



**TRINITY CHRISTIAN ACADEMY**

**979 Mary Dunn Road  
Barnstable, MA 02630**

Phone: (508) 790-0114

Fax: (508) 790-1293

**SUBSTITUTE AND PART-TIME  
TEACHER 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. If an opening occurs for which it appears you may qualify, we will request that you have your placement file forwarded to our office. We may 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. Your application will be considered for the current and coming school year only. If you wish to be considered in subsequent years, you must contact 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

( ) Kindergarten \_\_\_\_\_

( ) Elementary \_\_\_\_\_

( ) Junior High \_\_\_\_\_

( ) High School \_\_\_\_\_

Part time \_\_\_\_\_ Substitute \_\_\_\_\_

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

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

**Special Abilities**

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

\_\_\_\_\_

**C. CHRISTIAN BACKGROUND**

\* **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 carefully read 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 sheet of paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Signature: \_\_\_\_\_

**Church Service**

Denominational preference? \_\_\_\_\_

What is your local church affiliation? \_\_\_\_\_

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

List any 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?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you capable of teaching a Bible class? \_\_\_\_\_ If Yes, what would be your subject preferences?  
\_\_\_\_\_  
\_\_\_\_\_

**Devotional Life**

Do you have a routine of personal Bible study and prayer:  
\_\_\_\_\_

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

**D. PROFESSIONAL QUALIFICATIONS**

**\* Please attach photocopies of all your college transcripts. Should you be offered a position, official copies of your college transcripts will be required to be submitted for inclusion in your personnel file.**

**Formal Training**

What degree or degrees do you hold?

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

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

Your Minor(s)

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

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

**Teaching**

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

School's Name

Grades or Subjects

Dates

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To what degree are you familiar with various Christian or other curriculums (Ex. ACSI *Purposeful Design*)

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

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**Teaching  
Credentials**

Do you have an ACSI Teaching Certificate? \_\_\_\_\_

What level? \_\_\_\_\_ Valid through \_\_\_\_\_

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

What kind? \_\_\_\_\_ Valid through \_\_\_\_\_

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

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

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**\* Please attach photocopies of any certificates held.**

**Christian Preparation** Have you had any courses in the Christian Philosophy of Education? If so, where and when?

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If not, would you be willing to take such a course by correspondence or otherwise? \_\_\_\_\_

**\* Attach a typed copy of your personal Christian philosophy of Education.  
(Substitute teachers may omit this.)**

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

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

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## **E. PERSONAL PHILOSOPHY**

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

### **Short Essays**

- A. What are the main characteristics that distinguish a Christian school from a public school?
- B. What do you consider to be the proper classroom atmosphere for learning?
- C. What is your philosophy of classroom management? What is your attitude toward physical punishment?
- D. What areas do you feel are your strengths? Weaknesses?
- E. What do you believe about the origin of the earth and mankind?

**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?

\_\_\_\_\_

Have you already signed a contract for next year with any another institution?

Yes \_\_\_\_\_ No \_\_\_\_\_

**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.

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Signature of Applicant

Date



**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

(For Teachers, Staff, and Volunteers)

(Revised: 10/09/15)

Trinity Christian Academy expects all of its employees and its volunteers with unsupervised access to children to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an employee or applicant for employment or a volunteer for a position at Trinity Christian Academy, and its school activities and ministries, I, \_\_\_\_\_, recognize, understand and agree to live by the Biblical, moral and ethical standards of the academy. This includes, but is not limited to:

A.) Recognition of and agreement to the Biblical standards for sexual and marital behavior. Any promiscuity, homosexuality, transgenderism, transsexuality or other non-Biblical 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 homosexuality and other non-Biblical behavior as outside of God's will and plan for mankind (Lev. 20:15). God's Word states that sexual relations are clearly and exclusively restricted to the marriage relationship, and that cohabitation, premarital and/or extramarital sex is sinful and wrong. Deviation from Scriptural moral standards is grounds for termination of employment or volunteer duties (Genesis 2:24; Matthew 5:32; Matthew 19:9; I Corinthians 6:9-20; I Corinthians 7; and Galatians 5:19-21; Hebrews 13:4);

B.) Recognition of and agreement to the precept and example of the highest Biblical Christian virtue and personal decorum, serving as a Biblical 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; Exodus 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 Peter 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: pornography, 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 academy, I will immediately make that fact known to the Headmaster. 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

\_\_\_\_\_  
Headmaster's Signature  
(After review with Employee)

\_\_\_\_\_  
Date

"A pupil is not superior to his/her teacher, but everyone (when he/she is) completely trained—readjusted, restored, set to rights, and perfected—will be like his/her teacher." Luke 6:40 Amplified Bible

8/5/09 – Declaration of Moral Integrity – Staff, Volunteers

## 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.

I agree with Statement of Faith as described on this page.

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Signature