



## **INITIAL TEACHER APPLICATION**

Your interest in **Hope 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 you may qualify, we will notify you. 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 will in the lives of all applicants.

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

Full Name: \_\_\_\_\_

Application Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Available: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

\_\_\_\_\_

Phone: Day (\_\_\_\_) \_\_\_\_-\_\_\_\_ Evenings: (\_\_\_\_) \_\_\_\_-\_\_\_\_

Best time to call you? \_\_\_\_\_

Length of time at this address? \_\_\_\_\_

### **B. CHRISTIAN BACKGROUND**

**Please address the following issues on a separate sheet of paper.**

- 1. Describe what the term "born again" means to you.**
- 2. Briefly give your Christian testimony.**

Please carefully read our Statement of Faith and indicate your degree of support. The Statement of Faith is found on the school website at [www.hcadickinson.org](http://www.hcadickinson.org).

\_\_\_\_ 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 sheet of paper. The exceptions represent either disagreement 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?

\_\_\_\_\_  
\_\_\_\_\_

Are you capable of teaching a Bible class? \_\_\_\_ Yes \_\_\_\_ No

Describe your routine of personal Bible study, devotions and prayer.

\_\_\_\_\_  
\_\_\_\_\_

Have you read through the whole Bible? \_\_\_\_ Yes \_\_\_\_ No

What is your favorite book of the Bible and why? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

### **C. PROFESSIONAL QUALIFICATIONS**

What degree or degrees do you hold?

Degree	Date Received	Issuing Institution
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_____	_____	_____
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Your Major(s)

\_\_\_\_\_

Your Minor(s)

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Cumulative Grade Point Average: Bachelor's \_\_\_\_\_ Graduate work \_\_\_\_\_

Sequentially list your teaching experience with most recent first.

School's Name

Grade(s)

Dates

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List any educational conferences attended and/or books or articles that you have read recently that have helped you to grow professionally.

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Do you have a current North Dakota Teaching Certificate? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(Copies will be needed for our files.)

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

Have you had any courses in the Christian Philosophy of Education? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If so, where and when? \_\_\_\_\_

#### **D. PERSONAL PHILOSOPHY**

**\* On a 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 is your philosophy of discipline?

C. What areas do you feel are your strengths? Weaknesses?

D. What do you believe about the origin of the earth and humankind?

#### **E. EMPLOYMENT HISTORY**

Please start with your current or most recent employer and work backwards for the past ten years.

Position \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Position \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Position \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Position \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

5. Position \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

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?

**F. 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/ Address	Phone	Position
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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/ Address	Phone	Position
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1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_

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

I understand that **Hope 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 only through the day of release.

I authorize **Hope 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 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 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 \_\_\_\_\_



Applicant Name \_\_\_\_\_ Daytime phone number \_\_\_\_\_

**TEACHER APPLICATION - PART II**  
**Personal Follow-up Questions**

You are now ready for phase two of our application process. Please arrange for your college placement file to be forwarded to our school. Please also fill out this form and send it to our office. After having an opportunity to review your answers, our administrator will contact you further. Thank you.

**A. PERSONAL INFORMATION**

*[If you answer "Yes" to any of the questions in this section, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition or other appropriate explanation. A conviction record will not automatically be a bar to employment. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job relatedness, and subsequent rehabilitation will be considered.]*

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer? Yes \_\_\_ No \_\_\_

Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave a job or volunteer position on the grounds of any unlawful sexual behavior, or violation of an employer's sexual misconduct or harassment policy? Yes \_\_\_ No \_\_\_

Have you ever been charged in **civil** or **criminal** proceedings with improprieties regarding children? Yes \_\_\_ No \_\_\_

Have you ever entered a plea of guilty, a plea of "no contest" (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense? Yes \_\_\_ No \_\_\_

Have you ever been suspended, discharged, or resigned in lieu of discharge from any position? Yes \_\_\_ No \_\_\_

You have read the job description and essential functions for this position. Is there any reason why you might be unable to perform the essential duties and responsibilities of the position for which you are applying?  
Yes \_\_\_ No \_\_\_ If yes, please explain.

\_\_\_\_\_  
\_\_\_\_\_

Do you have any personal responsibilities or other commitments that may prevent you from meeting this position's requirements for on-time arrival, attendance, or work schedules?

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Our school welcomes employees, volunteers, and students of different nationalities, races, and denominations. How have you demonstrated an ability to work with others that may be different from you or have beliefs different from yours? Please describe any difficulties that you may have encountered.

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Please list your hobbies and personal interests.

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## **B. CURRENT ISSUES**

We live in a pluralistic society with many conflicting beliefs and values. As a teacher you may be asked specific questions about controversial issues by your students. Your answers will come from your personal convictions. We need to know the views of those that would be **Christian role models** for our children. Please share your personal convictions as a Christian toward:

wine, beer, and other alcoholic beverages -

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smoking and chewing tobacco -

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marijuana and other non-prescription drugs -

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entertainment (music/dancing/movies/TV) -

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premarital sex /cohabitation

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divorce and remarriage -

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abortion -

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homosexuality -

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**C. ADDITIONAL ESSAY QUESTIONS**

**\*On separate paper, please label and succinctly answer in one or two paragraphs each of the questions below.**

A. You have read our Statement of Faith. Do you strongly hold any doctrines that are not in that statement [e.g., instrumental music should not be a part of a worship service] If yes, please list and describe

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B. Frequently, Christian schools enroll children from more than one denomination. How would you handle a child's question if you knew that it was theologically controversial and the family's church held to a different viewpoint than your own?

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**AUTHORIZATION TO RELEASE REFERENCE INFORMATION**

I have made application for a position as a \_\_\_\_\_ with **Hope 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 **Hope 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 **Hope 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.

\_\_\_\_\_  
Applicant's Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Social Security Number



## Background Check

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

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

I, \_\_\_\_\_, hereby authorize the Dickinson Police

Department to conduct an annual background investigation utilizing the provided information.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

All information will be kept confidential.