



Application for Employment

So the generations to come might know Him... Psalm 78:4

Northside Christian Academy (NCA) is an Equal Opportunity Employer. Discrimination on the basis of race, color, sex, national origin, age or disability is prohibited. Because Northside Christian Academy is a religious institution, it exercises those rights afforded to religious institutions which allow the use of religious qualifications and tenets in personnel actions.

Required Documents: ___ Copy of Teacher Credential ___ Copy of Transcripts
 ___ Copies of Letters of Reference ___ Handwritten Personal Testimony

Position Desired

In the parenthesis, please indicate your 1st, 2nd, and 3rd choice. Then to the right, please indicate the grade or subject in order of preference.

- () Preschool (Infants-four yr. olds) _____
 - () Kindergarten _____
 - () Elementary (grades 1-5) _____
 - () Middle (grades 6-8) _____
 - () Other (art, P.E., music, Latin) _____
- ___ Full time ___ Part-time ___ Substitute

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

When could you start? _____

Please indicate grades/subjects you have been trained to teach: _____

List other skills you bring to the position (i.e. sports, clubs): _____

Personal Information

Name: _____ Home Phone: _____

Work Phone: _____ Cell Phone: _____

Address: _____ E-Mail Address: _____

City: _____ State: _____ Zip: _____ Social Security #: _____

Date of Birth _____

Marital Status: ___ Single ___ Engaged ___ Married ___ Separated ___ Widowed ___ Divorced

If married, spouse's name _____ Spouse's occupation _____

Children's names, ages, and school: _____

Have you ever been convicted of a crime, other than a traffic violation? ___ Yes ___ No

Are you authorized to work in the United States? _____

Are you a legal U.S. citizen? ___ Yes ___ No

(Northside Baptist Church conducts criminal background investigations on all persons who are offered employment misrepresentation of facts will result in a withdrawal of any conditional offer of employment)

Professional Qualifications

What degree(s) do you hold?

Degree/Diploma/Major/Minor Date Received G.P.A Name and Location of Institution

Do you hold a state-issued teacher's certification? ___ Yes ___ No If yes, please attach a copy of certificate.

Subjects State Class Exp. Date

Employment History

Please start with your current/most recent employer and work backwards for the past ten years.

Employer: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Position: _____ Dates of Employment: _____
Description of Duties: _____
Supervisor's Name and Phone: _____
Reason for leaving: _____ Annual Salary: _____

Employer: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Position: _____ Dates of Employment: _____
Description of Duties: _____
Supervisor's Name and Phone: _____
Reason for leaving: _____ Annual Salary: _____

Employer: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Position: _____ Dates of Employment: _____
Description of Duties: _____
Supervisor's Name and Phone: _____
Reason for leaving: _____ Annual Salary: _____

Employer: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Position: _____ Dates of Employment: _____
Description of Duties: _____
Supervisor's Name and Phone: _____
Reason for leaving: _____ Annual Salary: _____

Interests & Abilities

Circle any of the following for which you have special training, experience or interest:

Art	Drama	Newspaper	Vocal Music
Band	Elementary Activities	Physical Education	Volleyball
Basketball	Elementary Sports	Science Lab	Worship Leading
Bible	Football	Soccer	Yearbook
Cheerleading	Industrial Art	Softball	Other: _____
Computer	Missions/Outreach	Student Council	
Debate	Nature Study	Tutoring	

Professional organizations in which you maintain an active membership:

What student activities have you directed?

Christian Background

Have you accepted Jesus Christ as your Lord and Savior? ___ Yes ___ No ___ Uncertain

If yes, when? _____ On what do you base your claim of salvation? _____

What is your local church affiliation? _____

Name of Address of your church _____

Pastor's Name _____ Church denomination _____

Do you attend weekly? ___ Yes ___ No List any church/Christian work or ministry in which you have been involved _____

Give your definition of a Christian:

Why do you desire a position at a Christian School?

What do you believe is the unique function of a Christian school program?

Please give a brief personal testimony, including the circumstances of your conversion.

Briefly describe your present practice concerning Bible study and prayer.

References

List persons who can attest to and have first hand knowledge of your personal character, commitment, professional preparation, teaching abilities, or your spiritual maturity. Include a pastor, instructor, principal, and a supervisor.

Name: _____ Title: _____ School/Company/Church: _____

Address: _____

Work Phone () _____ Home Phone: () _____

Name: _____ Title: _____ School/Company/Church: _____

Address: _____

Work Phone () _____ Home Phone: () _____

Name: _____ Title: _____ School/Company/Church: _____

Address: _____

Work Phone () _____ Home Phone: () _____

Name: _____ Title: _____ School/Company/Church: _____

Address: _____

Work Phone () _____ Home Phone: () _____

Name: _____ Title: _____ School/Company/Church: _____

Address: _____

Work Phone () _____ Home Phone: () _____

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 significant omission of fact during any phase of the hiring process may prevent me from being hired, or if hired, may subject me to immediate dismissal.

I authorize Northside Christian Academy to inquire about my work and personal history and verify all data given in my application for employment, related papers, and my oral interviews. I further authorize the release of any information requested by Northside Christian Academy such as employment records, performance reviews, and personal references. I release any organization or company from liability or damage, which may result from furnishing the information requested.

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

Applicant's name (please print): _____

Applicant's signature: _____ Date: _____

