

**MITCHELL ROAD CHRISTIAN ACADEMY
207 MITCHELL ROAD
GREENVILLE, SOUTH CAROLINA 29615
(864)268-2210/Fax (864)268-3184**

TEACHER APPLICATION

Date: _____

A. APPLICANT'S NAME AND ADDRESS

Full Name: _____

Present Address: _____

Social Security Number: _____

Military Status: _____ Yrs. Military service: _____

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:

B. TEACHING CREDENTIALS

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

Do you have a state teaching certificate? _____ If yes, what state? _____

Type of teaching certificate _____ Expiration date: _____

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

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

Do you have an ACSI teaching certificate? _____ If yes, what type and level? _____

Expiration date: _____

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? _____

Have you had other courses giving specific training for Christian day schools? _____

Give details: _____

C. POSITION DESIRED

Please give 1, 2, 3 in the parenthesis indicating your preference. To the right indicate the grades or subjects in order of preference.

() Kindergarten _____

() Elementary _____

() Middle School _____

Please give 1, 2, 3 in parenthesis indicating your preference

() Full time _____ () Part time _____ () Substitute _____

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

Please list activities or sports which you would be capable of and willing to direct, sponsor, advise, or coach.

(Indicate grade or ability levels.) _____

D. PROFESSIONAL QUALIFICATIONS

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

What degree(s) do you hold?

Degree	Date Received	Issuing Institution
_____	_____	_____
_____	_____	_____
_____	_____	_____

Your major(s): _____

Your minor(s): _____

Cumulative grade point average - Bachelor's: _____ Graduate work: _____

Chronologically list your teaching experience with the most recent first.

School's Name	Grades or Subjects	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Textbook publisher preferences?

E. EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may attach a page in the same format.

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 the next year with any other educational institution?
Yes _____ No _____

F. PERSONAL INFORMATION

Being a Christian role model in all aspects of life is of primary importance for this position. The Bible is our standard for marriage and sexual conduct. It is a bona fide occupational requirement for staff to live by those standards. Please indicate your current marital status.

Single _____ Engaged _____ Married _____ Separated _____
Divorced _____ Re-married _____ Widow(er) _____

Please attach explanation if divorced or remarried.

Spouse's name: _____ Years married: _____
Occupation: _____
Number of children: _____ Ages: _____ Fall grade levels: _____

If you answer "Yes" to any of the questions in this section, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition or other appropriate explanation.

Are you currently being investigated or under a procedure to consider your discharge for misconduct by your present employer or have you offered a resignation to your previous employer?
Yes _____ No _____

Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?
Yes _____ No _____

Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of sexual harassment or contact with another person, of mishandling of funds, or of criminal conduct?
Yes _____ No _____

Have you ever been charged in civil or criminal proceedings with improprieties regarding children?
Yes _____ No _____

Have you ever been convicted of any offense involving dishonesty, breach of trust, stealing, any type of moral impropriety, or any type of felony?
Yes _____ No _____

Have you ever entered a court plea of guilty, a court plea of "no contest" (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense?
Yes _____ No _____

G. CHRISTIAN BACKGROUND

***In your own handwriting on a separate paper, briefly give your Christian testimony.**

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 _____

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 paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.
Signature _____

Denominational preference? _____

What is your local church affiliation? _____

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

H. 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 three references who are qualified to speak of your spiritual experience and Christian service. **List your current pastor first.**

	Name and 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 and complete address	Phone	Position/School
1.	_____		

2.	_____		

3.	_____		

Do you understand that this is an application for employment and that no employment contract is being offered at this time? _____

Signature: _____ Date: _____

I. PERSONAL PHILOSOPHY

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

1. Please state an overview of your personal Christian philosophy of education and how you would implement it in the classroom.
2. Why are you interested in teaching in a Christian school, particularly Mitchell Road Christian Academy? Please comment on the Lord's leading in your life toward the ministry of Christian education.
3. What do you consider to be the proper classroom atmosphere for learning?
4. What is your philosophy of discipline? On what basis would you require obedience from your students? Comment on your style.
5. What areas do you feel are your strengths? Areas of growth?
6. We live in a pluralistic society with many conflicting beliefs and values. As a teacher you may be asked specific questions about controversial issues by your students. Your answers will come from you personal convictions. We need to know the views of those that would be **Christian role models** for our children. Please share your personal convictions as a Christian toward:

Drinking:

Smoking:

Marijuana and other non-prescription drugs:

Music/dancing:

7. If married, please have your spouse state his/her feelings about your teaching in a Christian school.

J. Applicant's certification and agreement

I understand that Mitchell Road 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 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 Mitchell Road Christian Academy to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals which know me and have knowledge regarding my testimony and work records and evaluations my educational preparation, and other matters related to my suitability for the job.

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 employment if the school deems any background information unfavorable or to 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

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as a _____ with Mitchell Road Christian Academy. I have authorized the school to thoroughly interview the primary references which I have listed, and secondary references mentioned through interviews with primary references, or other individuals which 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 all 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 my prior notice of such disclosure.

In addition, I hereby release Mitchell Road 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 Mitchell Road Christian Academy.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

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

Applicant's Name (Print)

Date

Applicant's Signature

Applicant's Social Security Number