



4706 Park Center Ave NE
Lacey WA 98516
360-493-2223

INITIAL APPLICATION FOR CERTIFICATED PERSONNEL

Application Date: ____/____/____
Date Available: ____/____/____

Position Desired: _____
Full Time _____ Part Time _____

A. APPLICANT'S NAME AND ADDRESS

FULL NAME Miss ____ Mrs. ____ Mr. ____ _____

PRESENT _____

ADDRESS _____ Phone _____

How long have you lived at the above address? _____

PERMANENT _____

ADDRESS _____ Phone _____

EMAIL ADDRESS: _____

Eligible for lawful employment in the United States? _____

B. PERSONAL INFORMATION

MARITAL STATUS Single ____ Engaged ____ Married ____ Separated
Divorced ____ Re-married ____ Widow(er) ____
Spouse's name _____ Occupation _____

Years married _____ Number of children _____ Ages _____

FINANCES What was your most recent annual salary? _____ What salary do you think that you would require to realistically meet your financial needs if you accept a position with us? _____

C. POSITION DESIRED

PREFERENCE _____
Grade or subject in order of preference
1st choice 2nd 3rd 4th

FUTURE What would you like to be doing 5 years from now? _____

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

D. CHRISTIAN BACKGROUND

****On an additional page in your own handwriting briefly give your Christian testimony and your philosophy of Christian Education.**

BIBLE Do you believe the Bible to be the inspired and infallible Word of God, our final authority in all matters of faith, conduct, and truth? Yes ___ No ___
Signature: _____

STATEMENT OF FAITH Please carefully read our Doctrinal Statement 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 paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.
Signature: _____

CHURCH Denominational preference? _____

What is your local church affiliation? _____

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

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

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

What is your attitude toward working with those of other races and those of other denominational beliefs? _____

Are you capable of teaching Bible in class? ___ If yes, what would be your subject preference? _____

To what extent should a Christian school teacher become involved in Sunday and other weekday ministries of the church of which you are a member?

DEVOTIONAL LIFE Describe your routine of personal Bible study and prayer.

What books have you read recently that have helped you spiritually?

E. PROFESSIONAL QUALIFICATIONS

FORMAL
TRAINING

What degree or degrees do you hold?

Degree _____ Date Received _____ Institution From Which Received _____

Your Major(s) _____

Your Minor(s) _____

Cumulative grade point average: BA _____ Graduate work _____

Total quarter units after date of Bachelor's degree _____

Cert. Name _____ # _____

TEACHING
EXPERIENCE

Sequentially list your teaching experience with most recent first.

Place _____ Grades or Subjects _____ Dates _____

Number of years of teaching experience:

Public _____ Christian _____

Are you familiar with:

ITIP - Yes _____ No _____ Assertive Discipline – Yes _____ No _____

TESA – Yes _____ No _____ Math Their Way – Yes _____ No _____

Computer – list programs: Apple _____ IBM _____

Reason for leaving your most recent position? _____

Are you under contract for the ensuing year? Yes _____ No _____

If yes, please explain on attached sheet.

OTHER
EXPERIENCE

List other work or military experiences that may have significance for the type of position for which you are applying.

Place _____ Type of Work/Experience _____ Date _____

F. PERSONAL REFERNCES

(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 | Complete Address | Phone | Position |
|----------|-------|------------------|-------|----------|
| PERSONAL | _____ | | | |
| | _____ | | | |
| | _____ | | | |

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 | Complete Address | Phone | Position |
|--------|-------|------------------|-------|----------|
| SCHOOL | _____ | | | |
| | _____ | | | |
| | _____ | | | |

G. PERSONAL INTERESTS

List memberships, offices, and honors obtained in:

High School _____

College _____

Current _____

List your hobbies and personal interests. _____

H. APPLCATION CERTIFICATION AND AGREEMENT

I understand that Community Christian Academy is an equal opportunity employer and as such does not discriminate in its employment practices against any person because of race, color, and national or ethnic origin.

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 may prevent me being hired or if hired may subject me to immediate dismissal.

I authorize Community Christian Academy to inquire about work and personal history and verify all data given in my application for employment, related papers, or oral interviews. I authorize the giving and receiving of any information requested by Community Christian Academy, and release from liability any person, organization, or company giving or receiving any such information.

| | |
|------------------------|-------|
| _____ | _____ |
| Signature of applicant | Date |

If this position is filled with another applicant or we do not have an appropriate opening on our staff, would you like us to share this application with another Christian School that may have an opening? Yes ___ No ___

CHRISTIAN TEACHERS JOB DESCRIPTION

Our goal at C.C.A. is to prayerfully help students learn subject matter, skills, and attitudes that will contribute to their development as mature, able and responsible Christian men and women to the praise and glory of God.

QUALIFICATIONS

The teacher shall be one who has received Jesus Christ as Savior and Lord. The teacher shall be a member in good standing of an evangelical church and shall lead a separated life. He/she shall be a person of spiritual maturity with academic and leadership abilities that will allow him/her to 'train up a child in the way he should go.' The teacher shall reflect the purpose of the school which is to honor Christ in every class and in every activity. The teacher shall be a college graduate, certified or certifiable, and one who feels called of God to the teaching profession. Other qualifications may be added by the board as deemed appropriate.

RESPONSIBILITIES

Spiritual: Seeks to role model in speech, actions, and attitude, a consistent daily walk with Jesus Christ.

Show by example the importance of prayer, Scripture memorization and study, witnessing, and unity in Christian fellowship.

Follows the Matthew 18 principle in dealing with students, parents, administration, and staff.

Motivates students to accept God's gift to salvation and grow in their faith. Leads students to a realization of their self-worth in Christ.

Instructional: Recognizes the role of parents as primarily responsible before God for their child's education and assists them in the task.

Teaches classes as assigned following prescribed scope and sequence as scheduled by the principal.

Integrates Biblical principles and the Christian philosophy of education throughout the curriculum.

Develops student learning through mastery of the subject material by utilizing valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.

Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his best.

Employs a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.

Plans through approved channels the balanced use of field trips, guest lecturers, and other media.

Assesses the learning of students on a regular basis and provides progress reports as required.

Keeps proper discipline in the classroom and on the school premises for a good teaching environment.

Informs the administration if unable to fulfill any duty assigned. Prepares adequate information and materials for the substitute teacher.

Non-Instructional: Cooperates with the board and administration in implementing all policies, procedures, and directives governing the operation of the school.

Maintains regular and accurate attendance and grade records to meet the demands for comprehensive knowledge of each student's progress.

Keeps student, parents, and administration adequately informed of progress or deficiencies and gives sufficient notice of failure.

Maintains a clean, attractive, well-ordered classroom.

Supervises extra-curricular activities, organizations, and outings as assigned.

Supports the broader program of the school by attending extra-curricular activities when possible.

Professional: Utilizes educational opportunities and evaluation processes for professional growth.

Seeks the counsel of the principal, colleagues, and parents while maintaining a teachable attitude.

Provides input and recommendations for administrative and managerial functions in the school.

Attends and participates in scheduled devotional, in-service, retreat, committee, faculty, and P.T.F. meetings.

Knows the procedures for dealing with issues of an emergency nature.

Contributes to the general improvement of the school program.

Performs any other duties which may be assigned by the administration.

Personal: Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.

Meets everyday stress with emotional stability, objectivity, and optimism.

Develops and maintains rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.

Respectfully submits and is loyal to constituted authority.

Maintains a personal appearance that is a role model of cleanliness, modesty, good taste, and in agreement with school policy.

Uses acceptable English in written and oral communication. Speaks with clear articulation.

Recognizes the need for good public relations. Represents the school in favorable and professional manner to the constituency and general public.

Places the teaching ministry ahead of outside or volunteer work.

Makes an effort to appreciate and understand the uniqueness of community.

EVALUATION

Performance of these responsibilities will be evaluated by the principal at the end of each school year.

I hereby am in full agreement with the Christian Teacher Job Description and by the grace of God, will do my utmost to fulfill these responsibilities.

Signed _____

DOCTRINAL STATEMENT

WE BELIEVE:

1. in one God, creator and sustainer of all things, eternally existent in three persons--- Father, Son and Holy Spirit. Deut. 6:4, 12:29.
2. in the virgin birth of Christ, His vicarious death, bodily resurrection and ascension. Isa. 7:14, Rom.8:34, Acts 1:9-10.
3. in the divine inspiration of the Bible, our all-sufficient rule of faith and conduct. 2 Tim. 3:15-17
4. in the necessity of the rebirth of man and his consequent salvation from spiritual death and hell, through repentance and acceptance of Jesus Christ as Savior. John 3:1-7, 16-18, I John 5:11,12.
5. in observable evidence of the new birth, the inward evidence being the direct witness of the Holy Spirit, and the outward evidence being a life of holiness and love of God and man. Rom. 8:16, I Peter 1:15-16, Matt. 22:36-40.
6. in Christian baptism. Matt. 28:19, Acts 2:38.
7. in the resurrection of the dead, that the bodies of both the just and of the unjust shall be raised to life and united with their spirits—"They that have done good, and they that have done good unto the resurrection life; and they that have done evil unto the resurrection of damnation." Matt. 25:31-46, Luke 16:19-31, 2 Cor.5:10.
8. in the second coming to earth of the Lord Jesus Christ, who will receive all believers unto Himself, both alive and dead, so that we shall be with the Lord forever. Matt. 25:31-46, John 14:1-3, Acts 1:9-11, Rev. 22:7-20.