



**St. Timothy Christian Academy
Teaching Assistant/Substitute Teacher Application**

Your interest in St. Timothy 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 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? _____ Length of time at this address? _____

Permanent address and phone number if different than present address

Please list any additional addresses where you have resided at any time during the past five years:

B. POSITION DESIRED

Please indicate the age group you're most comfortable working with:

Are you interested in:

Full time assistant _____ Substitute _____

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

C. CHRISTIAN BACKGROUND

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

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

___ I fully support the Statement as written without mental 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.

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? _____

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

D.

**St. Timothy Christian Academy
Statement of Faith**

St. Timothy Christian Academy is committed to an educational environment which proclaims the gospel of Jesus Christ and seeks to expand the Kingdom of God. St. Timothy is comprised of faculty, staff, and students with a variety of religious beliefs. The following Statement of Belief is given in order to provide a common understanding of the foundational beliefs that undergird the mission of St. Timothy Christian Academy.

The Apostles' Creed

We believe in God, the Father almighty,
creator of heaven and earth.

We believe in Jesus Christ, his only Son, our Lord.
He was conceived by the power of the Holy Spirit
and born of the Virgin Mary.
He suffered under Pontius Pilate,
was crucified, died, and was buried.
He descended to the dead.
On the third day he rose again.
He ascended into heaven,
and is seated at the right hand of the Father.
He will come again to judge the living and the dead.

We believe in the Holy Spirit,
the holy catholic [universal] Church,
the communion of saints,
the forgiveness of sins,
the resurrection of the body,
and the life everlasting. Amen.

The Apostles' Creed is a statement from early in the church's history and contains the essentials of orthodox Christian belief. Many issues of doctrine, belief and practice are not mentioned in the Creed. These have been understood historically as *important*, but not *essential* to the core of the faith. In an academic environment where members of the community come from various traditions, we seek to live under the following historic decree: *In essentials, unity; in non-essentials, liberty; in all things, charity.*

E. PERSONAL PHILOSOPHY

Please answer these questions as succinctly as possible. Use the back of this sheet if necessary.

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 follow the same format on the reverse.

1. 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 _____

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

Give three references who are qualified to speak of your spiritual experience and Christian service. Do not list family members or relatives for references.

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. _____

H. APPLICANT'S 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 understand that the hours for a teaching assistant are 8:00 AM-4:00 PM, but may vary depending on the needs of the students. Teaching assistants may need to attend all or part of faculty meetings and trainings.

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 may be asked to 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 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