HAYWOOD CHRISTIAN ACADEMY
P.O. Box 609 • Lake Junaluska, NC 28745
828.627.0229 | Fax 888.880.8447
www.haywoodchristianacademy.org

Embracing children, releasing leaders

APPLICATION FORM (Faculty)

Your interest in Haywood Christian Academy is appreciated. We invite you to fill out this initial application and return it to our school office.

We realize that the key to a successful organization is its people. We are seeking applicants who are professionally qualified and who, by the pattern of their lives, are Christian role models. Our mission is to develop Christian leaders by providing an excellent educational experience on a foundation of Biblical truth.

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.

SECTION I PERSONAL DATA

Cell Phone_____

_____ Home Phone_____
Last Name First Name Middle Name

Present Address_____
Number Street City Zip Code

Permanent Address_____ Length of time at this address_____
(If different)

E-mail Address_____ Date of Birth _____

List any additional addresses were you have resided at any time during the past five years:

_____

_____

If hired, date available? _____

If applying for a part-time position, indicate any limitations on your availability._____

Please indicate 1, 2, 3 choice in the parenthesis.

( ) Preschool ( ) Kindergarten ( ) Elementary School Grades K-6

( ) Middle School Grades 7-8 ( ) High School Grades 9-12

Subject Preference

1._____

2. _____

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.

_____ _____

_____ _____

SECTION II CHRISTIAN BACKGROUND

*** <u>In your own handwriting</u>, on separate paper, briefly give your Christian testimony.**

Please carefully read our Statement of Faith see, (www.haywoodchristianacademy.org) 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____

What is your local church affiliation? _____

Are you presently a member in good standing? _____ Years? _____

In what church activities are you involved in 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_____

_____

SECTION III EDUCATION AND PROFESSIONAL BACKGROUND

	Name of Institution	Location		Dates Attended		Graduation Date	Degree or Semester Hours
		City	State	From	To		
HIGH SCHOOL							XXXXXXXXXX
							XXXXXXXXXX
COLLEGE/UNIVERSITY (Undergraduate)							
GRADUATE OR EXTENSION STUDY							

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 personal life.

College Major_____ Sem Hrs._____ Minor _____ Sem. Hrs. _____

State Certification _____

State Type Certificate Number Date Issued/Date of Expiration

ACSI Certification_____

Level Years valid for

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

_____

_____

***Please attach photocopies of any certificates held.**

If you do not hold a certificate, what requirements do you lack?

_____

SECTION IV PREVIOUS EXPERIENCE

POSITIONS IN EDUCATIONAL INSTITUTIONS

List all prior educational employment, putting the most recent first.

CITY AND STATE	SCHOOL	GRADE OR SUBJECT(S)	FROM		TO	
			Mo.	Yr.	Mo.	Yr.

SECTION V EMPLOYMENT HISTORY

OTHER EXPERIENCE

List all non-educational employment, putting the most recent first.

1. Position_____ Dates of employment _____
Employer_____
Address _____
Supervisor's Name and Phone Number _____
Reason for leaving _____

2. Position_____ Dates of employment _____
Employer_____
Address _____
Supervisor's Name and Phone Number _____
Reason for leaving _____

3. Position_____ Dates of employment _____
Employer_____
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 ____

SECTION VI PERSONAL PHILOSOPHY

A. Why do you wish to teach at Haywood Christian Academy?

_____

_____

_____

_____

B. What is your personal Christian philosophy of education and how you would implement it in the classroom?

_____

_____

_____

_____

C. What do you consider to be the proper classroom atmosphere for learning?

_____

_____

_____

D. What is your philosophy of discipline?

_____

_____

_____

E. What areas do you feel are your strengths/weaknesses?

_____

_____

_____

SECTION VII GENERAL REFERENCES

Give three references that are qualified to speak of your spiritual experience and Christian service. Do not list family members or relatives for references.

Name/Complete Address **Phone** **Position**

1. _____

2. _____

3. _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Haywood 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 Haywood 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 SBI 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 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 the time.

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

_____

Signature of Applicant Date