



## St. Timothy Christian Academy Faculty Application

Your interest in St. Timothy Christian Academy is appreciated. We invite you to fill out this application and return it to our school office.

St. Timothy Christian Academy is looking for employees who are committed Christians, active in their local churches and growing in their personal walk with Christ. We realize that the key to a successful Christian school is its staff. We are seeking applicants who are professionally qualified, who have a passion for children, especially those who learn differently, 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.

*St. Timothy Christian Academy does not discriminate on the basis of race, color, national origin, sex, age, disability, veteran status or other characteristics protected by law.*

### **A. APPLICANT'S NAME AND ADDRESS**

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

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

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

Length of time at this address: \_\_\_\_\_

Previous address if at current address less than 5 years: \_\_\_\_\_

\_\_\_\_\_

Phone: Days ( \_\_\_\_\_ ) \_\_\_\_\_ Evenings ( \_\_\_\_\_ ) \_\_\_\_\_

Best time to call you? \_\_\_\_\_ Email: \_\_\_\_\_

### **B. POSITION DESIRED**

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 you have directed or sponsored in the past. (Indicate grade

or ability levels.) \_\_\_\_\_  
\_\_\_\_\_

**C. CHRISTIAN BACKGROUND**

**\* In your own handwriting, on separate paper, briefly give your Christian testimony.**  
This would include your relationship with God and the impact your faith has on your daily life.

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 \_\_\_

Denominational preference? \_\_\_\_\_

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

Are you presently a member? \_\_\_\_\_ 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?  
\_\_\_\_\_  
\_\_\_\_\_

Are you capable of teaching a Bible class? \_\_\_ If yes, what would be your subject preferences?  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Please provide the following reference:

Church you attend: \_\_\_\_\_

Pastor's name: \_\_\_\_\_

Phone #: \_\_\_\_\_

**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	Date Received	Issuing Institution
_____	_____	_____
_____	_____	_____

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

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

How do you choose to stay informed and educated in the field of Education (specifically, Special Ed.)?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.**

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

\_\_\_\_\_  
\_\_\_\_\_

List any conferences, seminars or in-service training that you have either led or participated in recently:

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Describe how teacher evaluation has been helpful to you.

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### **E. PERSONAL PHILOSOPHY**

**\* On separate paper please 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 for students with learning differences?
- 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 for LD students?
- 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 follow the same format on the reverse. This should include your teaching experience (grade and subject taught).

- 1. Position \_\_\_\_\_
- 2. Dates employed \_\_\_\_\_
- 3. Address \_\_\_\_\_
- 4. Supervisor's Name and Phone Number \_\_\_\_\_

5. Reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Position \_\_\_\_\_  
2. Dates employed \_\_\_\_\_  
3. Address \_\_\_\_\_

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3. Address \_\_\_\_\_

4. Supervisor's Name and Phone Number \_\_\_\_\_  
5. 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 served in the military? Yes \_\_\_ No \_\_\_ If yes, what type of training 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/Complete Address	Phone	Position
1. _____	_____	_____
_____	_____	_____
2. _____	_____	_____
_____	_____	_____
3. _____	_____	_____
_____	_____	_____

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
1. _____	_____	_____
_____	_____	_____
2. _____	_____	_____
_____	_____	_____
3. _____	_____	_____
_____	_____	_____

Have you ever been convicted of a felony? ( ) Yes ( ) No *Include all pleas of "guilty" or "no contest"*

Have you ever been convicted or imprisoned for any misdemeanor? ( ) Yes ( ) No

Are you currently suspended or ineligible to work professionally? ( ) Yes ( ) No  
**If yes to any of the above, please attach a separate sheet with a full explanation.**

**H. CERTIFICATION AND AGREEMENT**

I understand that St. Timothy Christian 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 St. Timothy Christian 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 be willing to submit to a national combo background check. 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 this 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.

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Signature of Applicant

Date