

Instructions for completing this form

IMPORTANT – READ THIS FIRST

The application form must be printed. If you do not have the ability to print from the computer where you are viewing this document you must obtain a preprinted application from the school. You may pick one up in person or call and request that one be mailed to you. If you **do** have a printer please continue with the following instructions.

TO FILL THIS FORM OUT BY HAND simply print the form then fill in blanks with a blue or black ink pen. ‘Yes’, ‘No’, or other enumerated items can be marked with a check mark or an ‘X’. All date fields should be entered in standard American ‘MM/DD/YYYY’ format (example: 05/17/2006).

TO FILL OUT THIS FORM USING YOUR COMPUTER click on the first blank line at the top of the first page. A blinking cursor should appear indicating you can type information on that line. After entering information in a field you can advance to the next field by pressing the ‘Tab’ key or by clicking on the next field using the mouse. When you have filled in all the blanks print the form. Sign and date all the signature lines. Mail or deliver the completed form to the school. Because of the number of pages two or more postage stamps will be required. If your printer is capable of double-sided printing you may use that feature to reduce pages, thereby reducing postage. This instruction page does not need to be sent with your application. Use the following address for mailing:

Calvary Christian Academy
ATTENTION: Administrator
1401 Oakhurst Scenic Drive
Fort Worth, TX 76111

NOTE ON USING ADOBE ACROBAT READER TO COMPLETE THE FORM: You cannot save the data you enter in the fields if you are using the free Acrobat Reader. You must complete and print the form. The data you type will be lost when you close Acrobat Reader. If you have the full version of Acrobat, either Professional or Standard, you can save the data you enter into a file.

For help call (817) 332-3351.



Calvary Christian Academy

1401 Oakhurst Scenic Drive

Fort Worth, TX 76111

Phone (817) 332-3351, FAX (817) 332-4621, www.calvaryacademy.com

Teacher Application

Date ____ / ____ / ____

PERSONAL INFORMATION

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone (____) _____ - _____ Work (____) _____ - _____

Email address _____ @ _____

Social Security Number _____ - _____ - _____ Sex: Male _____ Female _____

How long have you lived at this address? _____

Previous address _____

City _____ State _____ Zip _____

How long at previous address? _____

Date of birth ____ / ____ / ____

Marital Status: Single _____ Engaged _____ Married _____
(check one)

Widow(ed) _____ Separated _____ Divorced _____

Name(s) and Age(s) of Children:

1) _____

2) _____

3) _____

4) _____

PROFESSIONAL PREPARATION

Type (check one): College/University Graduate School Other (explain) _____

Name of Institution _____ Major _____ Minor _____

Address _____ Years Completed _____

_____ Graduation Date _____

_____ Degree Obtained _____

Type (check one): College/University Graduate School Other (explain) _____

Name of Institution _____ Major _____ Minor _____

Address _____ Years Completed _____

_____ Graduation Date _____

_____ Degree Obtained _____

Type (check one): College/University Graduate School Other (explain) _____

Name of Institution _____ Major _____ Minor _____

Address _____ Years Completed _____

_____ Graduation Date _____

_____ Degree Obtained _____

Type (check one): College/University Graduate School Other (explain) _____

Name of Institution _____ Major _____ Minor _____

Address _____ Years Completed _____

_____ Graduation Date _____

_____ Degree Obtained _____

Type (check one): College/University Graduate School Other (explain) _____

Name of Institution _____ Major _____ Minor _____

Address _____ Years Completed _____

_____ Graduation Date _____

_____ Degree Obtained _____

Type (check one): College/University Graduate School Other (explain) _____

Name of Institution _____ Major _____ Minor _____

Address _____ Years Completed _____

_____ Graduation Date _____

_____ Degree Obtained _____

PROFESSIONAL PREPARATION (continued)

- Did you receive any college distinctions or honors?

Yes ___ No ___ Explain _____

- Are you planning to further your education at a future date?

Yes ___ No ___ Explain _____

- Do you possess a teaching/administrative certificate?

Yes ___ No ___ Explain _____

- What areas are you certified to teach? Kindergarten _____ Elementary _____ Secondary _____

- Are you prepared to teach Bible? _____ If so, why do you feel you are prepared?

- Do you play piano or any other musical instrument? _____

- What special school activities do you feel you can conduct? _____

- Do you belong to any educational and professional organizations? _____ If so, please list:

- In order of preference, list the grade levels you are willing to teach:

Elementary Level _____

Secondary Level _____

PROFESSIONAL PREPARATION (continued)

- Please list other skills you possess pertaining to the position for which you are applying (e.g. programs with which you are familiar).

PERSONAL REFERENCES (not relatives or former employers)

Name _____

Address _____

Phone () _____

Name _____

Address _____

Phone () _____

Name _____

Address _____

Phone () _____

Name _____

Address _____

Phone () _____

PAST NON-TEACHING EXPERIENCE

• Employment record: (List most recent employer first)

Start Date (mm/yyyy) _____ / _____ End Date (mm/yyyy) _____ / _____

Employer _____ Position _____ Supervisor _____

Address _____ Starting Salary _____

_____ Ending Salary _____

_____ Reason for leaving _____

Start Date (mm/yyyy) _____ / _____ End Date (mm/yyyy) _____ / _____

Employer _____ Position _____ Supervisor _____

Address _____ Starting Salary _____

_____ Ending Salary _____

_____ Reason for leaving _____

Start Date (mm/yyyy) _____ / _____ End Date (mm/yyyy) _____ / _____

Employer _____ Position _____ Supervisor _____

Address _____ Starting Salary _____

_____ Ending Salary _____

_____ Reason for leaving _____

PAST TEACHING EXPERIENCE

• Employment record: (List most recent employer first)

• Employment record: (List most recent employer first)

Start Date (mm/yyyy) _____ / _____ End Date (mm/yyyy) _____ / _____

Employer _____ Position _____ Supervisor _____

Address _____ Starting Salary _____

_____ Ending Salary _____

_____ Reason for leaving _____

Start Date (mm/yyyy) _____ / _____ End Date (mm/yyyy) _____ / _____

Employer _____ Position _____ Supervisor _____

Address _____ Starting Salary _____

_____ Ending Salary _____

_____ Reason for leaving _____

Start Date (mm/yyyy) _____ / _____ End Date (mm/yyyy) _____ / _____

Employer _____ Position _____ Supervisor _____

Address _____ Starting Salary _____

_____ Ending Salary _____

_____ Reason for leaving _____

PERSONAL VIEWS

- How can a classroom environment that is conducive to learning be best maintained?

- What is Christian education?

- What do you hope to accomplish in the field of education?

- What do you hope to accomplish at Calvary Christian Academy?

- What characteristics make one a good disciplinarian?

- Are you a good disciplinarian?

PERSONAL VIEWS (continued)

- What would you do with a pupil who is having a temper tantrum or sulking in reaction to a class situation?

- What would you do with a pupil who was daydreaming all of the time?

- Do you feel you can create a good classroom environment? How?

- How long are you interested in teaching? 1 year ____ 2 years ____ Indefinitely ____

- If your application is considered favorably, when will you be available to begin work?

- What extracurricular activities could you supervise?

Debate _____ Annual _____ Athletics _____ Drama _____

St. Council _____ Youth & Gov. _____ Other _____ (explain/comment below)

HEALTH:

- How much time have you lost from work or school in the past three years due to accidents or illnesses?

Year	Number of Days	Reason/Nature

- Condition of Health: Excellent _____ Good _____ Fair _____ Poor _____

Explain _____

- Do you have any disease or condition that can be transmitted by any means to others?

Y _____ N _____ Explain _____

- Do you have any diseases or conditions that prevent you from certain activities?

Y _____ N _____ Explain _____

GENERAL INFORMATION

- Are you a former employee of this organization? Y _____ N _____ When? _____

- Have you applied here before? Y _____ N _____ What position? _____

- Are you related to any employee of this organization? Y _____ N _____

Relationship? _____

- Are you actively engaged in Christian work? Y _____ N _____

In what capacity? _____

- Have you accepted Jesus as your personal savior? Y _____ N _____

Has your spouse? Y _____ N _____ Not Applicable _____

- What church do you attend? _____

What services do you attend? Sun. am/pm _____ Midweek _____

Pastor's Name _____ Phone No. _____

GENERAL INFORMATION (continued)

• What is the name of the church you attended before this one? _____

Pastor's Name _____

Why did you leave? _____

• What is the attitude of your spouse in regard to your employment here? _____

Do you use: Tobacco _____ Alcoholic Beverages _____ Illegal Drugs _____

• Why do you want to be employed by this organization? _____

• In case of an accident or other emergency who is the first person we should contact?

Name _____ Relationship _____

Address _____ Home Phone () _____

_____ Mobile Phone () _____

_____ Work Phone () _____

PLEASE READ BEFORE SIGNING

STANDARD OF CONDUCT

The staff members of Calvary Christian Academy are “born again” believers, whom God has specifically called to the Academy educational ministry. The staff members are individuals whose life is centered on Jesus Christ. The Academy staff members are ones who love God’s people and possess a working knowledge of the Bible and are able to guide individuals in practical application of God’s Word in their daily walk and serve as role models for students. Academy staff members are required to be individuals who willfully abstain from : smoking (Proverbs 23:29-32, I Corinthians 6:19), rock or any other ungodly music (Luke 11:34-36, I Thessalonians 4:7), gambling (Exodus 20:17, Romans 14:21), the use of liquor or drugs in any form (Romans 6:12-16, Galatians 5:1), sexual immorality of any kind (Leviticus 18:22, Romans 1:21-32, I Corinthians 5:1-5, 9-13, 6:9, Galatians 5:16-21, Ephesians 5:1-12, I Thessalonians 4:1-7), attendance of evil movies (Deuteronomy 18:9-14, Acts 19:18-19, Galatians 5:20, Revelation 21:8), and meetings of secret societies (Hosea 10:4, Matthew 5:34-37). The Academy staff members are selected not only for their ability, training and experience, but also on the basis of their Christian maturity for purposes of serving in a position of Christian leadership. The standards of conduct give the staff an opportunity for expression and application of these principles which are the foundation of the standards of conduct for members of the Academy staff. Every member of the Academy staff will:

1. Be doers of the Word, not merely hearers.
2. Imitate the conduct of the Lord Jesus.
3. Do only those things which are known to honor and glorify Christ.
4. See their physical bodies as temples of the Holy Spirit.
5. Dedicate their lives to the service of the Lord.
6. Manage their time wisely.
7. Put others first, rather than themselves.
8. Involve themselves in activities of positive influence.
9. Avoid deliberate confrontations with temptation.
10. Avoid activities where there is danger of addiction.

STATEMENT OF FAITH

I believe in and unqualified affirm:

1. The inspiration of the Bible, equally in all parts and without error in its origin;
2. The one God, eternally existent Father, Son and Holy Spirit, who created man by a direct immediate act;
3. The pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to heaven, and the second coming of the Lord Jesus Christ;
4. The fall of man, the need of regeneration by the operation of the Holy Spirit on the basis of grace alone, and the resurrection of all to life or damnation;
5. The spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works, separated from the world, witnessing of his saving grace through the ministry of the Holy Spirit.

STATEMENT OF FAITH (continued)

6. The Holy Scriptures to be inspired to be the Holy Spirit, infallible, and God's revealed word to man.
7. Scriptures teach that there is only one true and living God who has chosen to reveal himself as Father, Son and Holy Spirit.
8. Man is a sinful being in need of redemption.
9. The Virgin Birth of Jesus Christ, that He the Son of God and Son of Man, that He came to save man from condemnation of sin by offering His blood as an atonement are making it available to all who exercise faith in Him.
10. Salvation of lost and sinful man regeneration by the Holy Spirit is absolutely essential.
11. The Holy Scriptures ascribe to the Holy Spirit the acts and attributes of an intelligent being, and that the works of God are ascribed to the Holy Spirit; creation inspiration, giving of life and sanctification.
12. The sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a Holy Life.
13. The Baptism in the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.
14. All mankind is subject to the death of the body as a result of original sin, the soul does not die, but immediately after death enters into a conscious state of happiness or misery according to the character here possessed by rejection or acceptance of the Savior.
15. The bodily resurrection of both the saved and the lost, the saved to everlasting life and the lost without Christ to everlasting damnation.
16. The personal, imminent return of our Lord and Savior Jesus Christ.
17. The redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer.

If you have any questions regarding this statement please ask the interviewer before signing.

I understand the foregoing standard of conduct and statement of faith and accept and subscribe to them as the basis for my conduct and faith. I understand that failure to comply with the above may be grounds for my termination as a staff member of the school if employed as such.

_____/_____/_____
Signature Date

I take exemption to the following items in the Standard of Conduct and Statement of Faith:

APPLICANT’S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

In the event of my employment with Calvary Christian Academy, I will comply with all the rules and regulations as set forth in the policy manual or other communities distributed to all employees. I authorize the Academy to supply my employment record, in whole or in part and in confidence to any prospective employer, governmental agency or other party with a legal and proper interest.

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I also understand I may be requested to submit to and authorize release of the results of a drug test.

I understand that any material omissions or misrepresentations of any facts called for are cause for immediate dismissal. I understand and agree that my employment is for no definite period and may be terminated at any time without previous notice.

I understand that this application shall be deemed to be continuing so as to require supplemental answers if there is any change in the information given at this date by either additional information being obtained or by a change by me in my conditions. Failure by me to update this application when a change is evident may be grounds for my termination as a staff member of the Academy, if employed as such.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employee relationship with the Academy is of an “at will” nature, which means that I as an employee may resign at any time and the Academy may discharge me as an employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledge in writing by the Academy Board of Directors.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I hereby acknowledge that I have read the above statement and understand the same.

_____/_____/_____
Signature of Applicant Date

Please include with your completed application:

1. A copy of your college transcript and teacher’s certification;
2. Three letters of reference – one professional, one from a pastor, and one from anyone who can vouch for your character;
3. An essay detailing your Christian testimony;
4. Completed criminal history check forms (Statement of Suitability).

CALVARY CHRISTIAN ACADEMY CRIMINAL HISTORY CHECK – PART I

Date _____

Name _____

Maiden Name _____ Race/Ethnicity _____

Date of Birth ____/____/____ Social Security No. ____-____-____

Driver's License _____
Number State

Current Address _____
Street or P. O. Box Number

City State Zip Code County

Current Phone Number (____) _____
Area Code - Number

Former Address _____
Street or P. O. Box Number

City State Zip Code County

Have you lived in any other states in the last three years other than the ones listed above?

Yes _____ No _____

If yes, list all states in which you have resided _____

CALVARY CHRISTIAN ACADEMY CRIMINAL HISTORY CHECK – PART II

Name _____

1. Have you been convicted within the past ten years of a felony classified as an offense against a person or family or public indecency, or a violation of the Texas Controlled Substances Act?

Yes _____ No _____

2. Have you been convicted within the past ten years of a misdemeanor classified as an offense against a person or family, or of public indecency?

Yes _____ No _____

If yes, give details, including date, time, place, and nature of conviction and disposition.

3. Are you currently charged with (indictment or official criminal complaint accepted by county or district attorney) a felony misdemeanor?

Yes _____ No _____

If yes, give details including the type of charges _____

I certify that this information contains no willful misrepresentation or falsification and that the information given by me is true and complete to the best of my knowledge and belief. I hereby authorize Calvary Christian Academy to contact the persons that I have listed as references, and I understand that Calvary Christian Academy may contact others and, at any time, seek verification of any and all information contained herein. I understand that any willful misrepresentation is cause for immediate denial of the employment application submitted. I also understand that a criminal background check will be conducted and that I agree to a criminal background check as a condition of employment at Calvary Christian Academy

Signature of Applicant _____

TO BE COMPLETED BY THE INTERVIEWER:

Interviewed by _____ Date _____

Hired? Y _____ N _____ Position _____ Dept. _____

Date Available _____

Starting Date _____

Salary/Wages _____

Approved: 1. Dept. Head _____

2. Personnel _____

3. Business Mgr. _____

FOR SCHOOL USE ONLY:

(To be used after applicant is hired or refused employment)

Admin. _____ Salaried _____ Hourly _____ Other _____

Full-Time _____ Part-Time _____ Employee No. _____

Social Security No. _____

Date of Birth _____ Sex M _____ F _____

Job Title _____ Dept. _____