



Faculty Application

Applicant Name : _____



BUILDING A LEGACY OF LEADERSHIP

Your interest in Jubilee 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.

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 applicants.

APPLICANT'S NAME AND ADDRESS

Application Date _____ Date Available _____

Full Name: _____

Date of Birth: _____ Social Security Number: _____

Present Address: _____

City _____ State _____ Zip Code _____

Phone: { Days } _____ { Evenings } _____

Best time to call you? _____ Morning _____ Afternoon _____ Evenings _____ Anytime

Permanent address if different than present address:

City _____ State _____ Zip Code _____

Permanent phone number if different than present phone number:

Please list any additional addresses where you have resided at any time during the past five years.

Address: _____

City _____ State _____ Zip Code _____

Address: _____

City _____ State _____ Zip Code _____

Address: _____

City _____ State _____ Zip Code _____

POSITION DESIRED

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

_____ Preschool _____ Kindergarten _____ Elementary _____ Jr. High
_____ Elective _____ Other

Please indicate the hours you are desiring to be employed with JCA.

_____ Full Time _____ Part Time _____ Substitute

Please define your desired salary or wage. _____

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

Can you submit verification of your legal right to work in the US? _____ Yes _____ No

Please list activities or sports for which you would be capable and willing to direct, sponsor, or coach. [Indicate grade and/or ability levels]

CHRISTIAN BACKGROUND

In your own handwriting, on a separate piece of paper, briefly give your Christian Testimony.

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

_____ I fully support the Statement of Faith as written with out mental reservations.

_____ I support the Statement of Faith except for the area(s) listed and explained on a separate piece of paper. The exceptions represented either disagreements or items for which I have not yet formed an opinion or conviction.

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

Denominational Preference? _____

What is your local Church Affiliation? _____

Are you presently a member in good standing? _____ Yes _____ No Years: _____

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

What other Christian service have you done since becoming a Christian? _____

Are you involved in Sunday services and other ministries of your church? _____ Yes _____ No

If so which ones? _____

Describe your routine of personal Bible Study and prayer _____

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

PROFESSIONAL QUALIFICATIONS

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

What Degree or Degree(s) do you hold?

Degree: _____
Date Received _____ Issuing Institution _____
Your Major(s): _____
Your Minor(s): _____

Sequentially list your teaching experience with most recent firsts.

School Name: _____
Grades/Subjects _____ Dates _____

School Name: _____
Grades/Subjects _____ Dates _____

School Name: _____
Grades/Subjects _____ Dates _____

List any Christian or secular curriculum you may be familiar with [i.e., ACSI, ABeka, Bon Jones, Saxon Math, Glencoe, Etc.] _____

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.

Do you have ACSI Teaching Certificate? ____ Yes ____ No ____ In process of obtaining
What level? _____ Remains valid for _____ years.
If in process estimated time of completion? _____

Do you have State Teaching Certificate? ____ Yes ____ No ____ In process of obtaining
What State Certified in? _____ Remains valid for _____ years.
What kind of Certificate? _____
If in process estimated time of completion? _____
If in process, what requirements do you lack? _____

Have you had any courses in the Christian Philosophy of Education?
____ Yes ____ No ____ In the process of obtaining
If so, where and when did you complete this training? _____

If not, would you be willing to take such a course b y correspondence or otherwise?
____ Yes. ____ No

Have you had other courses related to special training?
____ Yes ____ No ____ In process of obtaining. Course Title: _____
Details about course : _____

List any Conferences or Seminars that you have led or participated in recently _____

PERSONAL PHILOSOPHY OF EDUCATION

Please answer each question in one or two paragraphs. If you need additional space please use a separate piece of paper and attach.

A. Why do you wish to teach in a Christian School? _____

EMPLOYMENT HISTORY

Please list your three previous employers.

Company Employed with: _____
Position: _____ Dates of Employment: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Supervisors Name: _____ Phone Number: _____
Reason for leaving: _____

Company Employed with: _____
Position: _____ Dates of Employment: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Supervisors Name: _____ Phone Number: _____
Reason for leaving: _____

Company Employed with: _____
Position: _____ Dates of Employment: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Supervisors Name: _____ Phone Number: _____
Reason for leaving: _____

Have you served in the military? ____ Yes ____ No. If yes, what type of training or education did you receive? [Please attach a copy of your DD Form 214] _____

Are you pursuing employment with another educational insitution? ____ Yes ____ No

PERSONAL REFERENCES

Do not list family members or relatives for references.

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

List your Pastor first.

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Position: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Position: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Position: _____

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

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Position: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Position: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Position: _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Jubilee Christian Academy 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 only receive benefits only through the day of release.

I authorize Jubilee Christian Academy 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 letters, report, 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 fingerprints as are necessary for such an 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 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 at this time.

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

Signature of Applicant

Date