

Faith Community Academy

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INITIAL TEACHER APPLICATION

Your interest in Faith Community 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 notify and ask you to complete part 2. 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: _____

Email address _____

Phone: Home (____) _____ Cell (____) _____

Best time to call you? _____ Best way to reach you? _____

B. POSITION DESIRED

Please rank you preference: 1, 2, 3 () Preschool () Kindergarten () Elementary
() Full time () Part time () Substitute

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

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

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 _____ Signature: _____

Please carefully read our Statement of Faith (attached) and indicate below your degree of support.

_____ I fully support the statement as written without 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.

Are you a tithing member of a Christian/evangelical church? Yes _____ No _____

Name of Church: _____ Pastor: _____

How long have you been a member? _____ How often do you attend? _____

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

What other Christian service have you been involved with since becoming a Christian? _____

What is your attitude toward working with those of other races and those of other denominational beliefs? _____

To what extent do you believe you should become involved in Sunday and other weekday ministries of the church? _____

Describe your routine of personal Bible study and prayer.

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

Are you confident in your abilities to teach Bible as a subject? _____

Attach your handwritten (not typed) Christian testimony.

D. PROFESSIONAL QUALIFICATIONS

What degree or degrees do you hold?

Degree

Date Received

Issuing Institution

Your Major(s) _____

Your Minor(s) _____

If you do not have a college degree, how many college hours do you have? _____

What is your primary course study? _____

Do you have an ACSI Teaching Certificate? _____

What level? _____ Expiration date: _____

Do you have a state teaching certificate? _____ State? _____

What kind? _____ Expiration date: _____

Endorsement(s)

List semester hours in endorsement area(s)

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

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

If not, would you be willing to take such a course? Yes _____ No _____

Safety and Certifications:

Do you have a current certification in first aid? _____ Expiration date: _____

Do you have a current certification in CPR? _____ Expiration date: _____

Do you have a current fingerprint clearance card? _____ Expiration date: _____

Card # _____

Attachment #1: Please attach photocopies of all your secondary and 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.

Attachment #2: Please attach photocopies of any certificates held.

Attachment #3: Attach a typed copy of your personal Christian philosophy of education and how you would implement it in the classroom

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

Textbook series preferences? _____

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

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

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

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

Describe how teacher evaluation has been helpful to you.

E. PERSONAL PHILOSOPHY

Attachment: You may attach a separate paper to answer the questions below if you need additional room. Answers may be typed. If using a separate paper, please label and answer succinctly in one or two paragraphs.

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

B. What are the main characteristics that distinguish a Christian school from a public school?

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

D. What is your philosophy of discipline? Your attitude toward physical punishment?

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

F. What do you believe about the origin of the earth and mankind?

G. Please summarize any additional information that you would like to present regarding your candidacy for this position. Please include any teaching experience not listed under Employment History.

F. 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.

1. Position _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone Number _____
Reason for leaving _____
What did you gain from this experience? _____

2. Position _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone Number _____
Reason for leaving _____
What did you gain from this experience? _____

3. Position _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone Number _____
Reason for leaving _____
What did you gain from this experience? _____

4. Position _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone Number _____
Reason for leaving _____
What did you gain from this experience? _____

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

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

G. PERSONAL REFERENCES

Do not list family members or relatives for references. You will also need to sign the **Reference Release Form** that is attached and return it with this application.

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

Name: _____ phone: _____

Position: _____ email address: _____

Name: _____ phone: _____

Position: _____ email address: _____

Name: _____ phone: _____

Position: _____ email address: _____

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: _____ phone: _____

Company/Organization: _____

Email address: _____

Name: _____ phone: _____

Company/Organization: _____

Email address: _____

Name: _____ phone: _____

Company/Organization: _____

Email address: _____

H. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that FAITH COMMUNITY ACADEMY 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 FAITH COMMUNITY 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.

Signature of Applicant

Date

Faith Community Academy
Authorization to Release Reference Information

I have submitted an application for a position as a _____ with Faith Community 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 that 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 Faith Community 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 Faith Community Academy.

I agree that a 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 Name (Print)

Date

Applicant's Signature

Faith Community Church

Statement of Faith

We believe in one God who is made up of three co-equal, co-eternal persons, namely, the Father, the Son, and the Holy Spirit.

We believe that God created man in His own image, and has called him to manifest and reflect holiness through obedience to His commandments. Because man has failed in this responsibility, and refused to honor God as God, man has fallen into a state of moral corruption, and has become alienated from his creator.

But God, being rich in mercy, because of His great love, has initiated a plan of redemption and reconciliation for mankind. The pinnacle of which is found in the life, death, and resurrection of Jesus of Nazareth, the incarnation of God. He was conceived by the Holy Spirit, and born of the Virgin Mary, being at the same time fully God and fully man. He lived a sinless life, was crucified, died, and was buried. On the third day after His death, He rose again, and ascended into heaven, and now sits at the right hand of God the Father Almighty, and He will come again to judge the living and the dead.

We believe, Jesus Christ, through His substitutionary, atoning death and bodily resurrection, has provided the basis of our justification, which, by God's grace we receive by faith alone. God initiates this reconciliation through the regeneration of our hearts, which is witnessed by our repentance and confession of faith in the Lord Jesus Christ. Our great hope is the redemption of our bodies through resurrection to eternal life, which will complete our adoptions as sons.

As the supernatural and sovereign Agent in regeneration, the Holy Spirit baptizes all believers into the Body of Christ at the moment of salvation. He dwells in the hearts of every believer, effecting their regeneration, operating in their sanctification, instructing them into all truth, and sealing them until the day of redemption. In addition to this, the supernatural gifts of the Holy Spirit are for the church today, including the gift of speaking in other tongues.

We believe that the Bible, in its entirety, is divine revelation, and we submit to the authority of Holy Scripture, acknowledging it to be inerrantly inspired by God and carrying the full weight of His authority, and therefore it alone is the standard for faith and practice.

Faith Community Academy **Employee Ethics/Conditions of Employment**

Each staff member accepts as his/her own the following statements and has a signed copy of these statements in his/her personnel file.

1) I agree that, as part of the qualifications for this position, I am a "born-again" Christian who knows the Lord Jesus Christ as Savior (John 3:3, 1 Peter 1:23). I accept without verbal or mental reservations the school's Statement of Faith (attached), and am committed to upholding it. I also give testimony that serving in Christian education is a spiritual calling and that employment in this Christian school is God's direction for my life for this school year.

2) I agree to manifest by daily example the highest Christian virtue serving as a *Christian role model* (1 Timothy 4:12) both in and out of school to pupils (Luke 6:40), parents, and fellow employees. I agree that instruction is not only through rational explanation of formal subject material, but even more powerfully through word, deed, example, and shared experience. I agree to be a role model in judgment, dignity, respect, and Christian living. I acknowledge that this includes, but is not limited to, the refraining from such activities as the use of illicit drugs, and the use of vulgar and profane language. With regard to tobacco and alcoholic beverages, I agree to refrain from use when in a position to represent the school and to be sensitive in how my use reflects upon the ministry of the school. Faith Community Church is a nonsmoking facility and employees are not permitted to come to work with the smell of smoke or chewing tobacco on their person. No alcoholic beverages are permitted on FCC premises at anytime. (Col. 3:17 KJ, Titus 2:7-8 TLB, 1 Thess. 2:10 TLB, 1 Thess. 5:18, 22-23 KJ, and James 3:17-18). I agree to uphold this Christian example in public and in private, including the world of social media and internet persona(s).

3) I agree to accept the board's interpretation of biblical standards for my sexual behavior. That any sexual misconduct—including, but not limited to—premarital, extramarital, cohabitation, or homosexual activity; sexual harassment; use or viewing of pornographic material or websites; and sexual abuse of children is forbidden and violates the employment requirement of being a *Christian role model*. I agree that such behaviors are grounds for immediate dismissal from my position of ministering to children.

I also agree that the unique roles of the male and female are clearly defined in Scripture, and that Romans 1:24-32 condemns the homosexual lifestyle (Romans 12:1-2; 1 Cor. 6:9-20; Ephesians 4:1-11, 5:3-5; 1 Thessalonians 4:3-8; 1 Timothy 4:12; 2 Timothy 2:19-22; 1 Peter 1:15-16, 2:15-17; 1 John 3:1-3).

4) I agree to faithfully attend and financially support a local church whose fundamental beliefs are in agreement with the Statement of Faith of this school (Hebrews 10:25).

5) I affirm that I have read and will abide by my Job Description, the policies set forth in the Employee Handbook, and the Parent Handbook. I also agree to abide by any additions, changes, or deletions made to school policies at the sole discretion of the administration and Faith Community Church board without prior notice during this agreement year.

6) I agree to provide the Administrator with a transcript of college and graduate studies and any applicable teaching certificate prior to the first day of school or make other acceptable arrangements with the administration. Failure to do so voids this contract.

7) I agree that my assignment to room, grade, subject, and extracurricular duties is to be made at the discretion of the Administrator. I agree to maintain a classroom atmosphere that is conducive to learning. This includes maintaining a professional appearance.

8) I agree to try at all times to understand, appreciate, love, and serve the pupils entrusted to me for instruction, and will to the best of my ability provide for their fullest spiritual, intellectual, physical, and emotional development. I agree to observe appropriate confidentiality in regard to pupil, parent, and school matters.

9) I agree to avoid highly debatable topics as much as possible that tend to divide Christians. I agree that a student is to be referred to his/her local church and parents if a debatable topic arises of a theological nature. The position of the school according to the Statement of Faith is the basis for the teaching in this school, and I agree to abide by it.

10) I agree that any previous agreements, whether written or oral, are fully merged into this agreement, and that no other agreement, statement, or promise other than those contained in this contract shall be valid or binding on either party.

11) I agree that if there are deficiencies in my job or personal performance, the Administration of Faith Community Academy ("Administration"), at its sole discretion, may extend to me a Professional Development Plan (PDP) to help facilitate needed changes in my performance. I agree that the Administration, in its sole discretion, may determine that certain acts, deficiencies, or situations are so grave that they may result in immediate dismissal and thus bypass this general procedure. I further agree that the Administration of Faith Community Academy may modify or revoke the plan at its sole discretion, and that failure to complete such a plan before the end of school year does not obligate the school in any way to extend another contract for the next year.

12) I understand and agree that my employment may be terminated before the end of the school year for cause, and that there is no right to continued employment with Faith Community Academy. Where cause exists, the Administration may terminate this agreement, provided that I have been informed of the cause or causes for discharge and have been given an opportunity to respond to it/them prior to final termination. I agree that failure to request a meeting with the Board within seven days of delivery of the termination notice shall waive my right to such a meeting and the termination is final. I agree that the Administration has the sole right to make the dismissal immediate or with longer notice depending upon the reason(s) for dismissal. Cause, as used herein includes, but is not limited to, any conduct tending to reflect discredit upon the school or upon me by impairing my continued usefulness as a Christian role model for the students.

13) I agree that if any provision of this agreement is declared invalid, illegal, or unenforceable, its invalidity, or unenforceability, shall not affect any other provision of this agreement.