

# New Testament Christian Academy

<b>APPLICATION FOR EMPLOYMENT</b>
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**10201 West Bradley Road**

**Milwaukee, WI 53224**

**Academy: (414) 365-1677 - Church: (414) 365-1690**

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## **Mission Statement**

The New Testament Christian Academy is created for the purpose of "Raising a child in the way he should go so that when he is old he will not depart from it" Proverb22:6.

It is the intent of the school to educate all children in the ways of God.

Children will be educated with Christ centered curriculum to prepare them to live Christian lives in the larger society. In addition, we also propose to provide a Christian academic environment, to maximize the individual abilities of each individual child.

Reflecting the qualities exhibited by the one risen Savior, Jesus Christ our Lord, the New Testament Christian Academy student will be able to compete effectively and contribute significantly within the society at large.

## **Doctrinal Statement**

The New Testament Christian Academy is an evangelical Bible believing School whose doctrines are based on biblical presuppositions.

Doctrinal beliefs include:

\*God the Father, the Son, the Holy Spirit and His redemptive work in man's salvation through Jesus Christ, the Son of God.

\*The Ordinances of the communion of believers.

\*A distinction between local church membership and membership in the Body of

Christ (i.e., a personal relationship with Jesus Christ or salvation). It is believed and taught that salvation should precede enrollment in the local body (**Acts 2:37 - 3:47**).

### **Statement Of Faith**

The basis of the New Testament Christian Academy shall be the Word of God as interpreted by the following Statement of Faith:

1. We believe the Bible to be the inspired and only infallible authoritative Word of God.
2. We believe that there is one God, eternally existent in three Persons Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential for his salvation.
5. We believe in the continuing ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost, they who are saved unto life, and those who are lost unto damnation.
7. We believe in the Genesis account of creation.

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## EMPLOYMENT APPLICATION

**Position desired:** \_\_\_\_\_

Full time \_\_\_\_\_ Part time \_\_\_\_\_

Application date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Date available: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Your interest in New Testament Christian Academy is appreciated. We invite you to fill out this initial application on-line or by returning a hard copy to our school office.

We realize that the key to a successful Christian School is its staff. We are grateful for those who are professionally qualified, who really love children, and who, by the pattern of their lives, exemplify Christ.

We look forward to receiving your initial application. Thank you for your interest in the ministry of New Testament Christian Academy. 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: Ms. \_\_\_\_ Mrs. \_\_\_\_ Mr. \_\_\_\_

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Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Days (\_\_\_\_) \_\_\_\_\_ Phone: Evenings: (\_\_\_\_) \_\_\_\_\_

Phone: Cell (\_\_\_\_) \_\_\_\_\_

E-Mail Address \_\_\_\_\_ -

How long have you lived at the above address?

\_\_\_\_\_

Permanent Address: \_\_\_\_\_

\_\_\_\_\_

### **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? \_\_\_\_\_

### **C - POSITION DESIRED:**

\_\_\_Teacher (if teacher make selections below), \_\_\_Educational Assistant,

\_\_\_Director, \_\_\_Other \_\_\_\_\_

Select Preference:

Preschool\_\_\_ Intermediate\_\_\_  
Kindergarten\_\_\_ Middle \_\_\_\_\_  
Elementary\_\_\_

\_\_\_\_\_ Select in order of preference \_\_\_\_\_

K  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>  5<sup>th</sup>  6<sup>th</sup>  7<sup>th</sup>  8<sup>th</sup>

(Place what grades above you prefer in order of preference from 1 –9)

**Future Plans:** What would you like to be doing in 5 years from now?

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

**Special Abilities:** Please list activities or sports that you would be capable of and willing to direct, sponsor, advise or coach. (Indicate grade or ability levels).

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

**D. - CHRISTIAN BACKGROUND:**

❖ Briefly give your Christian testimony.

(\*\***ATTACH** a separate sheet sharing your Christian testimony)

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

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**E - PROFESSIONAL QUALIFICATIONS**

***\*Please attach photocopies of all your college transcripts and a small personal photo (not returnable). Should you be offered a position, official copies of your college transcripts will be required to be submitted for inclusion in your personal file.***

**Education:** What degree(s) do you hold?

<b><u>Degree</u></b>	<b><u>Date Received</u></b>	<b><u>Issuing Institution</u></b>
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Major(s):\_\_\_\_\_ Minor(s):\_\_\_\_\_

**Education:** What degree(s) do you hold? (*continued...*)

<b><u>Degree</u></b>	<b><u>Date Received</u></b>	<b><u>Issuing Institution</u></b>
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Major(s):\_\_\_\_\_ Minor(s):\_\_\_\_\_

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Major(s):\_\_\_\_\_ Minor(s):\_\_\_\_\_

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Major(s):\_\_\_\_\_ Minor(s):\_\_\_\_\_

Number of graduate credits in school administration/supervision: \_\_\_\_\_

Number of years of teaching experience in: Public\_\_\_\_\_ Christian\_\_\_\_\_

**Teaching/Administrative Work Experience: Sequentially list your teaching/  
work experience with most recent first:**

<u>Location</u>	<u>Job Title / Grades Taught or Subject</u>	<u>Dates</u>
_____		
_____		
_____		
_____		
_____		
_____		

**Are you under contract for the ensuing year?**

Yes\_\_ No\_\_

**Other Experience**

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

<u>Place</u>	<u>Type of Work/Experience</u>	<u>Date</u>
_____		
_____		
_____		

List any other education advantages that you have had including opportunities for travel:

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List any books or articles that you have read recently that have helped you to grow professionally (optional).

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**Educational /Teaching Credentials:**

**Do you have a state teaching certificate / license?**

Yes\_\_\_ No\_\_\_

What state?\_\_\_\_\_ Remains valid for\_\_\_years.

What Kind?\_\_\_\_\_

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

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**Christian Teaching Credentials**

Do you have an ACSI Teaching Certificate? Yes\_\_\_ No\_\_\_

What Level?\_\_\_\_\_ Remains valid for\_\_\_years.

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

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**Administrative Credentials:**

Type of Credential/Certificate State Expiration Date:

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

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**\*Please attach photocopies of any certificates held or mail to Academy if applying on-line.**

To what degree are you familiar with various Christian or secular curriculums (i.e., ACE, **ABeka**, Bob Jones, Saxon math, Open Court Reading, etc.)?

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Preferences:

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Are you capable of teaching a Bible class?

Yes\_\_\_ No \_\_\_

If yes, what would be your subject preferences?

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Reason for leaving your most recent position:

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### **CHRISTIAN BELIEFS**

**Bible:**

**Do you believe the Bible to be the ONLY 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 attached 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 separate paper. The exceptions represented either disagreements or items for which I have-not yet formed an opinion or conviction.

**Signature:** \_\_\_\_\_

**Church Affiliation:**

**What is your local church affiliation?**

\_\_\_\_\_

Are you presently a member in good standing? Yes  No  Years:\_\_\_\_\_

Denominational  
preference: \_\_\_\_\_

**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 towards working with those of other races and those of other denominational beliefs?

\_\_\_\_\_

**Christian School Preparation:**

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? Yes\_\_ No\_\_

Have you and other courses giving specific training for Christian day schools? Yes\_\_ No\_\_  
If yes give details.

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List any conferences in which you have participated or seminars which you have led:

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Describe how teacher evaluation has been helpful to you:

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**\*\*ATTACH a typed copy of your personal Christian Philosophy of Education.**

**F - PERSONAL PHILOSOPHY:**

**\*\*ATTACH separate paper and please label and succinctly answer each question or in one or two paragraphs answer each of the questions below.**

**Short Essays:**

A. Why do you wish to teach in a Christian school?

B. What are the main characteristics that distinguish a Christian school from a public school?

C. What do you consider to be the proper classroom atmosphere for learning?

D. What is your philosophy of discipline? What is your attitude toward physical punishment?

E. What areas do you feel are your Strengths? Weakness?

F. What do you believe about the, origin of the earth, Creation and mankind?

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

**G - 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.

**PERSONAL**

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
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**PROFESSIONAL**

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
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**H - PERSONAL INTERESTS:**

List memberships, offices and honors obtained in:

**Church**\_\_\_\_\_

**College**\_\_\_\_\_

**Currently**\_\_\_\_\_

List your hobbies and personal interests:

\_\_\_\_\_

What publications or periodicals have you published?

\_\_\_\_\_

**I. - ADDITIONAL INFORMATION:**

**1. Have you ever been convicted of a felony, misdemeanor, or other offense (other than a routine traffic offense), been less than honorably discharged, or placed on probation, fined, sentenced to imprisonment, or paroled by any law enforcement or military authority?**

Yes \_\_\_\_ No \_\_\_\_

**If yes, please submit a separate statement containing the following information for each such conviction:**

- a. Offense for which convicted.
- b. Brief description of facts regarding offense for which convicted.
- c. Date of conviction.
- d. Applicant's age at time of conviction.

- e. Name and (if known) address of convicting entity, (court, law enforcement, or military authority).
- f. If placed on probation or parole, name and address of supervising officer.
- g. Extenuating circumstances, if any, regarding offense.
- h. Subsequent efforts at rehabilitation and results of same.

**2. Is there currently pending against you any criminal charge?**

Yes\_\_\_\_ No\_\_\_\_

**If yes, please submit a separate statement containing the following information for each such charge:**

- a. Identity of charge.
- b. Name and (if known) address of charging entity.
- c. Brief description of facts regarding offense for which charged.
- d. Extenuating circumstances regarding offense

**J - APPLICATION CERTIFICATION AND AGREEMENT:**

I understand that New Testament Christian Academy does not discriminate in its employment practices against any person because of sex, race, color, national or ethnic origin, gender, or handicap. I further understand that any offer of employment is conditioned on the proof of legal authority to work in the United States.

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 **New Testament Christian Academy** to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews. I authorize the release and

giving of any information requested by **New Testament Christian Academy** such as employment records, performance reviews, and personal references.

I release any person, organization, or company from liability or damage, which may result from furnishing the information requested. I waive the right to ever personally view any references given to **New Testament Christian Academy**.

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Applicant's Name (PRINT)  
\_\_\_\_\_

Date of Birth  
\_\_\_\_\_

Applicant's Social Security Number  
\_\_\_\_\_

**AUTHORIZATION TO RELEASE REFERENCE INFORMATION**

I have made application for a position with **New Testament Christian Academy**. I authorize **New Testament Christian Academy** to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews.

I authorize the release and giving of any information requested by **New Testament Christian Academy** such as employment records, performance

reviews, and personal references whether such information is favorable or unfavorable to me.

I release any person, organization, or company from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

I further waive the right to ever personally view any references given to **New Testament Christian Academy.**

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

\_\_\_\_\_  
Applicant's Name (PRINT)

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

\_\_\_\_\_  
Date