



Trinity Christian ACADEMY

5401 N Loop 1604 E
San Antonio, Texas 78247
210-653-2800

Teacher Application for Employment

Your interest in Trinity Christian Academy is appreciated. We invite you to complete this application and return it to our school 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 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 reviewing your 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 applications.

A. Applicant's name and Address

Full Name: _____

Application Date: _____ Date Available: _____

Address: _____

Email address: _____

How long have you lived at the above address? _____

If less than 5 years, please provide a previous address: _____

Daytime phone: _____ Evening Phone: _____

Best time to call: _____

B. Position Desired

Rank, in order of preference, the departments in which you are qualified to teach. Also, list preferred grade level of subject area teaching assignments.

Kindergarten: _____

Elementary: _____

Junior High: _____

High School: _____

Full time: _____ Part time: _____ Substitute: _____

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

Please list activities or sports which you are capable of and willing to direct, sponsor, advise, or coach. Indicate the grade or ability level. _____

Have you already signed a contract for the next school year with another educational institution: Yes No

D. Professional Qualifications

***Please attach photocopies of all your post-secondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.**

Complete the following information:

Degree Received	Date Received	Issuing Institution

Major field of study: _____

Minor, if applicable: _____

Total semester hours after Bachelor's degree: _____

Teaching Experience: *Sequentially list your teaching experience with most recent year first:*

School's Name	Grades or Subjects Taught	Dates

Do you currently hold a state or national teaching certificate:_____ Please specify: _____

Have you ever held a state or national teaching certificate which is no longer valid? _____

Please specify and explain why it is no longer valid: _____

Do you currently have an ACSI Teaching Certificate:_____ Please specify: _____

Have you ever held an ACSI Teaching Certificate which is no longer valid?_____

Please specify and explain why it is no longer valid: _____

List any endoresements(s):_____

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

E. Employment History

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

Employer: _____

Position: _____ Dates of Employment: _____

Work Address: _____ Phone: _____

Supervisor's Name: _____

Reason for leaving: _____

Employer: _____

Position: _____ Dates of Employment: _____

Work Address: _____ Phone: _____

Supervisor's Name: _____

Reason for leaving: _____

Employer: _____

Position: _____ Dates of Employment: _____

Work Address: _____ Phone: _____

Supervisor's Name: _____

Reason for leaving: _____

Employer: _____

Position: _____ Dates of Employment: _____

Work Address: _____ Phone: _____

Supervisor's Name: _____

Reason for leaving: _____

***On a separate sheet of paper, please write an explanation of your Philosophy of Christian Education.**

F. Personal References

Give three references. Two that are qualified to speak of your professional training and experience, one that is qualified to speak to your Christian character. Please do not include family members.

Professional training and experience:

Name: _____ **Phone:** _____

Complete Address: _____

Position: _____

Name: _____ **Phone:** _____

Complete Address: _____

Position: _____

Christian Character:

Name: _____ **Phone:** _____

Complete Address: _____

Position: _____

Authorization to Release Information

I have made application for a position as _____ at Trinity Christian Academy. I have authorized the school to thoroughly interview the primary references I have listed, any secondary references mentioned through interviews with primary references, or other individuals, which 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 education preparation, and all other matters related to my suitability for employment.

I authorize references and 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 Trinity 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 Trinity 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 Full Name (print) _____

SSN _____ Date of Birth _____

List any other names under which you have been employed: _____

Applicant's signature: _____ Date: _____

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

I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge. I understand that discovery of 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 that I will be paid and receive benefits only through the day of release.

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 conditional 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 reflects 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: _____

