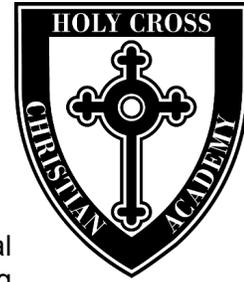


HOLY CROSS CHRISTIAN ACADEMY

Application for Teaching, Substitute Teaching, Aide or Extended Day Care



Your interest in HCCA is appreciated. Please complete this initial application and submit it in person or by emailing karen.matejka@hccaburleson.com. If an opening occurs for which you qualify, we will request additional information and contact your references. If we have continued interest in your candidacy, we will arrange for a personal interview.

We believe 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. We appreciate 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 (____) _____

Email Address _____

Marital Status: _____ Number of Children: _____ Ages: _____

Applying for (Position): _____

Subject(s): _____

Mark all that apply: Early Childhood Elementary Middle School
 Full time Part time Substitute

What was your COLLEGE MAJOR? _____

What was your COLLEGE MINOR? _____

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

Do you hold a teaching certificate? Yes No Type: _____

Valid in what state: _____ Granted: _____ Expires: _____

***Please include a copy of your current teaching certificate.**

If you do not currently hold a teaching certificate, what courses do you lack? List:

When do you suspect to complete these requirements for certification?

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

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

If you have been teaching, why do you desire a change from your present position?

In a paragraph, please describe your greatest strengths as a teacher.

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

If you have school age children, do you intend for them to attend HCCA?

Yes No Not sure

If you marked "No" or "Not sure," please explain: _____

School age children's names:

Entering grade level:

C. CHRISTIAN BACKGROUND

Please explain who Jesus Christ is: _____

Why do you consider yourself to be a Christian? _____

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 books have you read recently that have helped you spiritually?

In a paragraph or two, explain how you go about making your teaching distinctively Christian.

D. PROFESSIONAL EXPERIENCE

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may follow the same format on the reverse.

1. Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

2. Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

3. Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

4. Position _____ Dates of Employment _____

Address _____

Supervisor's Name and Phone Number _____

Reason for leaving _____

5. Position _____ Dates of Employment _____

Address _____

Supervisor's Name and Phone Number _____

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 served in the military? Yes No. If yes, what type of training or education did you receive?

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

Are you a U.S. citizen? Yes No

Do you have any physical condition or handicap that may limit your ability to perform the job for which you are applying? Yes No

If so, please explain: _____

Have you ever been arrested for or convicted of a felony, or misdemeanor, which resulted in imprisonment? Yes No

To what degree are you familiar with various Christian or secular textbook series (i.e., ACSI, ABeka, Bob Jones, Saxon math, Open Court Reading)?

Textbook series preferences? _____

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 an ACSI Teaching Certificate? _____

What level? _____ Remains valid for _____ years.

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

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

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

Describe how teacher evaluation has been helpful to you.

E. PERSONAL PHILOSOPHY

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

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

G. Please summarize any additional information that 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 Form** that is attached and return it with this application.

Give three references who are qualified to speak of your character and Christian service. **(One should be your pastor.)**

Name/Complete Address	Phone	Position
1. _____		

2. _____		

3. _____		

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/Complete Address	Phone	Position
1. _____		

2. _____		

3. _____

H. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Holy Cross 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 receive benefits only through the day of release.

I authorize Holy Cross 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 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

