



TRINITY CHRISTIAN ACADEMY
979 Mary Dunn Road
Barnstable, MA 02630
Phone: (508) 790-0114 Fax: (508) 790-1293

GENERAL APPLICATION

Your interest in **Trinity Christian Academy** is appreciated. We invite you to fill out this initial application and return it to our school office. We may contact your references. If we have continued interest in your application, we will arrange for a personal interview with you. Your application will be considered for the coming school year ***only***. If you wish to be considered in subsequent years, you must notify the Headmaster.

We realize that the key to a successful Christian school is its staff. We are grateful for those 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 applicants.

A. APPLICANT'S NAME AND ADDRESS

Full name: _____

Application date: ____/____/____ Date available: ____/____/____

Present Address _____

Phone: Days () _____ Evenings () _____

Best time to call you? _____

How long have you lived at the above address? _____

Permanent Address and Phone number if different than present address:

- **On the reverse side please list any additional addresses where you have resided at any time during the past five years.**

B. POSITION DESIRED

Please indicate 1st, 2nd, 3rd choice in the parentheses. Then to the right please indicate the grade or subject in order of preference. (If applicable)

() Kindergarten _____ () Elementary _____

() Middle School _____ () High School _____

Full time _____ Part time _____ Substitute _____

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

C. CHRISTIAN BACKGROUND (Also see "Statement of Faith" Section)

* **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: _____

Church Service

Denominational preference? _____

What is your local church affiliation? _____

How often to you attend? _____ Years? _____

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

What other Christian service have you done or been involved with since becoming a Christian?

What is your attitude toward working with those of other denominational beliefs?

Devotional Life

Describe your routine of personal Bible study and prayer:

What books have you read recently which have helped you spiritually?

D. PROFESSIONAL QUALIFICATIONS

Formal

What degree or degrees do you hold?

Training

<u>Degree</u>	<u>Date Received</u>	<u>Issuing Institution</u>
_____	_____	_____
_____	_____	_____

Your Major(s)

Your Minor(s)

Cumulative grade point average BA/BS _____ Graduate work _____

Total CEUs (*continuing educational units*) **after** date of Bachelor's degree _____

Teaching

Sequentially list your experience with children with the most recent listed first.

<u>School's Name</u>	<u>Grades or Subjects</u>	<u>Dates</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List any books or articles that you have read recently that have helped you to grow professionally.

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

List any conferences or seminars that you have led or participated in.

E. PERSONAL PHILOSOPHY

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

Short Essays

A. Why do you wish to work in a Christian school?

B. What are the main characteristics that distinguish a Christian school from a public school?

C. What is your philosophy of discipline? What is your attitude toward physical punishment?

D. What areas do you feel are your strengths? Weaknesses?

E. Please summarize any additional information that you would like to present supporting 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.

Work
Back-
ground

1. **Employer** _____
Position _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone Number _____
Duties Performed _____
Reason for leaving _____

2. **Employer** _____
Position _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone Number _____
Duties Performed _____
Reason for leaving _____

3. **Employer** _____
Position _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone Number _____
Duties Performed _____
Reason for leaving _____

4. **Employer** _____
Position _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone Number _____
Duties Performed _____
Reason for leaving _____

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

Have you ever worked under a different name for any of the employers you have listed?
If so, what was the name or names?

G. PERSONAL REFERENCES

You will need to sign the **Reference Release Form** which 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 experience and Christian service. List your current pastor first.

Name Complete Address Phone Position

- 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

Employment at Trinity Christian Academy is open to qualified individuals who are Christians of good character, without regard or reference to race, gender, national or ethnic origin, color, age or disability. Trinity Christian Academy is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with Trinity Christian Academy's mission statement, and are willing to conduct their lives in conformity with the school's Statement of Faith and the TCA Declaration and Agreement to Ethical and Moral Integrity.

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 **Trinity Christian Academy** 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 the **Trinity 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 **Trinity Christian Academy**.

Since I will be working with children, I understand that I must submit to a CORI background check by the Commonwealth of Massachusetts. I agree to fully cooperate in such an investigation and authorize **Trinity Christian Academy** to conduct the CORI background 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

STATEMENT OF FAITH & PRACTICE & CHURCH ATTENDANCE

As a condition to the acceptance of this contract, Teacher states as follows:

I am a member in good standing of the _____ (church) located in _____, or plan to become a member within the next twelve (12) months of signing this contract,.

I believe the Bible to be the ONLY inspired, inerrant, infallible, authoritative Word of God.

I believe there is one God, eternally existent in three persons; The Father, The Son and the Holy Spirit.

I believe in the Deity of Christ who is the Son of God who was conceived by the Holy Spirit, born of the Virgin Mary, and who died vicariously as the atoning death through His shed blood for the sins of all.

I believe in His bodily resurrection, His ascension to the right hand of the Father, to His lordship over all life, that He shall come again in glory to judge the living and the dead.

I believe that in order for an individual to be saved from sin and to receive the gift of salvation, that I must have faith in the redemptive work of Jesus at Calvary who shed His blood as the ransom for all sin including my own. I believe that salvation is affected by no other way.

It is through the work of the Holy Spirit and the grace of God in Christ our Lord that the new birth is affected. I believe that I am saved by faith alone, but that faith without works is dead. I believe that my salvation is procured only through the shed blood of Jesus Christ and through no other means.

IN WITNESS WHEREOF, the parties hereto have hereunder set their signatures on the date hereinabove set forth.

Applicant's Signature

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as a _____ with **Trinity 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 **Trinity Christian Academy** 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 **Trinity 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 **Trinity Christian Academy**.

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

Applicant's Name (Print)

Applicant's Signature

Date: _____

Declaration of and Agreement To Ethical and Moral Integrity

As an employee or applicant for employment for a position at Trinity Christian Academy, I,
_____, recognize, understand and agree to live by the Biblical, moral and ethical standards of the school. This includes, but is not limited to:

- A.) Recognition of and agreement to the Biblical standards for sexual and marital behavior. Any promiscuity, homosexuality, or other deviant sexual behavior is forbidden and as such violates the bona fide occupational requirement of being a Christian role model. The unique roles of the male and female are clearly defined in scripture. Romans 1:24-32 states that God recognizes homosexuals and other deviants as perverted (Lev. 20:15). God's Word states that sexual relations are clearly and exclusively restricted to the marriage relationship, and that premarital and/or extramarital sex is sinful and wrong. Deviation from Scriptural moral standards is grounds for termination (Genesis 2:24; Matt. 5:32; Matt. 19:9; I. Cor. 6:9-20; I. Cor. 7; and Gal. 5:19-21);
- B.) Recognition of and agreement to the precept and example of the highest Christian virtue and personal decorum, serving as a Christian role model (I. Tim. 4:12) both in and out of school to pupils (Luke 6:40), and as an example to parents and fellow faculty members in judgment, dignity, respect and Christian living. This includes, but is not limited to, refraining from such activities as the immoderate use of alcohol; and/or the use of vulgar and profane language (James 3:1-13; Ex. 20:7; Lev. 19:12; Titus 2:2; Prov. 20:1; Lev. 10:9; Romans 14:21; Romans 3:13; Eph. 5:18; Gal. 5:19-21; and I. Pet. 4:2-4);
- C.) Recognizing the personal need for, and Biblical mandate of, spiritual growth and nourishment, I will faithfully attend and financial support a local church whose fundamental beliefs are in agreement with the Statement of Faith for this school (Heb. 10:25).

I further declare that with regard to my personal, moral and ethical character and conduct as of this date, I am not, nor have I been in the past, engaged in inappropriate conduct toward minors, nor do I have inclinations toward such conduct. Inappropriate conduct includes, but is not limited to, the following: homosexuality; sexual promiscuity, and verbal, physical or sexual abuse as defined by Scripture, or where applicable, state law.

I further declare and agree that if, at any time during my employment, I cannot hold true to the above and find myself out of harmony or sympathy, or in discord or disagreement with the philosophy, Christian role model standards, Statement of Faith, or administration of the school, I will immediately make that fact known to the Administrator. Unless the lack of harmony, discord, or disagreement can be harmoniously resolved without publicity, I agree to voluntarily withdraw from employment, or be subject to termination. Such cause, as used herein includes, but is not limited to, any conduct tending to reflect discredit upon the school or myself, or tending to seriously impair my continued usefulness as a Christian role model for the students of Trinity Christian Academy.

I do declare the above statement is factual and true. I further acknowledge and agree that the statement is signed of my own free will as a condition for being employed by Trinity Christian Academy. By affixing my signature, I declare that I meet the Biblical, moral and ethical standards of Trinity Christian Academy.

Teacher/Staff Signature

Date

Administrator's Signature
(After review with Employee)

Date