

PLAZA HEIGHTS CHRISTIAN ACADEMY



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 Plaza Heights Christian Academy is appreciated. We invite you to fill out this application and return it to our school office. If we have an opening 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

What are your long-term goals? _____

B. Christian Background

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

Please carefully read our statement of faith (attached) 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? _____

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? _____

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

* Attach a typed copy of your personal Christian philosophy of early education or K–12 education and how you would implement it in the classroom.

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? _____

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:

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

Describe your level of computer and software program skills: _____

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

Cumulative grade point average: Bachelor's _____ Graduate work _____

Total units—(circle one) semester or quarter—*after* date of bachelor's degree:

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

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?

Can you speak it? _____ read it? _____ write it? _____

Describe how periodic evaluations have been helpful to you:

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 Plaza Heights 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 Plaza Heights 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 may have to 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

Plaza Heights Christian Academy Statement of Faith

1. We believe that the Bible was written by men divinely inspired by God. It is infallible, inerrant, and a perfect treasure of divine instruction.
2. We believe there is only one true and living God, existing eternally in three persons: the Father, the Son, and the Holy Spirit.
3. We believe in the deity of our Savior, the Lord Jesus Christ: His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the Father's right hand, and in His visible, bodily return to earth.
4. We believe that God created man in His own image, but, because of sin, man is in need of a Savior, and that salvation is a gift of God offered to man by His grace and received by a personal faith in the Lord Jesus Christ. Through faith in Him as Lord and Savior, we are declared righteous by God.
5. The righteous - those who have been saved by faith in Christ - in their resurrected and glorified bodies will receive their reward and will dwell forever in heaven with the Lord. The unsaved will be consigned to hell, the place of everlasting punishment.