



**APPLICATION FOR EMPLOYMENT**

| OFFICE USE ONLY   |       |
|-------------------|-------|
| Date Received     | _____ |
| Date of Interview | _____ |
| Transcripts       | _____ |
| Reference Check   | _____ |
| ACSI Cert.        | _____ |
| Comment           | _____ |

**APPLICANT INFORMATION**

Name \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Numbers: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Email Address \_\_\_\_\_

**POSITION DESIRED**  
*Please indicate your preferences in the blanks below.*

|  |  |                                    |  |
|--|--|------------------------------------|--|
| <b>ADMINISTRATIVE:</b>   |  |                                    |  |
| Principal _____  | Assistant Principal _____              | Level: Upper                       | Lower  |
| Other: _____   |  |                                    |  |
| <b>TEACHING:</b> (Check one or both) <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Substitute |  |                                    |  |
| List specific grades and subjects you are licensed to teach in order of preference.  |  |                                    |  |
| 1. _____   | 4. _____                               |                                    |  |
| 2. _____   | 5. _____                               |                                    |  |
| 3. _____   | 6. _____                               |                                    |  |
| <b>STAFF:</b> (Check all that apply) <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time                                     |  |                                    |  |
| <input type="checkbox"/> Office/Financial  | <input type="checkbox"/> Extended Care | <input type="checkbox"/> Custodial | <input type="checkbox"/> Kitchen Staff <input type="checkbox"/> Bus Driver |

## EDUCATION AND PROFESSIONAL TRAINING

Please list chronologically, starting with the most recent.

How did you hear about this position? \_\_\_\_\_

(If offered a position, an official copy of all college and graduate school transcripts must be forwarded to SCA for inclusion in your personnel file)

| Level of Education    | Name of School | State | Degree/Major | Year Graduated |
|-----------------------|----------------|-------|--------------|----------------|
| College or University |                |       |              |                |
| College or University |                |       |              |                |
| College or University |                |       |              |                |
| High School           |                |       |              |                |

## PROFESSIONAL CERTIFICATION

### Teaching and Administrative Applicants

- A. If you have been issued a teaching certificate, please submit a photocopy.

Copy Enclosed?    Yes    No    Type of Certificate \_\_\_\_\_

Endorsement \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

- B. If you are not certified, what requirements do you lack? \_\_\_\_\_

\_\_\_\_\_

- C. List any special skills/knowledge you may have (foreign language, sport coaching, technology, etc.) \_\_\_\_\_

- D. Have you had any courses in Christian Philosophy of Education?     Yes     No

Name of Course/Organization \_\_\_\_\_ Date Completed \_\_\_\_\_

### Other Professional Certification

Bus Drivers: Commercial Driver's License:     Yes     No    Date of Expiration \_\_\_\_\_

CPR Certification Date \_\_\_\_\_ First Aid Certification Date \_\_\_\_\_

Other Professional Certificates \_\_\_\_\_

## EMPLOYMENT HISTORY AND/OR TEACHING EXPERIENCE

*Begin with your present or most recent employment and work backwards to complete employment history.*

|                         |                |                                 |
|-------------------------|----------------|---------------------------------|
| Employer:               | Phone:         | Dates:                          |
| Grades/Subjects Taught: | Supervisor:    | May we contact?<br>___Yes ___No |
| Other Duties:           |                |                                 |
| Starting Salary:        | Ending Salary: |                                 |
| Reason for Leaving:     |                |                                 |
| Employer:               | Phone:         | Dates:                          |
| Grades/Subjects Taught: | Supervisor:    | May we contact?<br>___Yes ___No |
| Other Duties:           |                |                                 |
| Starting Salary:        | Ending Salary: |                                 |
| Reason for Leaving:     |                |                                 |
| Employer:               | Phone:         | Dates:                          |
| Grades/Subjects Taught: | Supervisor:    | May we contact?<br>___Yes ___No |
| Other Duties:           |                |                                 |
| Starting Salary:        | Ending Salary: |                                 |
| Reason for Leaving:     |                |                                 |

## CHRISTIAN BACKGROUND

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 Signature \_\_\_\_\_

Name and address of church you attend \_\_\_\_\_

Denominational Affiliation \_\_\_\_\_ Are you a member in good standing? \_\_\_\_\_

Describe your personal routine of Bible study and prayer. \_\_\_\_\_  
\_\_\_\_\_

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

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

Briefly describe your personal testimony of salvation. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional Questions**

Except for minor traffic violations, have you ever been convicted of any violation of the law that has not been expunged by a Court of Law? \_\_\_No \_\_\_Yes (*Please attach explanation*)

Have you ever experienced a legal conviction, loss of employment, or loss of ministry role due to sexual misconduct or moral turpitude? \_\_\_No \_\_\_Yes (*Please attach explanation*)

**Personal Philosophy**

Please answer each of the following questions briefly on separate paper.

1. Why do you want to teach at a Christian school?
2. What are the main characteristics that describe a Christian school?
3. If a student asked you to explain how one becomes a Christian, how would you respond?
4. What is your philosophy of discipline?
5. What is your attitude toward working with those of other races and those of other denominational beliefs?
6. What do you believe about the origin of the earth and mankind?

## REFERENCES

### Professional References

|         |                         |
|---------|-------------------------|
| Name    | Organization/ Phone No. |
| Address | Email                   |
| Name    | Organization/ Phone No. |
| Address | Email                   |
| Name    | Organization/ Phone No. |
| Address | Email                   |

### Personal References (no relatives)

|         |                         |
|---------|-------------------------|
| Name    | Relationship/ Phone No. |
| Address | Email                   |
| Name    | Relationship/ Phone No. |
| Address | Email                   |
| Name    | Relationship/ Phone No. |
| Address | Email                   |

## CERTIFICATION AND AUTHORIZATION

**Completeness and Accuracy**

I certify that the facts contained in this application are true and complete to the best of my knowledge and belief. I understand that the Administrator and School Board will be relying on this information in their employment decision. I further agree that, if employed, any falsified statement, material misstatements, or omissions on this application, without full disclosure of all relevant facts, shall be grounds for Suffolk Christian Academy to cancel my contract and terminate my employment immediately.

**Statement of Faith**

I certify that I have read the Statement of Faith below, and I agree with it without reservation.

**Authorization to Release Information**

I authorize Suffolk Christian Academy to investigate fully all statements contained in this application. I further authorize all references and all previous employers to give Suffolk Christian Academy any pertinent information they may have, personal or otherwise, relative to me and/or my prior employment. I hereby release all parties from any and all liability for damages I may claim to suffer as a result of their furnishing such information to the school's representative(s).

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**STATEMENT OF FAITH**

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:16, 2 Peter 1:21)
2. We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of God (Mark 16:19), His personal return in power and glory. (Acts 1:11, Revelation 19:11)
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that we are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16–19, John 5:24, Romans 3:23, Romans 5:8–9, Ephesians 2:8–10, Titus 3:5)
5. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1Cor. 6:9-10).
6. We believe that God created man and woman in His own image (Genesis 13:26-27).

7. We believe in the resurrection of both the saved and the lost—the saved to the resurrection of life, and the lost to the resurrection of condemnation. (John 5:28–29)
8. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, 1 Corinthians 12:12–13, Galatians 3:26–28)
9. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13–14, 1 Corinthians 3:16, 6:19–20, Ephesians 4:30, 5:18)

***Suffolk Christian Academy does not discriminate on the basis of race, gender, color, or national ethnic origin in administration of its employment policies, educational policies, admissions policies, financial policies, athletic policies, and other school programs.***