



TRINITY CHRISTIAN ACADEMY

979 Mary Dunn Road
Barnstable, MA 02630

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STAFF APPLICATION – PART I

Your interest in **Trinity Christian Academy** is appreciated. We invite you to fill out this initial application and return it to the school office or to the email listed above. Please be aware that this document is part one of a two part application process. If we have a continued interest in your candidacy, we will arrange a time for a personal interview. Your application will be considered for the coming school year only.

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.

We look forward to receiving your initial application. Thank you again 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: _____ Email: _____

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:

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

B. POSITION DESIRED

Please indicate the type of staff position you are interested in filling at TCA. Then, to the right, please indicate the grade or subject in order of preference.

Staff Position _____

Full time

Part time

Substitute

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

Special Abilities

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

Future Plans

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

C. CHRISTIAN BACKGROUND: In your own handwriting briefly give your Christian testimony.

D. PROFESSIONAL QUALIFICATIONS

*** 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>
_____	_____	_____
_____	_____	_____

Your Major(s)

Your Minor(s)

Cumulative grade point average BA/BS _____ Graduate work _____

List any other educational experiences that you have had including mission trips and opportunities for travel.

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

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

Have you had other courses which provided specific training for Christian schools?
Please list below:

E. 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. Applicants may feel free to attach a copy of your resume in lieu of filling out this page.

**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 _____