



TEACHER APPLICATION

A. APPLICANT'S NAME AND ADDRESS

Date of Application: _____ Date Available: _____

Full Name: _____

Present Address: _____

E-mail Address: _____

Phone: Day _____ Evening/Cell _____

Best time to call: _____

Permanent address and phone number if different than present address: _____

B. POSITION DESIRED

Please check your desired grade level. If you are interested in more than one grade level number your choices by order of preference. Please indicate your preferred grades and/or subjects to the right.

Kindergarten _____

Elementary _____

Middle School _____

High School _____

Please indicate your preference. Full-time Part-time Substitute

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

Please list activities or sports which you would be capable and willing to direct, sponsor, or coach.

Indicate grade or ability levels. _____

C. PROFESSIONAL QUALIFICATIONS

Please attach photocopies of all your postsecondary transcripts. Should you be offered a position, official copies of your transcripts will be required for placement in your personnel file.

What degree(s) do you hold?

Degree	Date Received	Issuing Institution
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_____	_____	_____
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_____	_____	_____
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Your major(s) _____

Your minor(s) _____

List your teaching experience beginning with the most recent position.

Name of School	Grade(s) or Subject(s)	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____

List any other educational experiences that you have had including opportunities for travel.

Do you have a state teaching certificate? Yes ___ No ___ If yes, what state? _____

Type of teaching certificate: _____ Expiration date: _____

Do you have an ACSI teaching certificate? Yes ___ No ___ If yes, what type and level? _____

Expiration date: _____

If no, would you be willing to seek certification through ACSI? Yes ___ No ___

Have you had any courses in Christian Philosophy of Education? Yes ___ No ___ If yes, where and when? _____

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

List any conferences or seminars in which you have participated within the last year.

D. EMPLOYMENT HISTORY

Beginning with your most recent employer, please list all positions held for the past ten years. Use additional paper if needed.

Employer _____

Position _____ Dates of employment _____

Address _____

Supervisor's name and phone number _____

Reasons for leaving _____

Employer _____

Position _____ Dates of employment _____

Address _____

Supervisor's name and phone number _____

Reasons for leaving _____

Employer _____

Position _____ Dates of employment _____

Address _____

Supervisor's name and phone number _____

Reasons 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 the next year with any other educational institution?

Yes ___ No ___

E. CHRISTIAN BACKGROUND

On a separate paper, briefly give your Christian testimony.

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 ___

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

___ I fully support the Statement as written without mental reservation.

___ 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.

What is your local church affiliation? _____

Are you presently a member in good standing? _____ How long have you been a member? _____

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

Describe your routine of Bible study and prayer. _____

F. PERSONAL INFORMATION

Being a Christian role model in all aspects of life is of primary importance for this position. The Bible is our standard for marriage and sexual conduct. It is a bona fide occupational requirement for our staff to live by those standards. Please indicate your current marital status.

Single ___ Engaged ___ Married ___ Separated ___ Divorced ___ Widow(er) ___

If divorced, separated, or re-married please attach an explanation.

If you answer "Yes" to any of the questions in this section, please attach a separate sheet indicating the nature of the suit or offense other appropriate explanation.

- ❖ Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer? Yes ___ No ___

- ❖ Has an employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave a job or volunteer position on the grounds of any unlawful sexual behavior, or violation of an employer’s sexual misconduct or harassment policy? Yes ___ No ___
- ❖ Have you ever been charged in civil or criminal proceedings with improprieties regarding children? Yes ___ No ___
- ❖ Have you ever entered a plea of guilty, a plea of “no contest” (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense? Yes ___ No ___
- ❖ Have you ever been suspended, discharged, or asked to resign from a prior position? Yes ___ No ___
- ❖ Have you ever been convicted of any offense involving dishonesty breach of trust, stealing, or any type of moral impropriety, or any type of felony? Yes ___ No ___
- ❖ Have you ever resigned from a prior position, without being asked, but under circumstances involving your employer’s investigation of sexual harassment or inappropriate contact with another person, of mishandling funds, or of criminal conduct? Yes ___ No ___
- ❖ Please carefully read the job description for this position. Is there any reason why you might be unable to perform the essential duties and responsibilities of the position for which you are applying? Yes ___ No ___
- ❖ Do you have any personal responsibilities or other commitments that may prevent you from meeting this position’s requirements for on-time arrival, attendance, or work schedules? Yes ___ No ___

Palmetto Christian Academy welcomes employees, volunteers, and students of different nationalities, races, and denominations. Have you demonstrated an ability to work with others that may be different from you or have beliefs different from yours? Please describe any difficulties you may have encountered.

Please list your hobbies and personal interests.

Please list any professional groups or other organizations, to which you belong, that you consider relevant to your ability to perform this job.

G. PERSONAL PHILOSOPHY

On a separate paper please answer each of the questions below.

1. Why do you wish to teach in a Christian school, specifically Palmetto Christian Academy?
2. Please give a summary of your personal Christian philosophy of education and how you would implement it in the classroom.
3. What do you consider to be the proper classroom atmosphere for learning?
4. What is your philosophy of classroom management?

5. What areas do you feel are your strengths and in what areas do you see the need for growth?
6. We live in a pluralistic society with many conflicting beliefs and values. As a teacher you may be asked specific questions about controversial issues by your students. Your answers will come from your personal convictions. We need to know the views of those that would be role models for our children. Please share your personal convictions as a Christian toward:

Origin of the earth and mankind: _____

Abortion: _____

Homosexuality _____

Sexual relationships outside of Christian marriage: _____

H. REFERENCES

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

Give three references who are qualified to speak of your spiritual experience and Christian service.

Name: _____ Position: _____

Address: _____ Phone: _____

Name: _____ Position: _____

Address: _____ Phone: _____

Name: _____ Position: _____

Address: _____ Phone: _____

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: _____ School/Position: _____

Address: _____ Phone: _____

Name: _____ School/Position: _____

Address: _____ Phone: _____

Name: _____ School/Position: _____

Address: _____ Phone: _____

I. APPLICANT’S CERTIFICATION AND AGREEMENT

I understand that Palmetto Christian Academy of Greenwood 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 Palmetto Christian Academy of Greenwood 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 submit to a background check through appropriate law enforcement agencies. I understand that I will be responsible for the cost of obtaining copies of my fingerprints, as needed. 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 to me at this time.

I certify that I have carefully read and do understand the above statements.

Signature of Applicant

Date