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Equipping students to fulfill their God-given potential

FACULTY/STAFF APPLICATION

Your interest in Konocti Christian Academy is appreciated. We invite you to fill out this application and return it to us via mail, fax, or email.

We realize that the key to a successful Christian School is its staff. We are seeking applicants who are professionally qualified, who love children, and who, by the pattern of their lives, are Christian role models. Luke 6:40.

We look forward to receiving your 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.

A. APPLICANT'S NAME AND ADDRESS

Full name: _____

Application date: _____ Date available: _____

Present address: _____

Phone: Days _____ Evenings _____

Best time to call you? _____ Length of time at this address? _____

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

B. POSITION DESIRED

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

Kindergarten Elementary _____ (Grades) Junior High Aide _____ (Grades)

Administrator/Principal ASTEP (after school program) Clerical Janitorial

Type of Employment: Full-time Part-time _____ (# hours/wk) Substitute _____ (Grades)

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 or ability levels). _____

What would you like to be doing five years from now? _____

C. CHRISTIAN BACKGROUND

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

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

KCA STATEMENT OF FAITH

We believe: (1) That the Bible is the inspired, inerrant, authoritative Word of God. (2) There is only one God, eternally existent as three persons: Father, Son, and Holy Spirit. (3) In the deity of Jesus Christ, his virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension into Heaven, and imminent personal return in power and glory. (4) All people, by their sinful nature, need salvation through regeneration by the Holy Spirit and this is achieved as a gift from God, by grace alone. (5) In the resurrection of the saved and the lost, the saved to eternal life in heaven and the lost to eternal separation from the Lord. (6) In the spiritual unity of believers in our Lord Jesus Christ.

I fully support the Statement as written without mental reservations.

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.

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

What is your local church affiliation? _____

Are you presently a member in good standing? _____ Years? _____

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

D. PROFESSIONAL QUALIFICATIONS

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

College Degree

Date Received

Issuing Institution

Do you have an ACSI Teaching Certificate? If so, what level? _____

Do you have a state teaching certificate? Yes No State? _____ Type _____ Valid through _____

If you do not hold a certificate, what requirements do you lack? _____

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

Describe how teacher evaluation has been helpful to you. _____

E. PERSONAL PHILOSOPHY (for administrative/teaching/aide positions only)

* On separate paper please label and succinctly answer in one or two paragraphs each of the questions below.

- 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. What do you consider to be the proper classroom atmosphere for learning?
- D. Summarize any additional information you would like to present regarding your candidacy for this position.

F. PERSONAL REFERENCES

Do not list family members or relatives for references. You will also need to sign the Reference Release at the end of this application.

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

Name	Church/Organization	Address	Phone	Position

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/Organization	Address	Phone	Position

G. EMPLOYMENT HISTORY

Please submit a résumé **OR** complete this portion of the application. Start with your current or most recent employer and work backwards for at least the past five years. For all teaching experience, include the grades and subjects taught. If necessary, you may follow the same format on the reverse.

1. Position _____ Dates of Employment _____
 Employer _____
 Employer's Address _____
 Supervisor's Name and Phone Number _____
 Grades and subjects taught: _____
 Reason for leaving _____

2. Position _____ Dates of Employment _____
 Employer _____
 Employer's Address _____
 Supervisor's Name and Phone Number _____
 Grades and subjects taught: _____
 Reason for leaving _____

3. Position _____ Dates of Employment _____
 Employer _____
 Employer's Address _____
 Supervisor's Name and Phone Number _____
 Grades and subjects taught: _____
 Reason for leaving _____

Are you holding or have you signed a contract for next year with any other educational institution? Yes No

H. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Konocti 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 understand and agree that I will be paid and receive benefits only through the day of release.

I authorize Konocti 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 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 is 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 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.

Applicant's Signature Date

I. AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as a _____ with **Konocti 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 that 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 the **Konocti 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 **Konocti 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