

Alpha Omega Academy

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www.alphaomegaacademy.org

TEACHER EMPLOYMENT APPLICATION

Your interest in the Alpha Omega Academy is appreciated. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which it appears you may qualify, we will request that you have your placement file forwarded to our office. We may also contact your references. If we have continued interest in your candidacy, we will send you some follow-up questions and arrange for a personal interview.

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, are Christian role models. Luke 6:40.

We look forward to receiving your initial 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 _____ Soc. Sec. No. _____

Application date: ____/____/____ Date available: ____/____/____

Mailing address _____
City, State, Zip

Physical address (if different from above) _____

Phone: Home (____) _____ Cell (____) _____ Email: _____

Best time to call: _____ How long have you lived at the above address? _____

Permanent Address and Phone number if different from present address _____

Are you at least 18 years old? Yes No

Have you ever been convicted of a felony or accused of a crime involving moral turpitude? If yes, please explain. (An affirmative response will not automatically disqualify you from being considered as a candidate for employment.) _____

**Alpha Omega Academy does not discriminate on the grounds of race, color, religion, sex, national origin or citizenship status, age, disability, or education. Alpha Omega Academy is an equal opportunity employer.

* Please list all additional addresses where you have lived any time during the past five years.

B. POSITION DESIRED

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

() Kindergarten

() Elementary _____

() Junior High _____

() High School _____

Full time _____ Part time _____ Substitute _____

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 would be willing to direct, sponsor, advise for, 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 your 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

Please carefully read our Statement of Faith and indicate below your degree of support.

Alpha Omega Academy believes:

1. The Bible to be the only inerrant, authoritative Word of God.
2. That there is one God, eternally in three Persons: Father, Son, and Holy Spirit. He is omnipotent, omniscient, and omnipresent.
3. 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. That for the salvation of the lost and sinful, regeneration by the Holy Spirit is absolutely necessary.
5. That salvation is by grace through faith alone.
6. That faith without works is dead.
7. In the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled

to live a godly life.

8. In the resurrection of both the saved and the lost, they that are saved to the resurrection of life and they that are lost to the resurrection of damnation.
9. In the spiritual unity of all believers in our Lord Jesus Christ.
10. The Biblical definition of marriage as between one man and one woman.

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

Signature: _____

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 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 a Bible class? _____ If Yes, what would be your subject preferences? _____

To what extent should a Christian schoolteacher become involved in Sunday and other weekday ministries of the church in which he/she is a member? _____

Devotional
Life

Describe your routine of personal Bible study and prayer. _____

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

D. PROFESSIONAL QUALIFICATIONS

*** Please attach photocopies of all your college transcripts. Should you be offered a position, official copies of your college transcripts will be required to be submitted for inclusion in your personnel file.**

Formal
Training

What degree or degrees do you hold?

Degree	Date Received	Issuing Institution
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Your Major(s) _____

Your Minor(s) _____

Cumulative grade point average, Bachelor's degree _____ Graduate work _____

Total hours taken **after** date of Bachelor's degree _____

Teaching
Experience

Sequentially list your teaching experience with most recent first.

School's Name	Grades or Subjects	Dates
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To what degree are you familiar with various Christian or secular curriculums (i.e. ACE, ABeka, Bob Jones, Saxon math, Open Court Reading, etc.?)

Curriculum Preferences _____

List any other educational advantages that you have had including opportunities for travel.

List any books or articles that you have read recently that have helped you to grow professionally. _____

Teaching
Credentials

Do you have an ACSI Teaching Certificate? _____ Level? _____ Valid through _____

Do you have a state teaching certificate? _____ State? _____ What kind? _____
Valid through (date): _____

Endorsement(s)

List semester hours in endorsement area(s)

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

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

Christian
Education
Preparation

Have you had any courses in the Christian Philosophy of Education? If so, where & when? _____

If not, would you be willing to take such a course by correspondence or otherwise? _____

*** Attach a typed copy of your personal Christian philosophy of education.**

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

List any conferences or seminars which you have led or attended in the past. _____

Describe how teacher evaluation has been helpful to you. _____

E. PERSONAL PHILOSOPHY

*** On separate paper please label and succinctly answer, in one or two paragraphs, 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? Your attitude toward corporal discipline?
- E. What areas do you feel are your strengths? Weaknesses?
- F. What do you believe about the origin of the earth and mankind?
- G. Please summarize any additional information that you would like to present regarding your candidacy for this position.

F. EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may make copies of this page or, following the same format, use the reverse side.

Work
Back-
ground

1. Employer _____
Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

2. Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

3. Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

4. 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 next year with another institution? _____

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 as references.

Reference 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
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	Complete Address	Phone	Position	School
1. _____	_____	_____	_____	_____
_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
_____	_____	_____	_____	_____

H. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand **Alpha Omega Academy** does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability. _____ Initials

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 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. _____ Initials

I authorize **Alpha Omega Academy** to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment. _____ Initials

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. _____ Initials

I authorize Alpha Omega Academy to thoroughly investigate with a criminal background check.
_____ Initials

In addition, I hereby release my current employer, 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. ___ Initials

I waive the right to ever personally view any references given to **Alpha Omega Academy**.
_____ Initials

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 necessary for such an investigation. I agree to allow **Alpha Omega Academy** to conduct a criminal records check. ____ Initials

I understand that this is only an application for employment and that no employment contract is being offered at this time. _____ Initials

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

Signature of Applicant

Date

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I declare that the statements contained in this application are correct and understand that withholding information or making a false statement in this application and information submitted therewith or at any time during the application and pre-employment process will be the basis for my application not to be considered and/or dismissal. I authorize all employers, educators and other firms or person named herein to provide Alpha Omega Academy with information regarding my education, employment and medical history as well as to authorize Alpha Omega Academy to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment; furthermore 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; and release all such individuals of entities from any and all liability for any damages that may result from furnishing information regarding me. _____Initials

I agree that if any of my answers become inaccurate, I will immediately notify the Headmaster of AOA of the corrected information. _____ Initials

I understand that this application does not obligate Alpha Omega Academy to offer me employment or to hire me. I further understand that if I am employed by Alpha Omega Academy, my employment will be on an “at will” basis and may be terminated by Alpha Omega Academy at any time with or without cause or notice unless under contract. _____ Initials

I agree to a pre-employment drug test. Should the results of this test be unsatisfactory, in the judgment of Alpha Omega Academy, I will not be given further consideration for employment or any offer of employment will be withdrawn. I further authorize the doctor/medical review officer designated by Alpha Omega Academy to release any and all information regarding this pre-employment drug test to Alpha Omega Academy. _____ Initials

I waive the right to ever personally view any references given to **Alpha Omega Academy**. _____ Initials

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

Applicant's Name (Print)

Applicant's Signature

Applicant's Social Security Number

Date