



YOUNG AMERICANS CHRISTIAN SCHOOL

1701 Honey Creek Road SE • Conyers, GA 30013 • 770-760-7902 • Fax: 770-760-7981 •

TEACHER APPLICATION

Thank you for your interest in employment with **Young Americans Christian School**. We invite you to complete this initial application and return it to our school office. If an opening occurs for which you may qualify we will notify you for any additional information. 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 perfect will in the lives of all applicants.

A. APPLICANT'S NAME AND ADDRESS

Please check: Dr. Mr. Mrs. Ms.

Full name: _____

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

Present address: _____

Phone: Days (_____) _____ Evenings (_____) _____

Best time to call you? _____ Length of time at this address? _____

E-mail address: _____

Permanent address and phone number if different than present address

Please list any additional addresses where you have resided at any time during the past five years:

B. POSITION DESIRED

Please indicate 1, 2, 3 choice in the parenthesis. Then to the right please indicate the grades or subjects in order of preference:

() Preschool () Kindergarten () Elementary _____

() Middle School _____ () High School _____

Full time ___ Part time ___ Substitute ___

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

Do you have any known acquaintances that attend as a student or are employed at Young Americans Christian School? _____

Can you submit verification of your legal right to work in the U.S.? 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).

What would you like to be doing five years from now?

C. CHRISTIAN BACKGROUND

*** In your own handwriting, on separate paper, briefly give your Christian testimony.**

Please carefully read our Statement of Faith 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 ___

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?

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?

To what extent do you believe you should become involved in Sunday and other weekday ministries of the sponsoring church or the church of which you are a member?

D. PROFESSIONAL QUALIFICATIONS

*** 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 personnel file.**

What degree or degrees do you hold?

Degree

Date Received

Issuing Institution

Your Major(s)

Your Minor(s)

Cumulative grade point average Bachelor's _____ Graduate work _____

Sequentially list your teaching experience with most recent first.

School's Name

Grades or Subjects

Dates

To what degree are you familiar with various Christian or secular textbook series (i.e., ACSI, ABeka, Bob Jones, Saxon math, Open Court Reading)?

Textbook series preferences? _____

List any other educational advantages that you have had including opportunities for travel.

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

Do you have an ACSI Teaching Certificate? _____

What level? _____ Expiration _____

Do you have a state teaching certificate? _____ State? _____

What kind? _____ Expiration _____

Endorsement(s)	List semester hours in endorsement area(s)
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If you do not hold a certificate, what requirements do you lack?

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

Have you had any courses in the Christian Philosophy of Education?
If so, where and when?

If not, would you be willing to take such a course online or otherwise? _____

*** Attach a typed copy of your personal Christian philosophy of education and how you would implement it in the classroom.**

E. PERSONAL PHILOSOPHY

*** On 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 are the main characteristics that distinguish a Christian school from a public school?
- C. What do you consider to be the proper classroom atmosphere for learning?
- D. What is your philosophy of discipline? Your attitude toward physical punishment?
- E. What areas do you feel are your strengths? Weaknesses?
- F. What do you believe about the origin of the earth and mankind?
- G. Please summarize any additional information that you would like to present regarding your candidacy for this position.

F. EMPLOYMENT HISTORY

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 the reverse.

1. Employer _____
Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

2. Employer _____
Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

3. Employer _____
Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

4. Employer _____
Position _____ Dates of Employment _____
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 ___

What was your most recent annual salary? _____

(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.

If you answered "yes" to above question, is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position?

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?

G. 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 that are qualified to speak of your spiritual experience and Christian service. **List your current pastor first.**

Name/Complete Address	Phone	Position
1. _____		

2. _____		

3. _____		

Give three references that are qualified to speak of your professional training and experience. **List your current or most recent principal or supervisor first.**

Name/Complete Address	Phone	Position
1. _____		

2. _____		

3. _____		

H. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that **Young Americans Christian School** 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 **Young Americans Christian School** 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 criminal background check. 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.

Furthermore, since I will be working with children and fully understand that the school expects all of its employees to be a Christian role model I declare that during the past year I have not engaged in, at the current time am not engaging in, and promise not to engage in any inappropriate sexual conduct including but not limited to heterosexual activity outside of marriage, homosexual or lesbian sexual activity, transgender and/or gender identity, sexual harassment, use or viewing of pornographic material or websites, or sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

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 and my signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of Young Americans Christian School.

Signature of Applicant

Date

YOUNG AMERICANS CHRISTIAN SCHOOL

POSITION DESCRIPTION

TITLE: Teacher

FLSA: Exempt

REPORTS TO: Principal

POSITION SUMMARY:

Responsible for prayerfully helping students to learn attitudes, skills, and subject matter that contributes to their development as mature, able, and responsible Christians to the praise and glory of God.

ESSENTIAL FUNCTIONS:

1. Reflects the purpose of the school, which is to honor Christ in every class and in every activity.
2. Motivates students to accept God's gift of salvation and helps them grow in faith through their witness and Christian role modeling.
3. Leads students to a realization of their self-worth in Christ.
4. Cooperates with the board and administration in implementing all policies, procedures, and directives governing the operation of the school.
5. Teaches classes as assigned, following the prescribed scope and sequence as scheduled by the administrator.
6. Integrates Biblical principles and the Christian philosophy of education throughout the curriculum as directed by the administrator.
7. Keeps proper discipline in the classroom and on the school premises to achieve a successful learning environment.
8. Maintains a clean, attractive, and well-ordered classroom.
9. Plans lessons broadly through the use of semester and quarterly plans and objectives, and narrowly through the use of a lesson plan book.
10. Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his or her best work.
11. Utilizes valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
12. Employs a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.
13. Plans through approved channels the balanced classroom use of field trips, guest speakers, and other media.
14. Uses homework effectively for drill, review, enrichment, or project work.
15. Assesses the learning of students on a regular basis and provides progress reports as required.
16. Maintains regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.

17. Keeps students, parents, and the administration adequately informed of progress or deficiencies and gives sufficient notice of failure.
18. Recognizes the need for good public relations. Represents the school in a favorable and professional manner to the school's constituency and the general public.
19. Develops and maintains rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
20. Follows the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration.
21. Seeks the counsel of the administration, colleagues, and parents while maintaining a teachable attitude.
22. Attends and participates in scheduled devotional, in-service, retreats, committee, faculty, and Parent Teacher Fellowship meetings.
23. Knows the procedures for dealing with emergency situations.
24. Informs the administration in a timely manner if unable to fulfill any duty assigned. Prepares adequate information and materials for a substitute teacher.

QUALIFICATIONS:

- Must be a 'born-again' Christian who knows the Lord Jesus as Savior.
- Must be a Christian role model to students, parents, and fellow staff, both in and out of school.
- Must meet the moral integrity standards and Christian role model lifestyle requirements of Young Americans Christian School.
- Minimum of a Bachelor's degree in education or related field.
- ACSI certified or certifiable.

YOUNG AMERICANS CHRISTIAN SCHOOL

SCHOOL STATEMENT OF FAITH

- I. We believe in the Divine verbal inspiration, infallibility, integrity, finality, and sole-sufficiency of the Bible as the Word of God. (II Timothy 3:16)
- II. We believe in the Holy Trinity of the Father, Son, and Holy Spirit - three persons co-equal in substance, power, and eternity in the unity of the Godhead. (Matthew 28:19, John 15:26)
- III. We believe that the Godhead executes the great work of redemption:
 1. The love and grace of the Father. (Romans 5:15)
 2. The Redemption by and through the Son:
 - a. His Incarnation, Virgin Birth, Sinless Nature and Life, and His infallibility as Teacher. (Matthew 1:18, Hebrews 4:15)
 - b. His substitutionary and atoning death by the shedding of His blood on the cross.
 - c. His bodily resurrection - actual and real; His ascension into Heaven; His High Priestly work there. (Matthew 28:6, Mark 16:19, Luke 24:51, Hebrews 4:15)
 3. Regeneration or the New Birth by the Holy Spirit and His indwelling of every believer through baptism. (Acts 2:37-38, John 3:3)
- IV. We believe that Salvation and Justification of sinners is a gift of grace through faith in the finished work of Christ. (Romans 3:24)
- V. We believe in the Sanctification of believers: First, having been sanctified by the offering of the body of Christ once for all; second, being sanctified by the Holy Spirit and the Word; third, to be sanctified and glorified at the coming of Christ. (Romans 15:16, I Corinthians 1:2, I Peter 1:2)
- VI. We believe that those who come to God through faith in Christ, repentance of sin, confession of Christ as the Son of God, and baptism are given eternal life and shall not perish, as is the promise of His Word. (John 3:16, John 14:6, Acts 2:37-38)
- VII. We believe in New Testament Baptism of believers by immersion, which is the sign God's people receive in the New Testament pointing to the atoning work of Jesus Christ showing forth the death, burial, and resurrection of the Lord Jesus Christ and our identification with Him. (Romans 6:1-7)
- VIII. We believe in the Sacrament of the Lord's Supper: the fruit of the vine signifying His shed blood, the broken bread signifying His broken body, showing forth His death until He comes, this being the duty and privilege of every believer. (Matthew 26:27-29)
- IX. We believe that the first day of the week, Sunday, is the Lord's Day commemorating the resurrection of the Lord Jesus Christ. (Acts 2:42, Matthew 28:1)
- X. We believe in the Resurrection of the Body, both of the just and the unjust: the just at the coming of our Lord, and the unjust at the final judgment and eternal punishment of the same. (I Corinthians 15)