



The King's Christian Academy
20738 Point Lookout Road, Callaway, MD 20620
Phone (301)994-3080 • Fax (301)994-3087
www.KingsChristianAcademy.org

INITIAL TEACHER APPLICATION

Your interest in **The King's Christian 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 you may qualify, we will notify and ask you to send your placement file to our office. We will 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 seeking applicants 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: _____

Application date: _____ / _____ / _____ Date available: _____ / _____ / _____

Present address: _____

Phone: Days (_____) _____ Evenings (_____) _____

Best time to call you? _____ Length of time at this 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:

B. POSITION DESIRED

Please indicate 1, 2, 3 choice in the parenthesis. Then to the right please indicate the grades or subjects in order of preference:

() Preschool () Kindergarten () Elementary _____

() Junior High _____ () High School _____

Full time ___ Part time ___ Substitute ___

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

Can you submit verification of your legal right to work in the US? Yes ___ No ___

Please list activities or sports for which you would be capable and willing to direct, sponsor, or coach. (Indicate grade or ability levels).

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.

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

___ I fully support the Statement as written without mental reservations.

___ 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.

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 ___

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?

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

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?

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 postsecondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.**

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 _____ Graduate work _____

Total (circle one) semester or quarter units **after** date of Bachelor's degree _____

Sequentially list your teaching experience with most recent first.

School's Name	Grades or Subjects	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____

To what degree are you familiar with various Christian or secular textbook series (i.e., ACSI, ABeka, Bob Jones, Saxon math, Open Court Reading)?

Textbook series 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.

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.

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.**

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.**

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

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

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.**

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 _____

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 _____

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? If so, 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?

Are you holding or have you already signed a contract for next year with any other educational institution? Yes ___ No ___

Applicant Screening and Background Check Consent

In line with our commitment to well-being of students and staff, KCA has implemented a thorough applicant screening policy. The main goal is to create a secure educational environment while upholding the honor to Our Lord Jesus Christ. These questions are designed to gather relevant information and are treated confidentially by authorized personnel. It is crucial to answer each questions thoroughly. A positive response does not automatically disqualify individuals. Responses will be considered in accordance with our policies and standards of conduct and in compliance with laws and regulations in the state of Maryland.

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|-----|----|---|
| YES | NO | 1. Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violation)? The term “Convicted” includes entering into a plea agreement including a “no contest” plea or, a deferred sentence or deferred judgment arrangement in connection with a criminal charge. If so, please attach a statement of explanation, including the nature of the offense, date, and court where the conviction was entered, a sentence of disposition, and any other relevant information. |
| YES | NO | 2. Have you ever been the subject of an investigation, criminally charged, or been the subject of a civil lawsuit involving physical abuse, sexual misconduct, sexual harassment or an offense relating to children? If so, please provide an explanation in a separate attachment of the circumstances, the outcome, and any other relevant information you wish KCA to consider. |
| YES | NO | 3. Have you ever been subjected to discipline or dismissed from employment or Volunteer service by any church, school, or other organization as the result of an allegation or charge of physical abuse, sexual harassment, or an offense relating to children? If so, please provide an explanation in a separate attachment of the circumstances, the outcome, and any other relevant information you wish KCA to consider. |

Approval for Background Check

I understand that as part of this application, **I CONSENT AND GIVE AUTHORIZATION** for KCA to conduct a background investigation of me and the information provided in this application.

Signature of Applicant

Date

G. PERSONAL REFERENCES

Do not list family members or relatives for references. You will also need to sign the **Reference Release Form** that is attached and return it with this application.

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
1. _____		

2. _____		

3. _____		

H. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that ***The King's 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 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 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 ***The King's 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 the school.

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 on 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.

Signature of Applicant

Date

**SPIRITUAL STANDARDS
FOR THE
SCHOOL BOARD, FACULTY, AND STAFF MEMBERS**

The Word of God gives general principles that the conscientious believer must, before God, apply to specific situations. While the Board of Directors recognizes the freedom of conscience of every Christian, it believes that in our present society the following specifics should be observed and that their neglect would hinder the ministry and testimony of the School.

In addition to those things that are specifically commanded or forbidden by Scripture, each Board Member, Administrator, Teacher, and Staff is expected to:

1. Develop a personal devotional life and cultivate a desire to do God's will in all things.
2. Submit to the authority structure of the school and abide by the School's dress code when acting in an official capacity.
3. Faithfully attend and be committed to a local church that is doctrinally compatible with the School's Statement of Faith.
4. Abstain from the use of tobacco, alcoholic beverages, and illicit drugs, and teach such abstinence to the students.
5. Strive to maintain a Christ-like image in all outside activities.
6. Manifest a spirit of concern for the conscience of others, rather than one's own personal liberty.
7. Comply with KCA's Sexual Immorality Policy regarding all aspects of conduct and behavior including sexual orientation.

The Board of Directors recognizes that it is impossible to construct a code of conduct that would cover every aspect of human life and Christian responsibility. The Board further recognizes that the legalistic keeping of the above guidelines is no substitute for daily submission to the Spirit of God. It does believe, however, that the observance of these will avoid many unnecessary conflicts and inconsistencies between the school and its constituency.

Signed _____ Date _____/_____/_____

STATEMENT OF FAITH

The following has been adopted as the official doctrinal position of The King's Christian Academy. All Biblical instruction shall be in conformity to these commonly held doctrines of historic Christianity. Denominational distinctives shall be left to the individual churches and shall not be taught within the school.

- We believe in one God, Creator and Sustainer of all things-eternally existent in the three persons: Father, Son and Holy Spirit.
- We believe the Bible to be the only inspired, infallible, and authoritative Word of God.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, and in His substitutionary and atoning death through His shed blood, in His bodily resurrection, and in His Ascension to the right hand of the Father.
- We believe that the present ministry of the Holy Spirit is to glorify the Lord Jesus Christ, to convict men, regenerate the believing sinner, indwell, guide, instruct, and empower the believer for Godly living and service.
- We believe that man was created as a unique being in the image of God to have dominion over the earth, but man fell into sin and is, therefore, lost. Only through regeneration by the Holy Spirit can salvation be obtained.
- We believe that the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who believe, and only such as receive Jesus Christ are born of the Holy Spirit, and thus become believers.
- We believe that the true church is composed of all such persons who, through saving faith in Jesus Christ are born of the Holy Spirit, and thus become believers.
- We believe in the personal and imminent return of our Lord Jesus Christ and that this blessed hope has a vital bearing on the personal life of the believer.
- We believe in the bodily resurrection of the dead; of the believer to everlasting blessedness and joy with the Lord, of the unbeliever to judgment and everlasting punishment.

STATEMENT OF AFFIRMATION

I, the undersigned, do hereby certify my complete and unreserved concurrence with the official doctrinal position of The King's Christian Academy. I further understand that denial of any of the above statements shall be sufficient grounds for dismissal from my capacity with the school.

Name: _____ Date: _____

Official Position: _____

The Ministry of Teaching At The King's Christian Academy

Teachers and school administrators are called by God to help raise up the young in the ways of faith. Jesus, the Savior, was also a teacher. He gathered his disciples and others around him and taught with such conviction and truth that the “many who heard him were astonished, saying, ‘Where did this man get all this? What is the wisdom given to him? What mighty works are wrought by his hand!’” (Mark 6:2). His apostles, likewise, were teachers and gave witness “with great power,” through their words and their deeds, and “gave their testimony to the resurrection of the Lord Jesus, and great grace was upon them all” (Acts 4:33).

The ministry of teaching obligates the teacher to assist his or her students in understanding not only mathematics or physics, but how the order and discipline of mathematics or physics reveals the mind of God. It obligates one not only to instruct in geography and history, but to inculcate the faith by helping the students know that God created the mountains, the sea, the rivers, the deserts, the forests, the plains, and all the creatures that inhabit them, and to learn that human discoveries, empires, conflicts, and social movements are measured by the divinely ordained order. The ministry of teaching requires one not only to help students acquire skill in spelling, reading, grammar, and writing, but to understand that human language is a primary means by which students might explore the wonders of poetry and narrative and sacred Scripture itself—all of which indirectly or directly disclose salvation history. Regardless of the subject, true teachers minister to their students by helping them follow Paul's admonition:

Finally, brethren, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious, if there is any excellence, if there is anything worthy of praise, think about these things. What you have learned and received and heard and seen in me, do; and the God of peace will be with you. (Phil. 4:8–9).

Teachers in a Christian school, The King's Christian Academy in this case, must be ever mindful that they instruct not only through rational explanation of formal subject material but even more powerfully through word, deed, example, and shared experience. Simply put, they teach the faith by modeling the faith and by modeling faithfulness. This is why all teachers, even before their first meeting with students, must subscribe to the school's Statement of Faith. This is why teachers are required to give a godly example, both at school and away. Teachers must teach truth and avoid falsehood. “Therefore, putting away falsehood, let everyone speak the truth with his neighbor, for we are members one of another. . . . Let no evil talk come out of your mouths, but only such as is good for edifying, as fits the occasion, that it may impart grace to those who hear” (Ephesians 4: 25, 29).

Teachers minister to their students by providing them with faith experiences. They lead the youth in prayer, praise, and mercy. Paul urged Christians to “Let all bitterness and wrath and anger and clamor and slander to be put away from you, with all malice, and be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you” (Ephesians 4:31–32). Teachers also model the Christian life by being active in their own church community and by serving as an intermediary assisting their students in becoming active in their respective church communities so that those students might be further nurtured in faith with their friends and family around them.

“I have read and understand the Ministry of teaching guidelines of The King's Christian Academy”

Signature _____ date _____