

Plaza Heights Christian Academy
Phone: (816) 228-0670
Fax: (816) 229-4092
Michael C. Hart, Administrator

TEACHER APPLICATION - Part I

Your interest in Plaza Heights 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 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 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 _____

Phone: Days (____) _____ Evenings (____) _____

Best time to call you? _____ Soc. Sec. No. _____

How long have you lived at the above address? _____

Permanent Address and Phone number if different than present address

*** On the reverse side please list any additional addresses where you have resided at any time during the past five years.**

B. POSITION DESIRED

Please indicate 1, 2, 3 choice in the parenthesis. Then to the right please indicate the grades or subjects in order of preference

() Kindergarten _____

() Elementary _____

() Junior High _____

() High School _____

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 and willing to direct, sponsor, advise, or coach. (Indicate grade or ability levels).

Future Plans

What would you like to be doing five years from now?

C. CHRISTIAN BACKGROUND

*** In your own handwriting on 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

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

_____ I fully support the Statement as written without mental reservations. Signature: _____

_____ 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

Denominational 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 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, what would be your subject preferences?

To what extent do you believe you should 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

*** 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.**

Formal Training

What degree or degrees do you hold?

Degree	Date Received	Issuing Institution
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Your Major(s)

Your Minor(s)

Cumulative grade point average BA _____ Graduate work _____

Total _____ units **after** date of Bachelor's degree _____
(1 _____ unit x _____ = _____ unit)

Teaching Experience

Sequentially list your teaching experience with most recent first.

School's Name	Grades or Subjects	Dates
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To what degree are you familiar with various Christian or secular textbook series (i.e., ACSI, ABeka, Bob Jones, Saxon math, Open Court Reading, etc.)?

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.

Teaching Do you have an ACSI Teaching Certificate? _____
Credentials

What level? _____ Remains valid for _____ years.

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

What kind? _____ Remains valid for _____ years.

Endorsement(s) List semester hours in endorsement area(s)

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

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

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

If not, would you be willing to take such a course by correspond-ence or otherwise? _____

*** Attach a typed copy of your personal Christian philosophy of Education and how you would implement it in the classroom.**

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

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

Describe how teacher evaluation has been helpful to you.

E. PERSONAL PHILOSOPHY

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

Short Essays

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.

F. 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 the reverse side.

Work
Back-
ground

1. Employer _____
Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

2. Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

3. Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

4. Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

5. Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

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 already signed a contract for next year with any other educational institution? Yes _____ No _____

G. PERSONAL REFERENCES

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

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

Name/Complete Address	Phone	Position
1. _____		

2. _____		
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3. _____		
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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/Complete Address	Phone	Position	School
1. _____			

2. _____			
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3. _____			
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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 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 **Plaza Heights Christian Academy** 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 other matters related to my suitability for the job.

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 to reflect adversely on the school or on me as a Christian role model.

I understand that this is an 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

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as a _____ with **Plaza Heights 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 the Plaza Heights 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 **Plaza Heights 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 Name (Print)

Date

Applicant's Signature

Applicant's Social Security Number