



Please Return To:
Hope Christian Academy
612 S Broadway
Skiatook, OK 74070

HOPE CHRISTIAN ACADEMY

FACULTY APPLICATION

Your interest in Hope Christian Academy is appreciated. We invite you to fill out this application and return it to our school office. If an opening occurs for which you qualify, we will notify you and ask you to send your resume to our office. We will also contact your references and conduct a background check. 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.

APPLICANT'S NAME / ADDRESS / PHONE

Application Date: ____/____/____

Date Available: ____/____/____

Full name: _____

Present Address: _____

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

Day Phone: (____) _____ - _____ Evening Phone: (____) _____ - _____

Permanent address/phone if different than present address/phone: _____

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

POSITION DESIRED

Please indicate your 1st, 2nd and 3rd choice in the parenthesis. To the right, indicate the grades or subjects in order of preference:

() Prekindergarten () Kindergarten () Elementary _____

() Middle School (6th-8th) _____ () High School _____

Are you interested in: ____ Full time position ____ Part time position ____ Substitute teaching

How did you learn about this position: _____

Can you submit verification of your legal right to work in the United States? _____ Yes _____ No

Please list activities or sports that you would be capable of and willing to direct, sponsor or coach. (Indicate grade or ability levels.) _____

CHRISTIAN BACKGROUND

In your own handwriting, briefly give your Christian testimony: _____

Please carefully read our Statement of Faith and Life Style Statement below and indicate your degree of support:

Statement of Faith

The Board of Directors and Staff at HCA agree to and adhere to the following statements of faith; and I, as a member of the staff of HCA, confirm my personal adherence as well:

1. We believe the Bible to be the only inspired, infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons (Father, Son, and Holy Ghost).
3. We believe in the deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of the lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

_____ I fully support the Statement of Faith as written without mental reservations.

_____ I support the Statement of Faith except for the area(s) listed below. These exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction: _____

Life Style Statement

1. I confirm that, as part of the qualifications for this position, I am a redeemed believer in the Lord, Jesus Christ, as Savior and am actively pursuing a closer relationship with Him. (John 3:3, 1 Peter 1:23)
2. I give testimony that I have a sense of God's will and that employment at HCA is my calling and God's direction.
3. I will manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model (1 Timothy 4:12) to pupils both in and out of school (Luke 6:40) and as an example to parents and fellow faculty members in judgment, dignity, respect, and Christian living. This includes, but isn't limited to the use of alcohol, tobacco, illicit drugs, and the use of vulgar and profane language. (Col. 3:17, Titus 2:7-8, 1 Thess. 2:10, 5:18, 22-23 and James 3:17-18). I agree that the Bible dictates the standards for sexual behavior. Any promiscuity, homosexuality, or other deviant sexual behavior is forbidden and as such violates the bona fide occupational requirements of being a Christian role model. The unique roles of the male and female are clearly defined in Scripture. Romans 1:24-32 states that God recognizes homosexuals and other deviates as perverted. (Rom. 12:1-2, 1 Cor. 6:9-20, Eph. 4:1-11, 5:3-5, 1 Thess.4:3-8, 2 Tim. 2:19-22, 1 Peter 1:15-16, 2:15-17, 1 John 3:1-3).
4. I will faithfully attend and financially support a local church whose fundamental beliefs are in agreement with the Statement of Faith of the school. (Hebrews 10:25)
5. I accept without verbal or mental reservations both the Statement of Faith and the educational philosophy and objectives of HCA and am committed to upholding them.
6. I will strive at all times to understand, appreciate, love, and serve the students entrusted into my care and instruction and will to the best of my ability provide for their fullest spiritual, intellectual, physical, and emotional development.

_____ I fully support the Life Style Statement as written without mental reservations.

_____ I support the Life Style Statement except for the area(s) listed below. These exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction: _____

Do you believe the Bible is the ONLY inspired and infallible Word of God and 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? _____ Yes _____ No

If yes, what would be your subject preference? _____

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

Describe your routine of personal Bible study and prayer: _____

What books have you read recently that have helped you spiritually? _____

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.

What degree(s) do you hold: _____

Degree	Date Received	Issuing Institution

Your Major(s): _____

Your Minor(s): _____

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

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

Sequentially list your teaching experience with the most recent first:

School's Name	Grades or Subjects	Dates

Do you have an ACSI Teaching Certificate*? Yes No

What level? _____ Remains valid for _____ years.

Do you have a State Teaching Certificate*? Yes No

What kind? _____ State _____ Remains valid for _____ years.

Endorsement(s)	List semester hours in endorsement area(s)

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? Yes No

If so, where and when? _____

If not, would you be willing to take such courses by correspondence or otherwise? Yes No

Are you familiar with the terms Biblical Worldview and Apologetics? Yes No

Have you had any courses or specific training in these areas? Yes No

Have you had other courses giving specific training for Christian schools? Yes No

Please give details: _____

PERSONAL PHILOSOPHY

Please answer each of the questions below succinctly in one or two paragraphs:

Why do you wish to teach in a Christian school? _____

What do you believe are the main characteristics that distinguish a Christian school from a public school? _____

What areas do you feel are your strengths? _____

Weaknesses? _____

Please summarize any additional information that you would like to present regarding your candidacy for this position:

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 a separate sheet.

1. Position: _____ Dates of Employment: _____

Company Name & Address: _____

Supervisor's Name: _____ Phone Number: _____

Reason for leaving: _____

2. Position: _____ Dates of Employment: _____

Company Name & Address: _____

Supervisor's Name: _____ Phone Number: _____

Reason for leaving: _____

3. Position: _____ Dates of Employment: _____

Company Name & 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? _____ Yes _____ No

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

PERSONAL REFERENCES

Do not list family members or relatives for references.

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

Name/Complete Address/Phone/Position

1. _____

2. _____

3. _____

PROFESSIONAL REFERENCES

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

Name/Company/Complete Address/Phone/Position

1. _____

2. _____

3. _____

APPLICANT’S CERTIFICATION AND AGREEMENT

I understand that Hope 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 and receive benefits only through the day of release.

I authorize Hope 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.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as necessary for such an investigation. 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 if that information 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: _____

Date: _____