

Oak Ridge Christian Academy

P.O. Box 7220
The Woodlands, TX 77387

281-298-5800
281-292-2818 Fax

Professional Application

I. APPLICANT'S NAME AND ADDRESS (Please Print)

Application Date - -

Date Available _____/_____/_____

Name _____
Last First Middle Maiden

Address _____

City _____ State _____ Zip _____

Phone: Days (_____) _____ Evenings (_____) _____

Best time to call _____ How long have you lived at this address? _____

Have you ever used a name different from above? If yes, what _____

II. POSITION DESIRED

Grade Level: PK K 1 2 3 4 5 6 7 8 HS (Subject: _____)

1. What experience have you had in working with the grade level you desire to teach? _____

2. How do you feel about teaching a Bible class on your desired level? _____

3. Please check any activities, which you would be capable of and willing to direct or coach:

Newspaper Photography Yearbook Art Library Music

Sports (specify _____)

III. EDUCATIONAL BACKGROUND

Please list name and location of schools attended; including high school, college, graduate work, and any summer sessions in order taken.

School Name	Semester Hours Credits	Diploma or Degree (BS, MA, etc)	Major Subject	Minor Subject	Grade Point Average	
					Major Subject	Cumulative Overall

IV. TEACHING CREDENTIALS

1. Do you have an ACSI Teaching Certificate? Yes No
2. Do you have a state teaching certificate? Yes No; If yes, state?
3. If you do not hold a certificate, what requirements do you lack? _____

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

V. TEACHING EXPERIENCE

1. Please sequentially list your teaching experience with the most recent first.

School	Grade	Address	Principal	Dates
				/ /
				/ /
				/ /
				/ /

2. To what degree are you familiar with various Christian curricula (i.e., A Beka, Bob Jones, etc.)?

3. Do you have any training in Special Education or Learning Disabilities? _____

4. Why do you desire to make a change from your present position? _____

5. What plans do you have for further training or education? _____

6. Present Salary: _____ Expected Salary: _____

VI. CHRISTIAN HERITAGE – In your own handwriting on separate paper, give the details of your own Christian testimony, explaining when and how you became a Christian. Also describe your present relationship with the Lord (Bible study, devotional, prayer, etc.). Please be specific about your stance on the birth, life, death, and resurrection of Jesus Christ. **This application is not complete without this testimony.**

1. Denominational preference: _____

2. What is your local church affiliation? _____

3. Are you presently a member in good standing? Yes No Years? _____

4. In what church activities are you involved and with what degree of regularity? _____

5. 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

6. Have you recognized any leading of the Lord in your life toward Christian school teaching? _____

7. State what you consider to be the important function of the Christian school and the distinctive characteristics of its educational practice. _____

8. What do you understand to be the proper relationship of a teacher to the moral and spiritual lives of their students? _____

9. Please share with us your personal attitude as a Christian toward liquor, tobacco, and matters of recreation and entertainment. _____

10. Are you prepared to lead a student to accept Christ as his personal Savior? _____

11. Also on a separate page, describe your personal philosophy of Christian education. Your answer should include your views on issues such as the following: distinguishing characteristics of Christian schools; proper classroom atmosphere for learning; philosophy of discipline.

VII. EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past five years. If necessary, you may make copies of this page or following the same format, use the reverse side.

1. Employer: _____

Position: _____ Dates of Employment _____

Address: _____

Supervisor's Name and Phone Number: _____

Reason for leaving: _____

2. Employer: _____

Position: _____ Dates of Employment _____

Address: _____

Supervisor's Name and Phone Number: _____

Reason for leaving: _____

3. Employer: _____

Position: _____ Dates of Employment _____

Address: _____

Supervisor's Name and Phone Number: _____

Reason for leaving: _____

4. Employer: _____

Position: _____ Dates of Employment _____

Address: _____

Supervisor's Name and Phone Number: _____

Reason for leaving: _____

5. Employer: _____

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've listed? If so, what was the name or names? _____

VIII. PERSONAL REFERENCES

You will need to sign the Reference Release Form that is attached and return it with this application. Do not list family members or relatives.

Give three references that are qualified to speak of your Christian service and/or employment. List your most recent supervisor.

	Name/Complete Address	Phone	Fax	Position
1.				
2.				
3.				

IX. STATEMENT OF FAITH

Carefully read our Statement of Faith and sign.

1. I believe the Bible to be the inspired and the only infallible authoritative Word of God.
2. I believe that there is one God, eternally existent in three persons: Father, Son, and the Holy Spirit.
3. I believe in the deity of our 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 to power and glory.
4. I believe that man is sinful by nature and that regeneration by the Holy Spirit is essential for his salvation.
5. I believe in the continuing ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
6. I believe in the resurrection of both the saved and the lost; they who are saved unto eternal life, and they who are lost unto eternal damnation.
7. I believe in the spiritual unity of believers in our Lord Jesus Christ.
8. I believe in the creation of man by the direct act of God.

I have read and fully support the Statement of Faith as written without mental reservations.

Applicant Signature

Date

DISCLOSURE AND AGREEMENT

I understand that Oak Ridge Christian Academy does not discriminate in its employment practices against any person because of race, color, nationality or ethnic origin, gender, age, or disability.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery or 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 that I will be paid and receive benefits only through the day of release.

I authorize Oak Ridge Christian Academy to thoroughly interview the primary reference which I have listed, any secondary references mentioned through interviews with primary references, or other individuals which 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 job.

Since I will be working with children, I understand that I must disclose any criminal records.

Have you ever been convicted of a felony? No Yes
If yes, Please explain _____

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.

Applicant Signature

Date

STATEMENT OF CHRISTIAN LIFESTYLE

For Those with Positions of Leadership and Responsibility at Oak Ridge Christian Academy

Oak Ridge Christian Academy is a non-profit Christian school organization representing Jesus Christ within the Christian community.

Standards based on specific commands of Scripture: (Exodus 20:7, 14-15; Leviticus 19:11; Romans 1:21-27; I Corinthians 6:9; Ephesians 4:28-32, 5:3-4; Colossians 3:9; I Timothy 3:3; Titus 1:6). The Word of God is the final authority on all matters of faith and conduct. Therefore, items expressly forbidden in Scripture are never acceptable. Included among these are such acts as drunkenness, stealing, lying, the use of slanderous or profane language, extramarital sex, and cohabitation with members of the opposite sex outside the institution of marriage and homosexual behavior.

Also condemned by Scripture are such attitudes as greed, jealousy, pride, lust, bitterness, hostility, an unforgiving spirit, and prejudice which is based on race, sex and socioeconomic status. Therefore, Oak Ridge Christian Academy strives to see these attitudes eliminated as evidenced in speech and action and replaced by Christlike attitudes appropriate for maturing Christians.

Standards based on Scriptural principles, including culturally specific applications: While Scripture does not provide specific teaching regarding all social practices in a given cultural setting, it does speak to the Christian's responsibility in areas of conduct which may be harmful or spiritually offensive to self or others. Based on this, as well as to protect from the snare of harmful addictive behavior, those covered by this statement are expected to refrain from the use of illicit drugs (Roman 14:1; I Timothy 3:3; Titus 1:7-9). Christians are commanded by Scripture not to do anything that could be a stumbling block to anyone. With this in mind, the use of alcoholic beverages or tobacco is discouraged (I Corinthians 10:32, II Corinthians 6:3).

Since a Christian is to abstain from all that is morally degrading, restraint and discretion in the choices of entertainment and literature are expected. They should demonstrate the ability to make sound judgment based on biblical principles and display tangible evidence of spiritual growth and maturity (Titus 2:11-12).

Standards based on our responsibility of influence: In our relationship with others within the body of Christ, our conduct should demonstrate an attitude of personal responsibility and sensitivity, by always being aware of the impact of our actions and attitudes on others ("You, my brothers, were called to be free. But do not use your freedom to indulge the sinful nature; rather, serve one another in love." Galatians 5:13).

It is recognized that conflicts and personal failures may occur, as Scripture declares "we all stumble in many ways" (James 3:2). It is expected that when an offense occurs, the instructions of Matthew 18:15-20 must be followed. This is to be done in the spirit of Galatians 6:1, thereby making "every effort to keep the unity of the Spirit through the bond of peace" (Ephesians 4:3). When personal failures occur within our lives, we are to quickly repent, seek forgiveness and with the help of godly counsel, prevent these from getting a hold on our lives. To do otherwise would jeopardize our continued role in leadership or specific ministry responsibilities.

We should understand that our acceptance of responsibility within the ministries of Oak Ridge Christian Academy reinforces the importance of our personal commitment to Jesus Christ as Savior and Lord and to the Bible as God's inerrant Word. It is in view of this and the seriousness of the impact our ministry responsibility brings that we are to commit ourselves to live in accordance with the above Statement of Christian Life Commitment.

Personnel will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. There are additional grounds whereby an employee may be dismissed from ORCA. It is the goal of ORCA that each employee will lead a lifestyle where "...He might have the pre-eminence." Colossians 1:18.

Signature

Date