

**Blue Ridge Christian Academy hires teachers and staff of any race, color, national or ethnic origin, gender, age, or qualified disability. We reserve the right, however, to discriminate in hiring practices on the basis of religious doctrinal perspectives. The Christian philosophy of BRCA and doctrinal beliefs are clearly stated and available to every applicant. Every teacher and staff member is afforded all the rights, privileges, programs and activities generally made available to all other teachers and staff at the school.**

### TEACHER APPLICATION

Your interest in Blue Ridge 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 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 hearing from you and appreciate the effort required to complete this detailed 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 (\_\_\_\_\_) \_\_\_\_\_

Best time to call you? \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_

Permanent Address and Phone number if different than present address: \_\_\_\_\_

\_\_\_\_\_

#### B. POSITION DESIRED

Please indicate your preference by noting "1", "2", or "3", as applicable.

- Early Education: \_\_\_ Pre- Kindergarten \_\_\_ Kindergarten
- Elementary: \_\_\_ 1<sup>st</sup> grade \_\_\_ 2<sup>nd</sup> grade \_\_\_ 3<sup>rd</sup> grade \_\_\_ 4<sup>th</sup> grade \_\_\_ 5<sup>th</sup> grade \_\_\_ Other
- Middle School: \_\_\_ Bible \_\_\_ English \_\_\_ Social Studies \_\_\_ Math \_\_\_ Science \_\_\_ Other
- High School: \_\_\_ Bible \_\_\_ English \_\_\_ Social Studies \_\_\_ Math \_\_\_ Science \_\_\_ Other
- Type of Position: \_\_\_ Full time \_\_\_ Part time \_\_\_ Substitute

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

\_\_\_\_\_

\_\_\_\_\_

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

**Special  
Abilities**

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

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**Future  
Plans**

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

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**C. CHRISTIAN BACKGROUND**

**\* In your own handwriting on separate paper briefly give your Christian testimony. (This is the only item required to be in your own handwriting.)**

**Bible**

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                      Signature: \_\_\_\_\_

**Statement  
of Beliefs**

Please carefully read our Statement of Beliefs (on the web site or in hard copy) and indicate below your degree of support.

I fully support the Statement as written without mental reservations.

Signature: \_\_\_\_\_

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.

Signature: \_\_\_\_\_

**Church**

What is your local church affiliation? \_\_\_\_\_

Are you presently an active member? \_\_\_\_\_ 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?

\_\_\_\_\_  
\_\_\_\_\_

What is your attitude toward working with those of other races and those of other denominational beliefs?

\_\_\_\_\_  
\_\_\_\_\_

**Devotional  
Life**

Describe your approach to personal Bible study and prayer and list books read recently that have helped you spiritually.

\_\_\_\_\_  
\_\_\_\_\_

**D. PROFESSIONAL QUALIFICATIONS**

**\* Please attach photocopies of all your postsecondary transcripts. Should you be offered a position, official copies of your transcripts should be provided to the school for inclusion in your personnel file.**

***Formal Training***

What degree(s) do you hold? Degree	Date Received	Issuing Institution
_____	_____	_____
_____	_____	_____
_____	_____	_____

Cumulative grade point average BA \_\_\_\_\_ Graduate work \_\_\_\_\_

Total of \_\_\_\_\_ units **after** date of Bachelor's degree

(Are the units above quarter \_\_\_\_ or semester \_\_\_\_ units?)

***Teaching Experience***

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, A Beka, Bob Jones, Shurley English, Saxon Math, Chicago Math, Open Court Reading, etc.)?

\_\_\_\_\_  
\_\_\_\_\_

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.

\_\_\_\_\_  
\_\_\_\_\_

**Teaching  
Credentials**

Do you have an ACSI Teaching Certificate?  Yes  No

What level? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years.

Do you have a state teaching certificate?  Yes  No If "yes", which state? \_\_\_\_\_

What kind? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years.

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?

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

**Christian  
School Prep**

Have you had any courses in the Christian Philosophy of Kingdom Education?  Yes  No  
If so, where and when?

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If not, would you be willing to take such a course?  Yes  No

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

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

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

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Describe how teacher evaluation has been helpful to you.

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**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. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. 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

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

1. Name \_\_\_\_\_

Position \_\_\_\_\_ Phone ( \_\_\_\_ ) \_\_\_\_\_

2. Name \_\_\_\_\_

Position \_\_\_\_\_ Phone ( \_\_\_\_ ) \_\_\_\_\_

3. Name \_\_\_\_\_

Position \_\_\_\_\_ Phone ( \_\_\_\_ ) \_\_\_\_\_

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

1. Name \_\_\_\_\_

Position \_\_\_\_\_ Phone ( \_\_\_\_ ) \_\_\_\_\_

Complete Address \_\_\_\_\_

2. Name \_\_\_\_\_

Position \_\_\_\_\_ Phone ( \_\_\_\_ ) \_\_\_\_\_

Complete Address \_\_\_\_\_

3. Name \_\_\_\_\_

Position \_\_\_\_\_ Phone ( \_\_\_\_ ) \_\_\_\_\_

Complete Address \_\_\_\_\_

## **H. APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that Blue Ridge 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. We reserve the right, however, to discriminate in hiring practices on the basis of religious doctrinal perspectives. The Christian philosophy of BRCA and doctrinal beliefs are clearly stated and available to every applicant. Every teacher and staff member is afforded all the rights, privileges, programs and activities generally made available to all other teachers and staff at the school.

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 Blue Ridge 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 background check of a nature specified by Blue Ridge Christian Academy, which may include a fingerprint check by the FBI and possible other federal and state authorities. I agree to fully cooperate in providing information as necessary for such an investigation. I authorize the school to conduct a criminal records check and sex offenders 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 and sex offender 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.

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Signature of Applicant

Date

**AUTHORIZATION TO RELEASE REFERENCE INFORMATION**

I have made application for a position as a teacher with Blue Ridge Christian Academy. I am now authorizing BRCA to thoroughly interview the primary references that I have listed for them and any secondary references mentioned through those primary interviews. Also included in the release are other individuals who know me and have knowledge regarding my testimony and work record. I am authorizing BRCA to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I hereby authorize references and my former employers to disclose to BRCA any and all employment records, performance reviews, letters, reports, and other information related to my life and employment. This information may be given to BRCA without giving me prior notice of such disclosure.

In addition, I hereby release BRCA, 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 agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release which will be on file at Blue Ridge Christian Academy.

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

Applicant's Name (Print) \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Social Security Number \_\_\_\_\_

