

# Teacher Application

Your interest in Trinity Christian Academy is appreciated. We invite you to complete this application and return it to our school office. If an opening occurs for which you may qualify, we will notify you. We will also 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, who really love children, and who, by the pattern of their lives, are Christian role models. *Luke 6:40.*

We look forward to reviewing 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

Full Name: \_\_\_\_\_

Application Date: \_\_\_\_\_ Date Available: \_\_\_\_\_

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

How long have you lived at the above address? \_\_\_\_\_

If less than 5 years, please provide a previous address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Best time to call: \_\_\_\_\_

## B. Position Desired

Rank, in order of preference, the departments in which you are qualified to teach. Also list preferred grade level or subject area teaching assignments.

Kindergarten: \_\_\_\_\_

Elementary: \_\_\_\_\_

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

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

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

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

Please list activities or sports which you are capable of and willing to direct, sponsor, advise, or coach. Indicate the grade or ability level. \_\_\_\_\_  
\_\_\_\_\_

Have you already signed a contract for the next school year with another educational institution?      Yes      No

## C. 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

**Please carefully read the Trinity Church & Christian Academy Statement of Faith and indicate below your degree of support.**

*This church accepts the Holy Scriptures as the revealed will of God, the all-sufficient rule of faith and practice, for the purpose of maintaining the general unity. The Scriptures, both the Old and New Testaments, are verbally inspired of God to man.*

*We believe the Deity of the Lord Jesus Christ as Scripture declares: His virgin birth, His sinless life, His miracles, His substitutionary work on the cross, His bodily resurrection from the dead, His exaltation to the right hand of God.*

*We understand that man was created good and upright, for God said, "Let us make man in our image, after our likeness." However, man by his voluntary transgression, fell and thereby incurred not only physical death, but also spiritual death, which is separation from God. Man's only hope of redemption is through the shed blood of Jesus Christ, the Son of God. Salvation is received through repentance toward God and faith in the Lord Jesus Christ.*

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

\_\_\_\_\_ I support the statement except for the area(s) listed and explained below. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction. \_\_\_\_\_

Please answer the following questions regarding your participation in church.

Church Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Pastor's Name: \_\_\_\_\_

Years Attended: \_\_\_\_\_

Have you made a profession of faith for salvation through Jesus Christ?      Yes                  No

Indicate the frequency of your church attendance?                  Regular                  Occasional                  Seldom

Please check all activities/ministries in which you are involved.

\_\_\_\_\_ Choir or Music Ministries                  \_\_\_\_\_ Sunday School/Teacher  
\_\_\_\_\_ Youth Group Leader                  \_\_\_\_\_ Children's Ministries  
\_\_\_\_\_ Men's or Women's Ministries                  \_\_\_\_\_ Bible Study  
\_\_\_\_\_ Outreach Ministries                  \_\_\_\_\_ Other \_\_\_\_\_

Please list the name of any church staff member/pastor that knows you personally. \_\_\_\_\_

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

**\*In your own handwriting on a separate sheet of paper, briefly give testimony of your salvation through Jesus Christ and your continued walk with Him since salvation.**

#### **D. Professional Qualifications**

**\*Please attach photocopies of all your post-secondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.**

Complete the following information:

Degree Received	Date Received	Issuing institution

Major field of study: \_\_\_\_\_

Minor if applicable: \_\_\_\_\_

Total semester hours after Bachelor's degree: \_\_\_\_\_

Teaching Experience: *Sequentially list your teaching experience with most recent year first.*

School's Name	Grades or Subjects Taught	Dates

Do you currently hold a state or national teaching certificate? \_\_\_\_\_ Please specify: \_\_\_\_\_

Have you ever held a state or national teaching certificate, which is no longer valid? \_\_\_\_\_

Please specify. \_\_\_\_\_

Do you currently have an ACSI Teaching Certificate? \_\_\_\_\_ Please specify: \_\_\_\_\_

Have you ever held an ACSI Teaching Certificate, which is no longer valid? \_\_\_\_\_

Please specify. \_\_\_\_\_

List any endorsement(s): \_\_\_\_\_

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

**E. Employment History**

Please start with your current or most recent employer and work backwards for the past five years.

**Employer:** \_\_\_\_\_

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

Work Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Reasons for leaving: \_\_\_\_\_

**Employer:** \_\_\_\_\_

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

Work Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Reasons for leaving: \_\_\_\_\_

**Employer:** \_\_\_\_\_

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

Work Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Reasons for leaving: \_\_\_\_\_

**F. Personal References**

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

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

Position: \_\_\_\_\_

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

Position: \_\_\_\_\_

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

Position: \_\_\_\_\_

# Authorization to Release Information

I have made application for a position as a \_\_\_\_\_ with Trinity Christian Academy. I have authorized the school to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals, which 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 all other matters related to my suitability for employment.

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 Trinity Christian Academy, 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 Trinity Christian Academy.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

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

Applicant's Full Name (Print): \_\_\_\_\_ SSN: \_\_\_\_\_

List any other names under which you have been employed. \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I understand that Trinity 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 the facts set forth in this 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 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 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 reflects 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.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_