



# Instructional Staff Application

*We realize that the 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. "A student is not above his teacher, but everyone who is fully trained will be like his teacher." Luke 6:40. 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 you to set up a personal interview. 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

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle initial \_\_\_\_\_

Application date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Date available \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Current address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Days ( \_\_\_\_\_ ) \_\_\_\_\_ Evenings ( \_\_\_\_\_ ) \_\_\_\_\_

Cell phone ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail \_\_\_\_\_

Best time to call? \_\_\_\_\_ Length of time at this address? \_\_\_\_\_

Permanent address and phone number if different from current address \_\_\_\_\_

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

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

## B. Christian Background

In addition to answering the questions below, please attach a written statement of your personal 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 any areas listed and explained on a separate paper. These areas represent either disagreements or items for which I have not yet formed an opinion or a conviction.

What local church are you currently attending? \_\_\_\_\_

In what church activities are you involved? \_\_\_\_\_

\_\_\_\_\_

**C. Questions for Instructional Personnel**

Please list teaching certificates that you hold: \_\_\_\_\_

\_\_\_\_\_

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

Please list K–6 activities or sports that you would be capable and willing to direct, sponsor, or coach (indicate

grade or ability levels): \_\_\_\_\_

Sequentially list your teaching experience with most recent first:

School Name	Position	Dates

**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	Issuing Institution	Major/Minor

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

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Describe your level of computer and software program skills: \_\_\_\_\_

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

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#### **E. Personal Philosophy**

On a separate paper, please type your viewpoints on the following questions, providing a one-to-two-paragraph answer for each question.

1. Why do you wish to serve in a Christian program?
2. What are the main characteristics that distinguish a Christian program from a secular program?
3. What areas in your professional life do you feel are your strengths? What areas are you working to improve?
4. Explain the reason you believe God is leading you to teach in a Christian school and to Morning Star Academy in particular.
5. 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 backward for the past *ten years*. If necessary, use a separate paper and follow the same format for additional positions.

1. Position \_\_\_\_\_ Dates of employment \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

Supervisor's name and phone number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

2. Position \_\_\_\_\_ Dates of employment \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

Supervisor's name and phone number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

3. Position \_\_\_\_\_ Dates of employment \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

Supervisor's name and phone number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

4. Position \_\_\_\_\_ Dates of employment \_\_\_\_\_

Employer \_\_\_\_\_ 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 (e.g., maiden name)? If so, what

name, or names, did you use? \_\_\_\_\_

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 attached Authorization to Release Reference Information form and return it with this application.

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

Name and complete address	Phone	Position

Give three references who are qualified to speak about your professional training and experience. List your current or most

recent principal or supervisor *first*.

Name and complete address	Phone	Position

#### **H. Applicant's Certification and Agreement**

I understand that Morning Star Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment, and 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 on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. 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 Morning Star Academy to thoroughly interview the primary references that 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 my former employers and any other references 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, all other 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 understand that this application for employment is valid for no more than 120 days. After that, I must resubmit an application in order to be considered for positions at this school.

I understand that this is only an application for employment and that no employment or employment contract is being offered at this time.

I understand that failure to complete any portion of this application or to sign this application will result in rejection of my application.

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

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Applicant signature

Date