

Monclova Christian Academy

7819 Monclova Road
Monclova, OH 43542
419-866-0773

TEACHER APPLICATION - Part I

Your interest in Monclova 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 initial 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 our applicants.

A. APPLICANT'S NAME AND ADDRESS

Full name: _____

Application date: _____ / _____ / _____ Date available: _____ / _____ / _____

Present Address _____

Phone: Days (_____) _____ Evenings (_____) _____

Best time to call you? _____ Social Security No. _____

B. POSITION DESIRED

Please indicate 1, 2, 3 choice in the parenthesis. Then to the right please indicate the grades or subjects in order of preference

() Kindergarten

() Elementary _____

() Junior High _____

() High School _____

Full time _____ Part time _____ Substitute _____

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

Special
Abilities

Please list activities or sports which you would be capable of and willing to direct, sponsor, advise, or coach. (Indicate grade or ability levels.)

C. CHRISTIAN BACKGROUND

* **In your own handwriting on a 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
Faith

Please carefully read our Statement of Faith and indicate below of 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.
Signature: _____

D. PROFESSIONAL QUALIFICATIONS

* **Please attach photocopies of all your postsecondary transcripts. Should you be offered a position, official copies of your transcript must be provided to the school for inclusion in your personnel file.**

Formal
Training

What degree or degrees do you hold?

Degree	Date Received	Issuing Institution
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Your Major(s)

Your Minor(s)

Cumulative grade point average: BA _____ Graduate work _____

Total _____ units **after** date of Bachelor's Degree _____
(1 _____ unit x _____ = _____ unit)

Teaching
Experience

Sequentially list your teaching experience with most recent first.

School's Name	Grades or Subjects	Dates
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Teaching
Credentials

Do you have a state teaching certificate? _____ State? _____

What kind? _____ Remains valid for _____ years.

Endorsement(s) 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.**

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.

Work
Background

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 _____

5. Employer _____
Position _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone Number _____
Reason for leaving _____

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 who are qualified to speak of your spiritual experiences and Christian service. **List your current pastor first.**

Name / Complete address	Phone	Position	School
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	School
1. _____			

2. _____			

3. _____			

H. APPLICANT'S CERTIFICATION AND AGREEMENT

Monclova Christian Academy (Preschool, Elementary, Middle, and High School) admits students of any race, color, or ethnic origin to all the rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in the administration of its educational policies, tuition assistance, educational programs and athletics/extracurricular activities. In addition, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated, desegregation. Monclova Christian Academy will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

This school is authorized under Federal law to enroll nonimmigrant students.

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 **Monclova Christian Academy** to thoroughly interview the primary references which I have listed, any secondary references mentioned through interview with primary references, or other individuals which 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 job.

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 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 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 conditional 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 to 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 contact is being offered at this time.

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

Signature of Applicant

Date

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AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as a _____ with Monclova Christian Academy. I have authorized the school to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals which 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 all 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 Monclova 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 **Monclova Christian Academy**.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

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

Applicant's Name (Print)

Date

Applicant's Signature

Applicant's Social Security Number

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Applicant Name _____

Daytime phone number _____

TEACHER APPLICATION - PART II
Personal Follow-up Questions

You are now ready for phase two of our application process. Please arrange for your college placement file to be forwarded to our school. Please also fill out this form and send it to our office. After having an opportunity to review your answers, our administrator will contact you further. Thank you.

A. PERSONAL INFORMATION

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

Single _____ Engaged _____ Married _____ Separated _____

Divorces _____ Re-married _____ Widow(er) _____

Please attach explanation if divorced or re-married.

Spouse's name _____ Years married _____

Occupation _____

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

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer or if you offered a resignation, your previous employer? Yes _____ No _____

Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position? Yes _____ No _____

Have you ever been charged in **civil** or **criminal** proceedings with improprieties regarding children? Yes _____ No _____

Have you ever been convicted of any offense involving dishonesty, breach of trust, stealing, any type of moral impropriety, or any type of felony? Yes _____ No _____

Have you ever entered a court plea of guilty, a court 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 _____

Personal
Interests

Please indicate memberships, offices, and honors obtained in:

High School - _____

College - _____

Currently - _____

List your hobbies and personal interests.

Ability to
Perform
Essential
Job Functions

You have read the job description and essential functions for this position. Is there any reason why you might be unable to perform the duties and responsibilities of the position for which you are applying? Yes _____ No _____ If yes, please explain.

If you answered “yes” to previous question, is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position?

B. CURRENT ISSUES

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 **Christian role models** for our children. Please share your personal convictions as a Christian toward:

wine, beer, and other alcoholic beverages -

smoking and chewing tobacco -

marijuana and other non-prescription drugs -

entertainment (music/dancing) -

pre-marital sex -

Divorce and remarriage -

Abortion -

homosexuality -

membership in secret societies (Masonic, Eastern Star, etc.)

Do you have a personal testimony regarding any of the above items that you would like to share?
Please use this space.

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Declaration of Moral Integrity

As an applicant for employment or for a volunteer position with unsupervised access to children at **Monclova Christian Academy**, and its ministries, I (print name) _____ recognize, understand, and agree to live by the moral standards of the school.

Inappropriate conduct includes, but is not limited to, such behaviors as the following: adult heterosexual activity outside of marriage commitment; homosexual or lesbian inclinations or actions; or sexual abuse improprieties toward minors as defined by Scripture and state law.

I do declare that the above statement is factual and true. By affixing my signature, I declare that I meet the moral integrity standards and Christian role model lifestyle requirements of **Monclova Christian Academy**.

Applicant's Signature _____ Date _____

Administrator's Signature *after* discussion with applicant/volunteer _____ Date _____