

## TEACHER APPLICATION

Your interest in Salem Christian 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 it appears you may qualify, we will request that you have your placement file forwarded to our office. We may also contact your references. If we have continued interest in your candidacy, we will send you follow-up questions and arrange for a personal interview.

We realize that the key to a successful Christian School is its staff. We are grateful for those 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**

Full name: \_\_\_\_\_

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

Present address: \_\_\_\_\_

\_\_\_\_\_

Telephone: Daytime (\_\_\_\_) \_\_\_\_\_ Evening (\_\_\_\_) \_\_\_\_\_

Best time to call you? \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_

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

Permanent address and telephone number (if different than present address): \_\_\_\_\_

\_\_\_\_\_

List any additional addresses where you have resided at any time during the past five years.

\_\_\_\_\_

\_\_\_\_\_

**B. POSITION DESIRED**

Indicate 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> choice in the parenthesis. To the right indicate the grade in order of preference.

( ) Kindergarten

( ) Elementary grade \_\_\_\_\_

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

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

Special Abilities: Please list activities or sports which you would be capable of directing, sponsoring advising or coaching. (Indicate grade or ability levels): \_\_\_\_\_

Future: What would you like to be doing five years from now? \_\_\_\_\_

**C. CHRISTIAN BACKGROUND**

In your own handwriting on a separate paper, briefly give your Christian testimony.

Bible: 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 \_\_\_\_\_

Statement of Faith: Carefully read our Statement of Faith and indicate your degree of support. "We believe in and teach the divine inspiration and literal interpretation of all scripture; the forgiveness of sin through the atonement of Christ's death on the cross; the repentance of sin by the believer, the resurrection of Christ and His personal return."

\_\_\_\_\_ I fully support the Statement as written without mental reservations and would in good conscience teach these principles as part of the Bible curriculum as well as incorporate them into other daily classroom lessons when appropriate.

\_\_\_\_\_ 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.

Signature: \_\_\_\_\_

Church Service: Denomination Preference: \_\_\_\_\_

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

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

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

Are you capable of teaching a Bible class? \_\_\_\_\_ If yes, explain \_\_\_\_\_

\_\_\_\_\_

To what extent should a Christian school teacher become involved in Sunday and other weekday ministries of the sponsoring church or the church of which you are a member?

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

#### **D. PROFESSIONAL QUALIFICATIONS**

Attach photocopies of all your college transcripts. Should you be offered a position, official copies of your college transcripts will be required to be submitted for inclusion in your personal file.

**Formal Training:** What degree or degrees do you hold?

Degree

Date Received

Issuing Institution

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your Major(s): \_\_\_\_\_

Your Minor(s): \_\_\_\_\_

Cumulative GPA: BA/BS \_\_\_\_\_ Graduate work \_\_\_\_\_

Total units of credit **after** date of Bachelor's degree \_\_\_\_\_

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

School Name

Grades/Subjects Taught

Dates

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To what degree are you familiar with various Christian or secular curriculums (i.e. Abeka, Bob Jones, Open Court Reading, etc.?)

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Curriculum Preferences?

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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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Teaching Credentials: Do you have an Ohio Teaching Certificate or License?

What level? \_\_\_\_\_ Remains valid for \_\_\_\_\_ yrs.

Do you have a state teaching certificate or license from a state other than Ohio?

State? \_\_\_\_\_ What kind? \_\_\_\_\_ Valid for \_\_\_\_\_ years.

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

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**PLEASE ATTACH PHOTOCOPIES OF ANY CERTIFICATES HELD**

**E. PERSONAL PHILOSOPHY**

On a separate paper, label and succinctly answer in one or two paragraphs each of the questions below.

- a. Why do you wish to teach in a Christian school?
- b. What are the main characteristics that distinguish a Christian school from public?

- c. What do you consider to be the proper classroom atmosphere for learning?
- d. What is your philosophy of discipline?
- 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.

**F. PERSONAL REFERENCE**

You will need to sign the reference release Forms that are attached and return them with this application. Do not list family members or relatives for references.

Please give three references that are qualified to speak of your spiritual experience and Christian service. List your current pastor first.

Name	Complete Address	Telephone	Position
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

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

Name	Complete Address	Telephone	School	Position
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

**G. EMPLOYMENT HISTORY**

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may make copies of this page or, following the same format, use a separate sheet of paper.

1. Employer \_\_\_\_\_  
 Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
 Address \_\_\_\_\_  
 Supervisor's Name and Phone # \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_
  
2. Employer \_\_\_\_\_  
 Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
 Address \_\_\_\_\_  
 Supervisor's Name and Phone # \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_
  
3. Employer \_\_\_\_\_  
 Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
 Address \_\_\_\_\_  
 Supervisor's Name and Phone # \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_
  
4. Employer \_\_\_\_\_  
 Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
 Address \_\_\_\_\_  
 Supervisor's Name and Phone # \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_
  
5. Employer \_\_\_\_\_  
 Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
 Address \_\_\_\_\_  
 Supervisor's Name and Phone # \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

**H. APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that Salem 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 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 Salem Christian Academy to thoroughly investigate references, work records, evaluations, education, and 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 Salem 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 Salem Christian Academy.

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 is necessary for such an investigation. I authorize Salem Christian Academy to conduct a criminal records check.

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.

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Signature of Applicant

Date

Mail to:

Salem Christian Academy  
Attn: Timothy Kegley  
PO Box 309  
Clayton, OH 45315