for which I have not yet formed an opinion or a conviction.

What is your denominational preference? \_\_\_\_\_

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

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

Are there any additional doctrines or convictions not a part of the statement of faith that we should be aware of? Yes \_\_\_ No \_\_\_ If yes, please write out on a separate page.

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

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

\_\_\_\_\_

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

\_\_\_\_\_

To what extent do you believe you should become involved in the ministries of the sponsoring church or the church of which you are attending or are a member? \_\_\_\_\_  
\_\_\_\_\_

Describe your routine of personal Bible study and prayer: \_\_\_\_\_  
\_\_\_\_\_

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

**C. Questions for Instructional Personnel**

Please list teaching certificates that you hold: \_\_\_\_\_  
\_\_\_\_\_

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

Please list K–12 activities or sports that you would be capable and willing to direct, sponsor, or coach (indicate grade or ability levels): \_\_\_\_\_

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

School Name	Position	Dates

Please indicate your 1st and 2nd choices below: Then to the right please indicate the grades or subjects in order of preference:

Preschool  Kindergarten  Elementary \_\_\_\_\_

Junior High \_\_\_\_\_

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

Full time  Part time  Substitute

Do you have an ACSI early education teaching certificate or K–12 teaching certificate?

Yes  No

If yes, what level? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years

Do you have a state teaching or administrator's certificate? \_\_\_\_\_ State? \_\_\_\_\_  
What kind? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years  
\_\_\_\_\_

Endorsement(s)

List semester hours in endorsement area(s)

If you do not hold an ACSI certificate or a state certificate, what requirements do you lack?  
\_\_\_\_\_

Have you taken the Principles and Practices of Christian Early Education course or had any courses in the Christian Philosophy of Education for K-12 personnel?  Yes  No If yes, which course, where, and when? \_\_\_\_\_

If not, would you be willing to take the course by correspondence or otherwise?  Yes  No

Have you had other courses giving specific training for Christian early education programs or K-12 Christian schools? Please give details. \_\_\_\_\_

Are you capable of teaching a Bible class?  Yes  No If yes, what would be your subject preferences? \_\_\_\_\_

Do you have a program or textbook series preference? \_\_\_\_\_  
\_\_\_\_\_

## D. Professional Qualifications

**Please attach photocopies 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, or degrees, do you hold?

Degree	Issuing Institution

What were your majors? \_\_\_\_\_

Your minors? \_\_\_\_\_

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 grow professionally:

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Describe your level of computer and software program skills: \_\_\_\_\_

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

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Are you still in school?  Yes  No If yes, where?

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How many courses are you currently taking? \_\_\_\_\_ Number of credits? \_\_\_\_\_ What is the course of study? \_\_\_\_\_

Do you know a foreign language? \_\_\_\_\_ If yes, which language?

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Can you speak it? \_\_\_\_\_ read it? \_\_\_\_\_ write it? \_\_\_\_\_

## **E. Personal Philosophy**

On a separate paper, please type your viewpoints on the following questions, providing a one-to-two-paragraph answer for each question.

1. Why do you wish to serve in a Christian program?
2. What are the main characteristics that distinguish a Christian program from a secular program?
3. What areas in your professional life do you feel are your strengths? What areas are you working to improve?
4. What do you believe about the origin of the universe?
5. Please summarize any additional information that you would like to present regarding your candidacy for this position.

## F. Employment History

Please start with your current or most recent employer and work backward for the past *ten* years. If necessary, use a separate paper and follow the same format for additional positions.

1. Position \_\_\_\_\_ Dates of employment \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

Supervisor's name and phone number \_\_\_\_\_

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

2. Position \_\_\_\_\_ Dates of employment \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

Supervisor's name and phone number \_\_\_\_\_

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

3. Position \_\_\_\_\_ Dates of employment \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

Supervisor's name and phone number \_\_\_\_\_

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

Are you holding or have you already signed a contract for next year with any other educational institution?  Yes  No

Have you ever worked under a different name for any of the employers you have listed?

Yes  No If yes, what was the name or names? \_\_\_\_\_

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

Please account for all periods of unemployment if there are time gaps in the list of employers above. Where were you, and what were you doing if you weren't employed?

From month/year to month/year	State what you were doing	Names and phone numbers of persons other than relatives who can confirm your unemployment
/ to /		
/ to /		
/ to /		

**G. Personal References**

Do not list family members or relatives for references. You will also need to sign the attached Authorization to Release Reference Information form and return it with this application.

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

Name and complete address	Phone	Position

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

Name and complete address	Phone	Position

## H. Applicant's Certification and Agreement

I understand that Calvary Christian Academy 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 I have not knowingly withheld any information that might adversely affect my chances for employment, and 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 on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. 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 Calvary Christian Academy to thoroughly interview the primary references that 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 my former employers and any other references 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, all other 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 conditional until the school has received the 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 application for employment is valid for no more than 120 days. After that, I must resubmit an application in order to be considered for positions at this school.

I understand that this is only an application for employment and that no employment or employment contract is being offered at this time.

I understand that failure to complete any portion of this application or to sign this application will result in rejection of my application.

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

\_\_\_\_\_ Applicant signature  
Date

### Attachments:

- (1) Statement of faith
- (2) Lifestyle statement
- (3) Declaration of moral integrity