

Chautauqua Christian Academy
200 Hunt Road Jamestown, NY 14701
(716) 484-7420 fax: (716) 484-0087
Website: ccajtn.com

Teacher Application

Your interest in our school is appreciated. We invite you to fill out this application and return it to our school office.

This information will assist us in our evaluation of your qualifications for a position on our staff. If forms are

included, we will also contact references you list. A personal interview with the School Committee may take place before they make any final decision in the employment process.

We realize that the key to a successful Christian School is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, display a love for and commitment to God and live as Christian role models (Luke 6:40).

We look forward to receiving your 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 :(____) _____ Evenings :(____) _____ Best Time to Call: _____

How long have you lived at the above address? _____

Permanent Address and Phone Number if different than present address:

Email Address: _____

B. Position Desired

_____ Full-time _____ Part-time _____ Nurse

_____ Administration _____ Office Staff _____ Classroom Aide

_____ Elementary (K-6) Grade Levels _____ High School (7-12) Subject Area _____

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

Special Abilities: Please list activities or sports which you would be capable of 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 on separate paper briefly give you 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, Philosophy, and Mission Statements: Please carefully read our **Statement of Faith** that in the included materials (attachment B-1). Please indicate your response below.

_____ I support the Statement of Faith as printed

_____ I support the Statement of Faith except for the area(s) listed (explain on a separate paper). The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Signature: _____ Date: _____

Please carefully read our Mission and Philosophy statements (attachment B-2) that are also included with this application. Please sign below if you would support and promote these concepts if employed at BBKA.

Signature: _____ Date: _____

Church Service: Denominational preference? _____

What is your local church affiliation? _____

Are you presently a member in good standing? _____ Years? _____

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

Devotional Life: Describe your routine of personal Bible study and prayer.

D. Professional Qualifications

Formal Training: What degree or degrees do you hold?

Degree	Date Received	Issuing Institution
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Your Major(s) _____ Your Minor(s) _____

***Please be prepared to provide official college transcripts. Copies will be made to be included with your application. Original documents will be returned to you.**

Experience: Sequentially list your school employment history with most recent first.

School's Name/Location: _____

Position Held: _____

Starting Date: _____ Ending Date: _____

School's Name/Location: _____

Position Held: _____

Starting Date: _____ Ending Date: _____

School's Name/Location: _____

Position Held: _____

Starting Date: _____ Ending Date: _____

Teaching Credentials: Do you have an ACSI Teaching Certificate? _____ Yes _____ No

What Level? _____ Remains valid for _____ years.

Do you have a state teaching certificate? _____ State? _____

What Kind? _____ Remains valid for _____ years.

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

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

***Please provide copies of all currently held certificates.**

Christian School & Professional Preparation: Have you had any courses in the Christian Philosophy of Education? _____ Yes _____ No

If so, please give date and location of course.

Please list any other specific training/courses for Christian day schools.

To What degree are you familiar with various Christian or secular textbook series (i.e. ACSI, Abeka, Bob Jones Press, Saxon Math, etc.)?

Please list any textbook series preferences.

Miscellaneous: List any special interest/abilities that you have that will enhance your teaching ministry and the ministry of our school.

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

Personal Follow-Up Questions

Though some questions may seem quite personal, it is our belief the material requested is necessary for us to make a thorough evaluation of your training, intent, background, etc. that could qualify you for ministry to the students God has entrusted to us.

E. Personal Information

Marital: Being a Christian role model in all aspects of life is a major requirement for this position. The Bible is our standard for marriage and sexual conduct. It is a bonafide 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 re-married.

Spouse's Name _____ Years Married _____

Occupation _____

Finances: Please mark the range of your most recent annual salary:

_____ \$10,000 – 13,000 _____ \$13,000 – 16,000 _____ \$16,000 – 20,000 _____ \$20,000+

Our salary range is generally between \$15,000 and \$25,000. Do you believe your lifestyle appropriate for a salary in this range? _____ Yes _____ No

Is your debt load increasing? _____ Yes _____ No

Personal Interests: Please indicate memberships, offices, and honors obtained in the past 5 years:

List your hobbies and personal interests.

What materials do you enjoy for recreational reading on a regular basis?

Standing in Matters of Court: (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 presently being investigated or under a procedure to consider your discharge for misconduct by your present employer? Or, if you offered a resignation, 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

If you are offered a position, will you be able to verify that you are legally permitted to be employed in the United States? _____

F. Personal Convictions, Philosophy, Attitudes, and Current Issues

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

Short Answer Essays:

1. What are the main characteristics that distinguish a Christian school from a public school?
2. What is your philosophy of Christian education?
3. What areas do you feel are your strengths? Weaknesses?
4. What do you believe about the origin of the earth and mankind?
5. You have read our Statement of Faith. Do you strongly hold any doctrines that are not on that statement? [ex. instrumental music should not be a part of a worship service, etc.] If yes, please list and describe.
6. What is your attitude towards working with those of other races and denominational beliefs?
7. How well do you feel that you get along with your colleagues? Those in authority?
8. If married, please have your spouse state his/her feelings about your teaching in a Christian school.

9. Current Issues

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 your personal convictions. We need to know the views of those that would be **Christian role models** for our children. Please share your personal convictions toward or personal testimony concerning:

- Abortion
- Homosexuality
- Wine, beer, and other alcoholic beverages
- Smoking and chewing tobacco
- Marijuana and other non-prescription drugs
- Entertainment (tv/movies/music/dancing/etc.)
- Pre-marital sex
- Divorce and remarriage
- Personal debt
- Personal integrity (i.e. gossip, lying, honesty, cheating, etc.)
- Membership in secret societies (Masonic Lodge, Eastern Star, etc.)

10. Please summarize any additional information that you would like to present regarding your candidacy for this position.

Please sign below if you are willing to abide by the specific guidelines of church attendance/membership if employed at BBCA.

Signature: _____ Date: _____

By signing below, you are indicating that, to the best of your knowledge and ability, the information provided in this application and supporting documents as requested, is true and presents an accurate account of your status as of the signature date.

Further, you acknowledge that, if any information provided is found to not meet the criteria of truthfulness, the application process will be immediately terminated.

Signature: _____ Date: _____

Please return completed application with **attachments C, D, E, and F** to:

Chautauqua Christian Academy
200 Hunt Road
Jamestown, NY 14701
Attn: Employee Application