



Teacher Application

Position Desired: _____

Status Desired: Full Time: _____ Part Time: _____

Application Date: ___/___/___ Date Available: ___/___/___

Your interest in Mooresville Christian Academy is appreciated. We invite you to fill out this initial application and return it to our 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 will also contact your references.

We realize that the key to a successful Christian Academy 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 MCA. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

A. Applicant's Name & Address

Full Name: Miss () Mrs. () Mr. () _____

Present Address: _____

Telephone: Days (____) _____ Evenings (____) _____

How long have you lived at the above address? _____

Permanent Address: _____

Telephone: Days (____) _____ Evenings (____) _____

Best time to call _____

Email address _____

B. Personal Information

Marital Single _____ Engaged _____ Married _____ Separated _____

Status: Divorced _____ Remarried _____ Widow(er) _____

** Please attach explanation if divorced or remarried.*

Spouse's Name _____

Spouse's Occupation _____

Years Married _____ Number of Children _____

Ages of Children _____

Finances: What was your most recent annual salary? _____

C. Position Desired

Grade or subject in order of preference

- 1
- st
- 2
- nd
- 3
- rd
- 4
- th

Preference: Pre-Kindergarten _____

Kindergarten _____

Elementary _____

Junior High _____

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

Plans: _____

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

D. Christian Background On a separate piece of paper, please provide a description of your personal

testimony. * Attach to application.

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 Statement of Faith (enclosed) then 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 separate paper. The exceptions represent either disagreements or items on 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 a Bible class? _____

If yes, what would be your subject preferences? _____

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

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

What books have you recently read that helped you spiritually?

Christian Academy 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 _____

**Attach a typed copy of your personal Christian Philosophy of Education.*

Have you had other courses giving specific training for Christian day Schools? Please include details.

List any conferences or seminars that you have led.

Describe how teacher evaluations have been helpful to you.

E. 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

Your Major(s) _____

Your Minor(s) _____

Cumulative grade point average B.A. _____ Graduate work _____

Teaching Experience: Sequentially list your teaching experience with most recent first.

Place Grades or Subjects Dates

Number of years of teaching experience: Public _____ Christian _____

To what degree are you familiar with various Christian or secular curriculums (i.e., Abeka, Bob Jones, Shurley Language, etc.?)

Reason for leaving your most recent position?

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

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

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

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

What level? _____ Expires _____

Do you have a state teaching certificate? Yes _____ No _____

Which State? _____ What Kind? _____ Expires _____

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

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

F. 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.

Give three references that are qualified to speak of your spiritual experience and Christian service. List your current pastor first.

Name Address Phone Position

Give three references that are qualified to speak of your professional training and experience. List your current or most recent principal or supervisor first.

Name Address Phone Position

*G. 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 Academy?

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

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

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

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.

H. Personal Interests

List memberships, offices, and honors obtained in:

High School

College

Currently

Applicant's Certification and Agreement

I understand that MCA does not discriminate in its employment practices against any person because of sex, race, color, or national origin. I further understand that any offer of employment is conditioned on the proof of legal authority to work in the U.S.

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 MCA 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 MCA 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 further waive the right to ever personally view any references given to MCA.

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

Signature of Applicant Date

Sexual Harrassment

The Board and Administrator of MCA recognize the right of each employee to work in an environment free from any and all forms of sexual harassment. Such freedom demands the absence of a hostile, intimidating, offensive work environment that has the purpose or effect of interfering with the work performance of any employee.

Sexual harassment is defined as unwelcome conduct of a sexual nature. In no case shall submission to unwelcome sexual advances or requests be made a condition of employment, either explicitly or implicitly. Likewise, submission to or rejection of such requests or advances shall not be the basis for any employment decisions, such as promotion, termination, etc. Finally, unwelcome sexual conduct, which creates an offensive work environment, will not be tolerated.

Any violation of this policy will result in appropriate disciplinary actions up to and including termination of employment. Any employee who believes he/she is or has been subjected to sexual harassment should immediately report the harassment to the Personnel Department or the Administrator. Complaints will be promptly and thoroughly investigated and appropriate action taken against offenders.

The Administrator of MCA is charged with the responsibility of informing all employees of the contents of this policy, including addressing specific necessary steps to correct sexually offensive speech and actions.

Applicant Declaration of Ethical and Morgan Integrity

As an applicant for a position at Mooresville Christian Academy, and its ministries,

I _____ recognize, understand, and

adhere to the moral and ethical standards and mandates of MCA. I

further declare that with regard to my personal moral and ethical character

and conduct as of this date, I am not, nor have been in the past engaged in

inappropriate conduct toward minors, nor do I have inclinations toward

such conduct. Inappropriate conduct includes the following:

homosexuality, verbal, physical or sexual abuse as defined by Scripture and

state law. I do declare that the above statement is factual and true. By

affixing my signature, I declare that I meet the moral and ethical standards

of MCA.

Signature of Applicant Date

Administrator's Signature Date

** After Discussing With Applicant*

Authorization To Release Reference Information

I have made application for a position with Mooresville Christian Academy. I authorize MCA 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 MCA 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 MCA.

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

Applicants Printed Name Applicants Social Security Number

Signature of Applicant Date

Criminal Background Check 3.002-1

All employees of MCA present and future will be subject to background investigations to uncover any past criminal activity. Criminal background checks are conducted annually. The expense associated with such investigations will be incurred by the employer.

Criminal History Affidavit 3.003-1

Each MCA employee must have a completed "Criminal History Affidavit" on file in the Administrator's office before an employment contract is issued. This affidavit for each current MCA employee will become part of that employee's personnel file. Affidavits for future MCA employees will be included in the Faculty Application or Staff Application.

Criminal History Affidavit

I affirm that I have never been convicted of any of the following offenses involving children in Indiana or any other state.

1. Rape (as defined in IC 35-42-4-1).
2. Criminal deviate conduct (as defined in IC35-42-4-2).
3. Child molesting (as defined in IC 35-42-4-3).
4. Child exploitation (as defined in IC 35-42-4-4).
5. Vicarious sexual gratification (as defined in IC 35-42-4-5).
6. Child solicitation (as defined in IC 35-42-4-6).

7. Incest (as defined in IC 35-46-1-3). 8. Child selling (as defined in IC 35-46-1-4). 9. Child abduction (as defined I IC 35-42-2-7). 10. Sexual battery (as defined in IC 35-42-4-8).

Furthermore, I also affirm that I have never been charged with any of the crimes listed above and had the charges plea bargained to an offense not listed above.

Signature of Applicant Date