

G.S.C.A. TEACHING POSITION/ASSISTANT POSITION/SUBSTITUTE APPLICATION

Your interest in Good Shepherd Christian Academy is appreciated. Please complete this application and return it to the school office. We will contact references and get back with you.

A key to a successful Christian School is its staff. We are seeking applicants who are professionally qualified, who love children, and who, by the pattern of their lives, are Christian role models. Luke 6:40.

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 (____) ____-____

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

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

B. Position Desired

(____)Teacher's Assistant Preschool

(____) Teacher's Assistant Elementary

(____) Teacher

(____)Substitute

C. Christian Background

*Please write on separate paper your Christian testimony in 500 words or less.

Please carefully read our Statement of Faith and indicate your degree of support.

____ I support the Statement.

____ I do not support the Statement

____ 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? _____

D. Professional Qualifications

What degree or degrees do you hold? _____

Degree	Date Received	Issuing Institution

Your Major (s) _____

Your Minor(s) _____

Total semester or quarter units _____

Sequentially list your teaching experience or employment with most recent first.

School's Name	Grades or Subjects	Dates

To what degree are you familiar with Elementary Language Arts/Math? _____

List any other educational background experience that you have had.

Number of years of teaching experience _____.

On separate paper please describe a specific class or class activity you planned and actually conducted which illustrates your philosophy of teaching and is the best example of your teaching skill. What evidence showed you that this class or activity was successful in terms of student motivation and achievement?

Do you have an *Indiana* state teaching certificate? Yes No

List certification(s) you hold and provide copies of certification.

Date/Type/State

Issued/Expiration _____

E. Personal References

Do not use family members or relatives. Please sign the Reference Release Form that is attached and return it with this application.

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

Name/Complete Address

Phone

Position

1.

2.

3.

Give three references who are qualified to speak of your professional training and experience.

Name/Complete Address	Phone	Position
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1.

2.

3.

Have you ever been disciplined, discharged, or asked to resign from a prior position? Yes___ No___

Have you ever resigned from a prior position after a complaint had been received against you, or your conduct was under investigation or review? Yes___ No___

Has your contract in a prior position ever been non-renewed? Yes___ No___

Have you ever not been nominated for re-employment in a prior position or ever had your nomination for re-employment not be approved? Yes___ No___

Have you ever been charged with or investigated for sexual abuse or harassment of another person? Yes___ No___

Have you ever been convicted of a crime (other than a minor traffic offense)? Yes___ No___

Have you ever entered a plea of guilty or “no contest” to any crime (other than a minor traffic offense)? Yes___ No___

Have you ever had a professional license or certificate suspended or revoked in any state, or have you ever voluntarily surrendered, temporarily or permanently, a professional license or certificate in any state? Yes___ No___

Has any court ever deferred, filed or dismissed proceedings without a finding of guilty and required that you pay a fine, penalty or court costs and/or imposed a requirement as to your behavior or conduct for a period of time in connection with any crime (other than a minor traffic offense)? Yes___ No___

If you have answered YES to any of the previous questions, provide full details on an additional sheet including, with respect to court actions, the date, offense in question, and the address of the court involved.

F. Applicant's Certification and Agreement

I understand that Good Shepherd 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 only through the day of release for the hours I worked.

I authorize Good Shepherd 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.

I authorize Good Shepherd Christian Academy 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 this time.

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

Signature of Applicant _____

Date _____

***Please give your Christian Testimony on a separate piece of paper.**

APPLICATION FOR TEACHING POSITION CHECKLIST: The completed employment application cannot be evaluated unless all of the following materials have been provided:

- Application form fully completed
- Copies of Transcript(s)
- Copy of Indiana Certification(s)
- Resume
- Illustration of your philosophy of teaching
- YES to any of the questions in the Background section explained
- Personal / Professional references
- Application signed
- Christian Testimony