

Berean Christian Academy

www.bereanchristianacademy.org



Employment Application

Please print legibly in ink or type. Please complete all sections. If not applicable, mark 'NA'.

Date Available: _____	Salary Expectations: _____
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Full name: _____
Last First Middle

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

Present address: _____ Length of time at this address: _____

Cell Number: _____ Home Number: _____

Email Address: _____ Preferred way to reach you: _____

Have you ever worked under a different name for any of the employers you have listed? If so, what was the name or names? _____

POSITION DESIRED

Position you are applying for OR subjects/grade level you prefer to teach:

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

CHURCH MEMBERSHIP

The church you currently attend: _____

Are you presently a member and in good standing? _____

How long have you attended here? _____

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

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

EDUCATION

Please attach photo copies of all of your post secondary transcripts or a copy of your diploma. If hired, official copies of transcripts must be provided to the school for inclusion in your personnel file.

What degree or degrees do you hold?

1. Degree: _____ Date Received: _____

Issuing Institution: _____

Major(s): _____ Minor(s): _____

Special Studies: _____

Honors/Awards: _____

2. Degree: _____ Date Received: _____

Issuing Institution: _____

Major(s): _____ Minor(s): _____

Special Studies: _____

Honors/Awards: _____

3. Degree: _____ Date Received: _____

Issuing Institution: _____

Major(s): _____ Minor(s): _____

Special Studies: _____

Honors/Awards: _____

List any professional organizations to which you belong:

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

TEACHING EXPERIENCE

Please list previous educational employment beginning with most recent dating back ten years. If necessary, you may follow the same format on an additional sheet of paper.

1. School: _____ Salary: _____

Address: _____

Position(s) Held: _____ Dates: _____

Employment Status: Full-time Part-time Temporary

Reason for Leaving: _____

2. School: _____ Salary: _____

Address: _____

Position(s) Held: _____ Dates: _____

Employment Status: Full-time Part-time Temporary

Reason for Leaving: _____

3. School: _____ Salary: _____

Address: _____

Position(s) Held: _____ Dates: _____

Employment Status: Full-time Part-time Temporary

Reason for Leaving: _____

Do you have a state teaching certificate? _____ State(s): _____

Type? _____ Expiration date: _____

<u>Endorsement(s)</u>	<u>Semester hours in endorsement area(s)</u>
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_____	_____
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_____	_____
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If you do not hold a certificate, what requirements do you lack?

Please attach photo copies of any certificates held.

NON-EDUCATIONAL EMPLOYMENT HISTORY

(**Please note, this section is not required if you have been teaching for the previous ten years)

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 a separate sheet of paper. Please account for any gaps in employment.

1. Employer: _____

Position: _____ Dates of Employment: _____

Supervisor's Name and Phone Number: _____

Employer Address: _____

Reason for leaving: _____

2. Employer: _____

Position: _____ Dates of Employment: _____

Supervisor's Name and Phone Number: _____

Employer Address: _____

Reason for leaving: _____

PERSONAL & PROFESSIONAL REFERENCES

Please list references (other than family members) who can testify to your character, professional experience, teaching ability, and/or Christian service. Include at least one person that has been in authority over you such as a pastor and at least one former employer. Please list your current pastor first.

1. Reference Name: _____ Job Title: _____
Relationship: _____ Length of time known: _____
Address: _____
Email: _____ Phone Number: _____

2. Reference Name: _____ Job Title: _____
Relationship: _____ Length of time known: _____
Address: _____
Email: _____ Phone Number: _____

3. Reference Name: _____ Job Title: _____
Relationship: _____ Length of time known: _____
Address: _____
Email: _____ Phone Number: _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Berean Christian Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, age, gender, qualified disability, genetic information, or veteran status.

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.

I authorize Berean 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 background check by the TXDPS Crime Records Service. 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 is unfavorable, that it could reflect adversely on the school; that it could damage my ability to serve 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.

Applicant's Signature

Date

Applicant's Name(Please Print)