

Ponca City Christian Academy Teacher Application

A. APPLICANT'S NAME AND ADDRESS

Full Name: _____

Present Address: _____

Telephone: Day (____) _____ Evenings: (____) _____

Social Security #: _____

Application Date: _____ Date Available: _____

Permanent address and phone number if different than present address:

B. POSITION DESIRED

Please indicate 1,2,3 choice in the parenthesis.

- Preschool Kindergarten Elementary Mid High
 Full Time Part Time Substitute

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

Special Abilities—Please list activities or sports that 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

Please provide in your own handwriting on a separate page, a brief testimony of your Christian conversion.

Articles of Faith

Please carefully read our Articles of Faith on the following page and indicate below your degree of support.

Articles of Faith

We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God.

We believe there is one God, eternally existent in three persons-Father, Son and Holy Spirit.

We believe in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single grounds of faith and the shed blood of Christ and that only by God's grace and through faith alone are we saved.

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost to the resurrection of damnation.

We believe in the spiritual unity of believers in our Lord Jesus Christ.

We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life.

____ I fully support the Article as written without mental reservations.

____ I support the Article except for the area(s) listed and explained on a separate page. 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: _____ Number of years: _____

What church activities are you involved in and what degree of regularity? _____

List other Christian ministries you have been a part of since becoming a Christian.

Devotional Life

Describe your routine of personal Bible study and prayer. _____

What books have you read recently that has helped you spiritually? _____

D. PROFESSIONAL QUALIFICATIONS

- Please attach photocopies of all your college transcripts. Should you be offered a position, official copies of your college transcripts will be required to be submitted for inclusion in your personnel file.

Education

What degree or degrees do you hold?

Degree	Institute	Major	Minor
_____	_____	_____	_____
_____	_____	_____	_____

Cumulative Grade Point Average: Bachelors _____ Graduate Work _____

Total Credits earned **after** date of Bachelor's degree _____

Teaching Credentials

Do you have a state Teaching Certificate? _____ State _____ Level _____

Remains valid for _____ years.

Would you be willing to work towards ACSI Certification? _____

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.

Teaching Experience

Sequentially list your teaching experience with most recent first.

School Name	Grades or Subjects	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

To what degree are you familiar with various Christian or secular curricula? _____

Curriculum 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.

Christian School Preparation

Have you had any courses in the Christian Philosophy of Education? _____

If so, where and when? _____

E. PERSONAL PHILOSOPHY

- On separate paper please label and succinctly answer in one or two paragraphs each of the questions below.
1. Why do you wish to teach in a Christian School?
 2. What are the main characteristics that distinguish a Christian school from a public school?
 3. What do you consider to be the proper classroom atmosphere for learning?
 4. What is your philosophy of discipline?
 5. What areas do you feel are your strengths? Weaknesses?
 - 7.. Please summarize any additional information that you would like to present regarding your candidacy for this position.

Employer _____

Position _____

Dates of Employment _____

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 follow the same format on a separate page.

Employer _____

Position _____

Dates of Employment _____

Address _____

Supervisor's Name and Phone Number _____

Reason for leaving _____

Employer _____

Position _____

Dates of Employment _____

Address _____

Supervisor's Name and Phone Number _____

Reason for Leaving _____

Employer _____

Position _____

Dates of Employment _____

Address _____

Supervisor's Name and Phone Number _____

Reason for Leaving _____

Have you ever worked 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 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.

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

Name	Complete Address	Phone	Position
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Give three references that are qualified to speak of your professional training and experience.

Name	Complete Address	Phone	Position
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Have you ever been convicted of a crime? If so, when, where, and what was the disposition of the case?

H. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Ponca City Christian Academy, Inc. 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 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 Ponca City Christian Academy, Inc., 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 Ponca City Christian Academy, Inc.

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 investigate. I authorize Ponca City Christian Academy, Inc., to conduct a criminal records check.

In 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.

Printed Name of Applicant

Social Security Number

Signature of Applicant

Date