



**Walnut Creek Christian Academy**

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Sponsored by First Baptist Church of Walnut Creek

**INITIAL TEACHER APPLICATION**

Position desired: \_\_\_\_\_ Full time \_\_\_\_\_ Part time \_\_\_\_\_ Substitute \_\_\_\_\_

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

Your interest in Walnut Creek Christian Academy is appreciated. We invite you to fill out this 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 will also contact your references. If there is 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 seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models and exemplify Christ (Luke 6:40).

We look forward to receiving your initial application. Thank you for your interest in the ministry of Walnut Creek Christian Academy. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

***\* PLEASE INITIAL AND DATE EACH PAGE.***

**A. APPLICANT'S NAME AND ADDRESS**

Full name: \_\_\_\_\_

Present \_\_\_\_\_

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

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

Best time to call you? \_\_\_\_\_ Length of time at this address? \_\_\_\_\_

E-mail address: \_\_\_\_\_

Permanent address and phone number if different than present address:

\_\_\_\_\_

Please list any additional addresses where you have resided at any time during the past five years:

\_\_\_\_\_

\_\_\_\_\_

Please initial & date \_\_\_\_\_

**B. POSITION DESIRED**

Grade or subject in order of preference

		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
Preference	( )	Preschool	_____		
Please indicate	( )	Kindergarten	_____		
1,2,3 choice in parenthesis.	( )	Elementary	_____		
	( )	Junior High	_____		

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

\_\_\_\_\_

Can you submit verification of your legal right to work in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_

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

\_\_\_\_\_

Future Plans What would you like to be doing five years from now? \_\_\_\_\_

\_\_\_\_\_

**C. CHRISTIAN BACKGROUND**

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 \_\_\_\_\_

**\*On separate paper, briefly give your Christian testimony.**

Statement of Faith Please carefully read our Statement of Faith and indicate below your degree of support.  
\_\_\_\_\_ I **fully support** the Statement as written without mental reservation.

Signature \_\_\_\_\_

\_\_\_\_\_ I support the Statement **except for the area(s) listed** and explained on a separate 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? \_\_\_\_\_ # of Years \_\_\_\_\_

Please initial & date \_\_\_\_\_

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

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

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Are you capable of teaching a Bible class? If yes, what would be your subject preferences?

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

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

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

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#### **D. PROFESSIONAL QUALIFICATIONS**

*\*Please attach PHOTOCOPIES of all your postsecondary transcripts. Should you be offered a position, official copies of the transcripts must be provided to the school 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: BA \_\_\_\_\_ Graduate work \_\_\_\_\_

Total (circle one) *semester* or *quarter* units **after** date of bachelor's degree \_\_\_\_\_  
(1 semester unit x 1.5 = quarter unit. 1 quarter unit x .66 = semester unit.)

Please initial & date \_\_\_\_\_

Philosophy of Education 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?

*\*Attach a typed copy of your personal Christian Philosophy of Education and how you would implement it in the classroom.*

Teaching Experience

Sequentially list your teaching experience with most recent first.

Place

Grades or Subjects

Dates

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

To what degree are you familiar with various Christian or secular textbook series (i.e., ACSI, Abeka, Bob Jones, Heath Mathematics, Open Court Reading, etc.)?

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Textbook series preferences? \_\_\_\_\_

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Describe how teacher evaluation has been helpful to you.

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Other Experience

Have you had other courses giving specific training for Christian day schools? \_\_\_\_\_

Give details: \_\_\_\_\_

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Please initial & date \_\_\_\_\_

List any conferences or seminars that you have led or participated in recently.

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

Place	Type of Work/Experience	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____

List any other educational 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.

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List memberships, offices, and honor obtained in:

High School \_\_\_\_\_

College \_\_\_\_\_

Currently \_\_\_\_\_

Certification Do you have an ACSI Teaching Certificate? \_\_\_\_\_

What level? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years

Do you have a state teaching certificate? \_\_\_\_\_ State? \_\_\_\_\_

What kind? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years

Please initial & date \_\_\_\_\_

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

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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.*

### **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 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.

### **F. EMPLOYMENT HISTORY**

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may follow the same format on the reverse.

1. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

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Supervisor's Name and Phone Number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Please initial & date \_\_\_\_\_

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 \_\_\_\_\_

5. 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?

Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, what was the name or names?

Have you served in the military? Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, what type of training or education did you receive?

Please initial & date \_\_\_\_\_

Are you holding or have you already signed a contract for next year with any other educational institution?

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

**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.

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

Name	Complete address (include ZIP)	Phone	Position
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**G. EMPLOYER/PROFESSIONAL REFERENCES**

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 School	Complete address (Include ZIP)	Phone	Position
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Please initial & date \_\_\_\_\_



## **H. APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that Walnut Creek Christian Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability. 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 application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a 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 regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize Walnut Creek Christian Academy to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

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. In addition, I hereby release the school, 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. I waive the right to ever personally view any references given to Walnut Creek Christian Academy.

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 are necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or me as a Christian role model.

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

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

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

Please initial & date \_\_\_\_\_

**AUTHORIZATION TO RELEASE REFERENCE INFORMATION**

I have made application for a position with Walnut Creek Christian Academy. I have authorized the school to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals that know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and all other matters related to my suitability for employment.

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.

In addition, I hereby release the Walnut Creek Christian Academy, 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.

I waive the right to ever personally view any references given to Walnut Creek Christian Academy.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

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

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Applicant's Name (Print)

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Applicant's Signature

Date \_\_\_\_\_

Please initial & date \_\_\_\_\_