



CHRISTIAN ACADEMY OF SAN ANTONIO

325 CASTROVILLE ROAD
SAN ANTONIO, TX 78207
210-436-2277 / FAX: 210-436-2210

**ACSI & SACS
ACCREDITED**

INITIAL TEACHER APPLICATION

Your interest in **The Christian Academy of San Antonio** is appreciated. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which you may qualify, we will notify and ask you to send your placement file to our office. 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

Full name: _____

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

Present address: _____

Phone: Days (____)_____ Evenings (____)_____ Cellular (____)_____

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

() Preschool () Kindergarten () Elementary () Junior High () High School

Please indicate your grade &/or subject preference: _____

Full time ___ Part time ___ Substitute ___

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

Have you ever applied to C.A.S.A. prior to this application? ___ If yes, when? _____

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).

Have you ever been convicted of a criminal offense? ___Yes ___No Convictions include sentenced to confinement, paid fine, time served, placed on probation (includes **deferred adjudication**) and court-ordered restitution. If yes, state the offense, location, date and any other circumstances. (A conviction record is not an automatic ban from employment. The nature of the crime will be considered in relation to the position for which you are applying.)

C. PROFESSIONAL QUALIFICATIONS

*** Please attach photocopies of all your postsecondary transcripts and certifications. 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(s) do you hold?

<u>Degree</u>	<u>Date Received</u>	<u>Issuing Institution</u>	<u>Major</u>	<u>Minor</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Cumulative grade point average: Bachelor's _____ Graduate work _____

Total semester or quarter units **after** date of Bachelor's degree _____

CERTIFICATION INFORMATION:

<u>Certification</u>	<u>Type</u>	<u>Grade Level(s)</u>	<u>Specialization</u>	<u>Issuing Date</u>	<u>Exp. Date</u>
<small>ACSI / TEA</small>	<small>Standard / Temporary / Life</small>				
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

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

To what degree are you familiar with various Christian or secular textbook series (i.e., ACSI, Harcourt, Bob Jones, Silver Burdett Ginn Math, Shurley Method, etc...)?

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

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

Have you participated in any intense Bible Studies? If so, where and when? _____

If not, would you be willing to enroll or take such a course by correspondence? _____

Have you had other courses giving specific training for Christian schools? Give details.

List any conferences or seminars that you have led or participated in recently.

D. 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. Position _____ Dates of Employment _____ Ending Salary _____
Grade/Subject(s) Taught _____ District/Private _____
School _____ Address _____
Supervisor's Name & Phone Number _____
Reason for leaving: _____

2. Position _____ Dates of Employment _____ Ending Salary _____
Grade/Subject(s) Taught _____ District/Private _____
School _____ Address _____
Supervisor's Name & Phone Number _____
Reason for leaving: _____

3. Position _____ Dates of Employment _____ Ending Salary _____
Grade/Subject(s) Taught _____ District/Private _____
School _____ Address _____
Supervisor's Name & Phone Number _____
Reason for leaving: _____

4. Position _____ Dates of Employment _____ Ending Salary _____
Grade/Subject(s) Taught _____ District/Private _____
School _____ Address _____
Supervisor's Name & Phone Number _____
Reason for leaving: _____

5. Position _____ Dates of Employment _____ Ending Salary _____
Grade/Subject(s) Taught _____ District/Private _____
School _____ 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?

Are you holding or have you already signed a contract for the next school year with any other educational institution? Yes ___ No ___

E. CHRISTIAN BACKGROUND

Please carefully read our Statement of Faith.

___ I fully believe in and affirm 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 local church or Bible study do you attend? _____

In what Christian 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 grade & subject preferences?

Describe your routine of personal Bible study and prayer.

What books have you read recently that have helped you in your Christian walk?

F. PERSONAL PHILOSOPHY

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

- A. Please give your Christian testimony.
- B. Why do you wish to teach in a Christian school?
- C. What is your personal Christian philosophy of education and how would you implement it in the classroom?
- D. What are the main characteristics that distinguish a Christian school from a public school?
- E. What is your philosophy of discipline? Your attitude toward physical punishment?
- F. What areas do you feel are your strengths? Weaknesses?
- G. What do you believe about the origin of the earth and mankind?
- H. Please summarize any additional information that you would like to present regarding your candidacy for this position.

G. PERSONAL REFERENCES

Do not list family members or relatives for references. You will also need to sign the attached **Employment Candidate Consent to Background Search and Investigation** and return it with

this application.

Give two references who are qualified to speak of your spiritual experience and Christian service. **List your current pastor first.**

<u>Name/Complete Address</u>	<u>Phone</u>	<u>Position</u>
1. _____		
2. _____		

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

<u>Name/Complete Address</u>	<u>Phone</u>	<u>Position</u>
1. _____		
2. _____		
3. _____		
4. _____		

H. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that **Christian Academy of San Antonio** 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 **Christian Academy of San Antonio** 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 history check by federal and state authorities. 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 this time.

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

Signature of Applicant

Date

- **Please mail., fax, or hand deliver your completed application to the school office and note to the attention of:
CASA Superintendent
325 Castroville Rd.
San Antonio, Texas. 78207
(210) 436-2277 ext. 105
Fax (210) 436-2210**



STATEMENT OF FAITH

- I believe that the Bible is the only inspired word of God to man, the infallible, all sufficient, final authority in all matters of faith and conduct. (II Timothy 3:16)
- I believe in one infinite, triune God: Father, Son and Holy Spirit. (John 1:1, Colossians 2:9, Acts 5:3-4)
- I believe Jesus Christ is true God and true man, having been conceived by the Holy Spirit and born of the virgin Mary. Having lived without sin, He died and was resurrected in His own body for my atonement and resurrection. (John 1:1,14, Matthew 1:23-24, Hebrews 4:15, I Corinthians 15:1-4, John 2:19-21, Acts 26:23, I Corinthians 15:20, 23)
- I believe that only through Christ's death on the cross, by the shedding of His blood and His resurrection I am saved and justified. Salvation is by grace, through faith; and is the free gift of God. (Ephesians 2:8-9, Romans 5:9, Ephesians 1:7)
- I believe in the bodily resurrection of all mankind: of the believer to an everlasting dwelling with God in heaven, of the nonbeliever to an everlasting, conscious hell without God. (John 3:16-18, John 5:28-29)
- I believe that the Holy Spirit, indwelling the believer, enables him/her to live a godly life. (Romans 8:13, I Corinthians 3:16, Ephesians 4:30, 5:18)
- I believe in the imminent return of the Lord Jesus Christ. (I Thessalonians 4:13-18)

I have read, I believe, and I accept the above Statement of Faith as my personal belief. I acknowledge that my employment is based on my belief and agreement with this Statement of Faith.

Signed By: _____

EMPLOYMENT CANDIDATE CONSENT TO BACKGROUND SEARCH AND INVESTIGATION

CONSUMER NOTIFICATION: This is to inform you that a consumer report is being obtained from a consumer reporting agency for the purpose of evaluating you for employment, promotion, reassignment, and/or retention as an employee. The report may include, among other items, criminal background information, confirmation of your educational and employment history, an investigative consumer report (for which you may request a disclosure of nature and scope) as to your work performance, and confirmation of any references provided.

The undersigned hereby authorizes CHRISTIAN ACADEMY OF SAN ANTONIO (hereinafter referred to as "Employer") and/or its agents to make an investigation of my background, references, character, employment, credit, motor vehicle, education, and criminal history record information which may be in any state or local files, including those maintained by both public and private organizations, and all public records, for the purpose of confirming the information contained in my application and/or obtaining other information which may be material to my qualifications for employment. A telephone facsimile (fax) or xero-graphic copy of this consent shall be considered as valid as the original consent.

In the event of my employment by Employer, this authorization shall remain in effect for the duration of such employment. Prior to taking adverse action as a result of any investigations resulting from this authorization, Employer shall provide to me a copy of the consumer report or investigative consumer report which caused such adverse action and a summary of my rights under the *Fair Credit Reporting Act*.

I release Employer and/or its agents and any person or entity which provides information pursuant to this authorization from any and all liabilities, claims, or lawsuits in regard to the information obtained from any and all of the above-referenced sources.

Signature: _____ Date: _____

Please type or print legibly the information requested below, black ink only.

True and Complete
Legal Name: First _____ Middle _____ Last _____

Maiden or Other
Names Used: _____ Dates Used: _____

Present Street
Address: _____ Dates of residence
(e.g. 1998 to 2000): _____ to _____

City: _____ County _____ State: _____ Zip: _____

Other cities and states lived in during the past seven years:

City: _____ State: _____ Dates of residence: _____ to _____

City: _____ State: _____ Dates of residence: _____ to _____

City: _____ State: _____ Dates of residence: _____ to _____

City: _____ State: _____ Dates of residence: _____ to _____

Driver's
License Number: _____ State of
Issue: _____

Date of Birth: _____ Social
Security Number: _____

Note: The above information is required to ensure positive identification and is in no manner used as qualification for employment. California, Minnesota, and Oklahoma applicants check this box if requesting copy of report be sent to address above.

CHRISTIAN ACADEMY OF SAN ANTONIO REQUEST FOR PROCESSING

- Criminal history, county jurisdictions**
- Criminal history, statewide**
- Criminal & sex offender database, nat'l**

Recruiter Name: _____

Department: _____

Tel: 210-436-2277 x102

ClientID: chr

Fax to: PRE-EMPLOYMENT, INC.
210 829 5556

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