

**A. PERSONAL INFORMATION**

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

Application Date \_\_\_\_\_ Date Available \_\_\_\_\_

Present Address \_\_\_\_\_

\_\_\_\_\_

Telephone Number: Days \_\_\_\_\_ Evenings \_\_\_\_\_

Best time to call \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_

Permanent address and phone number if different than present address:

\_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

**B. POSITION DESIRED**

**GRADE PREFERENCE**

Please indicate 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choices

**Kindergarten** \_\_\_\_\_ Years of experience \_\_\_\_\_

**Primary** 1<sup>st</sup> grade \_\_\_\_\_ Years of experience \_\_\_\_\_  
 2<sup>nd</sup> grade \_\_\_\_\_ Years of experience \_\_\_\_\_  
 3<sup>rd</sup> grade \_\_\_\_\_ Years of experience \_\_\_\_\_

**Secondary** 4<sup>th</sup> grade \_\_\_\_\_ Years of experience \_\_\_\_\_  
 5<sup>th</sup> grade \_\_\_\_\_ Years of experience \_\_\_\_\_  
 6<sup>th</sup> grade \_\_\_\_\_ Years of experience \_\_\_\_\_

**Middle School** 7<sup>th</sup> Math \_\_\_\_\_ Science \_\_\_\_\_ L.A. \_\_\_\_\_ Reading \_\_\_\_\_ S.S. \_\_\_\_\_  
 Years of experience Math \_\_\_\_\_ Science \_\_\_\_\_ L.A. \_\_\_\_\_ Reading \_\_\_\_\_ S.S. \_\_\_\_\_  
 8<sup>th</sup> Math \_\_\_\_\_ Science \_\_\_\_\_ L.A. \_\_\_\_\_ Reading \_\_\_\_\_ S.S. \_\_\_\_\_  
 Years of experience Math \_\_\_\_\_ Science \_\_\_\_\_ L.A. \_\_\_\_\_ Reading \_\_\_\_\_ S.S. \_\_\_\_\_

Please comment on any other experience that might be helpful for placement consideration.

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

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**SPECIAL ABILITIES**

Please check any areas of experience or interest in taking on a leadership role of responsibility at OPCA:

Basketball \_\_\_ Science Club \_\_\_ Yearbook \_\_\_ Spelling Bee \_\_\_ Family Liaison \_\_\_

Family Fun Nights \_\_\_ Speech Meet \_\_\_ Student Council \_\_\_ Other \_\_\_

**C. CHRISTIAN BACKGROUND**

**CHRISTIAN TESTIMONY**

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

**BIBLE**

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 \_\_\_\_\_ Signature \_\_\_\_\_

**STATEMENT OF FAITH**

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

\_\_\_\_\_ I fully support the Statement as written without mental reservations.

Signature \_\_\_\_\_

\_\_\_\_\_ 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.

**CHRISTIAN SERVICE**

Local church affiliation \_\_\_\_\_

Are you presently a member in good standing? \_\_\_\_\_

How are you nurtured spiritually?

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

## D. PROFESSIONAL QUALIFICATIONS

### FORMAL TRAINING

List the degree or degrees that you hold:

Degree	Date Received	Institute Issuing Degree
_____	_____	_____
_____	_____	_____

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

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

Areas of Graduate Study \_\_\_\_\_

Cumulative grade point average BA \_\_\_\_\_ Graduate work \_\_\_\_\_

Total units **after** date of Bachelor's degree \_\_\_\_\_

### TEACHING EXPERIENCE

Sequentially list your teaching experience with most recent first.

School's Name	Grades or Subjects	Dates	Describe Duties
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### TEACHING CREDENTIALS

Do you have an A.C.S.I. teaching certificate? \_\_\_\_\_

Indicate level \_\_\_\_\_ Valid from \_\_\_\_\_ to \_\_\_\_\_

Do you have a state teaching certificate? \_\_\_\_\_ State \_\_\_\_\_

Type and grade levels \_\_\_\_\_ Valid from \_\_\_\_\_ to \_\_\_\_\_

Please attach photocopies of any certificates held. (Front & Back)

Endorsement(s): List semester hours in endorsement area(s):

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### **E. PERSONAL PHILOSOPHY**

On a separate paper please briefly answer each of the following questions.

- 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. Rank the following in order of importance: Planning, Discipline, Methods, Evaluation Explain your decision.
- D. What do you believe about the origin of the earth and mankind?
- E. What are the qualities of an excellent teacher?
- F. What are the key elements in an effective classroom?
- G. What makes up an effective lesson plan?
- H. Describe a time when you were faced with problems or stresses at work that tested your coping skills. What did you do?

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 make copies of this page or following the same format, use the reverse side.

1. Employer \_\_\_\_\_

Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's name and phone number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

2. Employer \_\_\_\_\_

Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's name and phone number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

3. Employer \_\_\_\_\_

Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's name and phone number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

4. Employer \_\_\_\_\_

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 your 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.

## REFERENCE

Give three references qualified to speak of your spiritual experience and Christian service. *List your current pastor first.*

1. Name \_\_\_\_\_

Address \_\_\_\_\_

Position \_\_\_\_\_

2. Name \_\_\_\_\_

Address \_\_\_\_\_

Position \_\_\_\_\_

3. Name \_\_\_\_\_

Address \_\_\_\_\_

Position \_\_\_\_\_

Give three references qualified to speak of your professional training and experience. *List your current or most recent principal or supervisor first.*

1. Name \_\_\_\_\_

School \_\_\_\_\_

Address \_\_\_\_\_

Position \_\_\_\_\_ Phone \_\_\_\_\_

2. Name \_\_\_\_\_

School \_\_\_\_\_

Address \_\_\_\_\_

Position \_\_\_\_\_ Phone \_\_\_\_\_

3. Name \_\_\_\_\_

School \_\_\_\_\_

Address \_\_\_\_\_

Position \_\_\_\_\_ Phone \_\_\_\_\_

## H. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that **Oak Park Christian Academy** 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 **Oak Park Christian Academy** to thoroughly investigate my references, work records, evaluations, education, and other matters related to my suitability for employment.

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 **Oak Park Christian Academy**, 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 **Oak Park Christian Academy**.

Since I will be working with children, I understand that I may have 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 are necessary for such an investigation. I authorize **Oak Park Christian Academy** to conduct a criminal records check.

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

## I. AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as a \_\_\_\_\_ with **Oak Park Christian Academy**. I have authorized the school to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

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 **Oak Park Christian Academy**, 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 **Oak Park Christian Academy**.

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

Applicant's Name (Print) \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Applicant's Social Security Number \_\_\_\_\_

Date \_\_\_\_\_

### Oak Park Christian Academy's Statement of Faith

We believe in the scripture of the Old and New Testaments as verbally inspired by God, inerrant in the original writing, and that they are of supreme and final authority in faith and practice.

We believe in one God, eternal existing in three Persons: Father, Son and Holy Spirit.

We believe that Jesus Christ was conceived by the Holy Spirit, born of the Virgin Mary, and is fully God and fully man.

We believe that man was created in the image of God, that he sinned and thereby incurred not only physical death but also spiritual death, which is eternal separation from God.

We believe that all human beings are born with a sinful nature and, in the case of those who reach moral responsibility, become sinners in thought, word, and deed.

We believe that the Lord Jesus Christ died for our own sins according to the Scriptures as a representative and vicarious sacrifice, and that all who believe in Him are justified on the grounds of His shed blood.

We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and in His present life there for us as High Priest and Advocate.

We believe in "that blessed hope"—the personal, visible, premillennial and imminent return of our Lord and Savior, Jesus Christ.

We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God.

We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.