

Kardia Christian Academy Application for Employment

(PLEASE PRINT OR TYPE)

POSITION(S) DESIRED _____

NAME _____
LAST FIRST MIDDLE SOCIAL SECURITY NUMBER

PRESENT ADDRESS _____
STREET (AREA CODE) TELEPHONE
CITY STATE ZIP CODE

PERMANENT ADDRESS _____
STREET (AREA CODE) TELEPHONE
CITY STATE ZIP CODE

E-MAIL ADDRESS (IF AVAILABLE) _____

LIST, IN ORDER OF PREFERENCE, THE GRADE, AGE GROUP, AND/OR POSITIONS FOR WHICH YOU ARE APPLYING:

1. _____ 2. _____ 3. _____

CERTIFICATION/CREDENTIALS

LIST ALL AREAS IN WHICH YOU HOLD VALID TEACHING CERTIFICATES OR CREDENTIALS

AREA OF CERTIFICATION	ISSUING STATE/AGENCY	DATE ISSUED

FULL OR PART TIME _____

DAYS AVAILABLE AND HOURS _____

DATE AVAILABLE FOR EMPLOYMENT _____

ARE YOU AT LEAST 18 YEARS OF AGE? _____

CAN YOU LIFT 50 POUNDS? _____

IF YOU ARE NOT EMPLOYED FULL TIME, ARE YOU INTERESTED IN BEING PLACED ON OUR SUBSTITUTE LIST? YES NO
LONG-TERM YES NO SHORT-TERM YES NO

EDUCATIONAL BACKGROUND

	SCHOOL OR INSTITUTION AND LOCATION	MAJOR/ MINOR	DIPLOMAS, DEGREES OR CREDITS EARNED	GRADE POINT AVERAGE (GPA)
HIGH SCHOOL				
COLLEGE/UNIVERSITY				
COLLEGE/UNIVERSITY				
GRADUATE STUDY				
GRADUATE STUDY				

EXPERIENCE

(PRESENT OR MOST RECENT FIRST)

Dates		Name of Employer and Address			Your Title	
From						
To						
		(Area Code) Telephone:				
Work Performed:				Reason for Leaving:		
Name & Title of Supervisor:					Final Yearly Salary:	
Dates		Name of Employer and Address			Your Title	
From						
To						
		(Area Code) Telephone:				
Work Performed:				Reason for Leaving:		
Name & Title of Supervisor:					Final Yearly Salary:	
Dates		Name of Employer and Address			Your Title	
From						
To						
		(Area Code) Telephone:				
Work Performed:				Reason for Leaving:		
Name & Title of Supervisor:					Final Yearly Salary:	

If you have not been previously employed in a teaching position, please complete the following:

STUDENT/PRACTICE TEACHING

GRADE OR SUBJECT TAUGHT	NAME AND ADDRESS OF SCHOOL	SUPERVISOR
		1.
		2.
		1.
		2.

Student Teaching References:

Please attach photocopies of any letters of reference and/or evaluations from college/university student teacher supervisor and cooperating teacher(s).

REFERENCES

References should include principals, professors or past employers who have first-hand knowledge of your professional competence and your personal qualifications. If any person(s) listed should not be contacted for reference at the present time, indicate in the left-hand margin the date contact(s) may be made.

PROFESSIONAL REFERENCES

NAME	POSITION	ADDRESS	TELEPHONE

PERSONAL REFERENCES

NAME	POSITION	ADDRESS	TELEPHONE

GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer "Yes" to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate, which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

If hired, can you verify that you have the legal right to work in the U.S.A? Yes No

Were you ever convicted of a criminal offense? Yes No

Are you currently under charges for a criminal offense? Yes No

Have you ever forfeited bond or collateral in connection with a criminal offense? Yes No

Within the last ten years, have you been fired from any job for any reason? Yes No

Within the last ten years, have you quit a job after being notified that you would be fired? Yes No

Have you ever been professionally disciplined in any state? Yes No

Professional disciplined means the annulment, revocation or suspension of your teaching certification or having received a letter of reprimand from an agency, board or commission of state government.

Note: If you answered "Yes" to any of the above question, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet.

Are you a Christian? Yes No

Church Affiliation? _____

There are two types of exemptions under Title VII. The first is for religious institutions. This exemption allows any church, school, college, university or other educational institution to hire and employ individuals of a particular religion if the institution is operated, owned, supported, and controlled by a religious corporation, or the curriculum is intended to disperse the ideas of a particular religion. 42 U.S.C. §2000e-2(e) (2).

CERTIFICATION AND RELEASE AUTHORIZATION

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I further certify that I am the sole author of the essay. I understand that any misrepresentation of information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer of employment, or (3) terminating my employment.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials of The Adventure Programs may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to The Adventure Programs. I further authorize these officials to investigate my background, now or in the future, to verify the information provided and release from liability all persons and/or entities supplying information regarding my background. However, I do not authorize the production of medical records or other information, which would tend to actually identify a disability nor do I authorize inquiries which would include information related to any medical condition or medical history. Further, I do not waive any rights which I may have under state or federal law related to my right to challenge the disclosure of unlawful or inaccurate information, whether by the school district or by entities or persons providing such information to the school district, including any and all claims concerning allegations of employment discrimination because of race, color, sex, national origin, ancestry, age or disability.

I acknowledge that, prior to or during my employment, the church/school may require any legal testing and/or examination, including but not limited to, medical, physical, drug and/or alcohol, psychological, and skill aptitude.

Date

Signature of Candidate (in ink)
[Must be original]

ESSAY

We are interested in your ability to organize and express thoughts on a specific topic in a succinct manner. Please select one of the following topics and write an essay in the space provided on this page.

1. Why You Feel Called by God to be an Educator.
2. Your Faith Journey.
3. Your Philosophy of Student Discipline.
4. The Most Important Qualities of an Outstanding Educator.
5. Why You Want to Work in a Christian School.

Signature _____ Name _____