



## TEACHING APPLICATION

This form should be completed and submitted with a copy of your unofficial transcripts. Please email these to Human Resources ([ljohnson@tbc.org](mailto:ljohnson@tbc.org)) and the associated campus contact below.

Lower Division (N-6<sup>th</sup>): [tparrish@tcajax.org](mailto:tparrish@tcajax.org)

Upper Division (7<sup>th</sup>-12<sup>th</sup>): [bkinder@tcajax.org](mailto:bkinder@tcajax.org)

We look forward to receiving your application. Thank you for your interest in our school.

Full Name: \_\_\_\_\_ Application date: \_\_\_\_\_

Date Available: \_\_\_\_\_ How did you hear about the opening: \_\_\_\_\_

Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone # \_\_\_\_\_ Best time to call you: \_\_\_\_\_ Email: \_\_\_\_\_

Permanent address and phone number if different than present address:

\_\_\_\_\_

### I. POSITION DESIRED:

- Full Time
- Part time – indicate schedule preference: \_\_\_\_\_
- Substitute

### PLEASE INDICATE 1, 2, 3 CHOICE. THEN, INDICATE THE GRADE OR SUBJECT PREFERENCE:

(__ ) Pre-School (N-K4)	_____
(__ ) Elementary (K-5 <sup>th</sup> )	_____
(__ ) Junior High (6-8 <sup>th</sup> )	_____
(__ ) High School (9-12 <sup>th</sup> )	_____
(__ ) Athletics (6-12 <sup>th</sup> )	_____



**EDUCATIONAL BACKGROUND**

**Education History** (include Bible education, and in-process certifications)

Institution	Degree Level (B.A., B.S. include minors, Masters, Doctorate)	Degree Area	Area of Focus (if relevant)	Date Received	GPA
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**Teaching Certification** (include in-process certifications)

Institution Issuing Certification	Certification Level	Endorsement (if relevant)	Date Received	Renewal Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Courses in Christian Philosophy of Education** (include in-process coursework)

Institution	Course	Description (if relevant)	Unit Total	Date Completed
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____



**SUBJECT MATTER EXPERT:**

List educational background or professional experience that qualifies you to teach your subject preference. If limited formal training, will you be willing to pursue additional formal education in this field?

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**SPECIAL ABILITIES:**

List activities or sports that you are qualified to coach or sponsor.

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**BIBLICAL INTEGRATION:**

How does your faith impact the content areas you teach?

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What areas do you feel are your strengths? Growth opportunities?

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**TECHNOLOGY SKILLS:**

List your experience level with iPads, Microsoft Office Suite 365, Google docs, learning management systems, and presentation tools.

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**FUTURE PLANS:**

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

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**II. SPIRITUAL LIFE**

Church Involvement

Where do you regularly attend: \_\_\_\_\_

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

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

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What other Christian service have you done since becoming a Christian?

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Describe your routine of personal bible study and prayer.

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**III. PERSONAL PHILOSOPHY - PLEASE ANSWER IN ONE OR TWO PARAGRAPHS EACH OF THE QUESTIONS BELOW.**

A. Why do you wish to serve in a Christian school and what are the main characteristics that distinguish a Christian school from a public school?

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B. What is your definition of 21<sup>st</sup> century education? What classroom management techniques have worked well for you?

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C. (Optional) Please summarize any additional information that you would like to present regarding your candidacy for this position.

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**IV. EMPLOYMENT HISTORY – PLEASE COMPLETE INFORMATION BELOW OR ATTACH YOUR RESUME WITH THIS APPLICATION.**

Please start with your current or most recent employer and work backwards.

Employer \_\_\_\_\_ Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

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Supervisor's Name and Phone Number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_ 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 already signed a contract for next year with any other institution? \_\_\_\_\_

**V. PERSONAL REFERENCES**

You will need to sign the **Reference Release Form** that is attached and return it with this application. Do not list family members or relatives for references.

**Give two references who are qualified to speak about you as a Christian role model. List your current pastor first.**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_



Name \_\_\_\_\_ Phone \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_

**Include in your emailed application the following documents:**

- 1. Briefly share your Christian testimony.
- 2. Your style of teaching.
- 3. Your approach to classroom management.

**VI. PROFESSIONAL REFERENCES**

**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 \_\_\_\_\_ Phone \_\_\_\_\_ Position \_\_\_\_\_ School \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Position \_\_\_\_\_ School \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Position \_\_\_\_\_ School \_\_\_\_\_

Address \_\_\_\_\_

**VII. STATEMENT OF FAITH**

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

- I fully support the Statement as written without mental reservations.
- I support the Statement except for the area(s) listed and explained below.

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

**VIII. PERSONAL INFORMATION**

Have you ever been convicted of a crime?

- Yes
- No

*(A conviction is not an automatic bar to employment. Each case will be considered on its merits. Do not include any arrests that did not result in a conviction. Do not include any convictions for which the record has been judicially ordered sealed, expunged or statutorily eradicated. Do not include any misdemeanor conviction for which probation has been successfully completed and the case has been*



judicially dismissed under Penal Code Section 1203.4. Do not include any arrest for which a pretrial diversion program has been successfully completed under Penal Code Sections 1000.5 and 1001.5.

Do not include a conviction for the use of marijuana if that conviction was more than two years ago.)

If yes, please explain and state the charge, the court, the date and the disposition of the case:

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If yes, was the crime a felony or misdemeanor? \_\_\_\_\_

If yes, did you serve any time in jail or prison? \_\_\_\_\_

If yes, please state when, where and how long:

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Are you currently out on bail or on personal recognizance pending trial? \_\_\_\_\_

If yes, please explain and give dates:

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Have you ever been dismissed, resigned to avoid being dismissed, or been asked to resign from a position?

- Yes
- No

If yes, please explain.

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Have you ever been charged in civil or criminal proceedings with improprieties regarding children?

- Yes
- No

If yes, indicate the nature of suit, offense, date, court, and disposition.

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Have you ever been convicted or charged of any offense involving dishonesty, breach of trust, stealing, any type of moral impropriety, or any type of felony?

- Yes
- No

If yes, indicate the nature of offense, date, court, and disposition.

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### **Essential Job Functions**

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodations?

If no, describe the functions that cannot be performed. Is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position?

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(Note: We comply with the Americans with Disabilities Act and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and skill and agility tests.)





**APPLICANT’S CERTIFICATION AND AGREEMENT**

I understand that Trinity Christian Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

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 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 Trinity Christian Academy to conduct a criminal records check and a professional background investigation.

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

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**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 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.

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

Applicant's Name \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Applicant's Social Security #(optional) \_\_\_\_\_

Date \_\_\_\_\_