

# Oak Ridge Christian Academy

27420 Robinson Road  
Conroe, TX 77385

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 \_\_\_\_\_

E-mail Address \_\_\_\_\_

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

Best way to contact \_\_\_\_\_ Best time to call \_\_\_\_\_

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

### II. POSITION DESIRED

Grade Level: MDO K-4 K-5 1 2 3 4 5 6 7 8 HS (subject: \_\_\_\_\_)

Subject Area: Library Music Computer P.E. Art Drama Language: \_\_\_\_\_

Please check any activities, which you would be capable of and willing to direct, sponsor, advise, or coach:  Newspaper  Yearbook  Beta Club  Library  Sports (specify \_\_\_\_\_)

### III. EDUCATIONAL BACKGROUND

Please include 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 a teaching certificate  ACSI  State (\_\_\_\_\_)  None

2. If you do not hold a certificate, what requirements do you lack? \_\_\_\_\_

**\*Please attach copies of college transcripts and any certificates held.**

#### IV. TEACHING EXPERIENCE

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

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

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. To what degree are you familiar with various Christian curricula (i.e., A Beka, Bob Jones, etc.)?  
\_\_\_\_\_  
\_\_\_\_\_
4. Do you have any training in Special Education or Learning Disabilities? \_\_\_\_\_  
\_\_\_\_\_
5. Why do you desire to make a change from your present position? \_\_\_\_\_  
\_\_\_\_\_
6. What plans do you have for further training or education? \_\_\_\_\_  
\_\_\_\_\_
7. Present Salary: \_\_\_\_\_ Expected Salary: \_\_\_\_\_

V. **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.

## VI. 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? \_\_\_\_\_

## VII. 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.

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

## VIII. STATEMENT OF FAITH

Carefully read the ORRB Shorter Confession of Faith and sign.

- 1. Of the True God** We believe that there is one, and only one, living and true God, an infinite, intelligent Spirit, the Maker and Supreme Ruler of Heaven and Earth; inexpressibly glorious in holiness, and worthy of all possible honor, confidence, and love; that in the unity of the Godhead there are three persons, the Father, the Son, and the Holy Spirit. The Son being very and eternal God, of one substance and equal with the Father, who did, when the fullness of time was come, take upon him man's nature, yet without sin being conceived by the Holy Spirit in the womb of the Virgin Mary, so that two whole, perfect, and distinct natures were inseparably joined together in one person, which person is very God and very man, yet one Christ, the only mediator between God and man. The Holy Spirit possesses all the attributes of personality and deity and is in all the divine attributes coequal and consubstantial with the Father and the Son. We recognize His sovereign activity in the creation, the incarnation, the written revelation, and the work of salvation. His activity includes convicting the world of sin, of righteousness and of judgment, glorifying the Lord Jesus Christ, and transforming believers into the image of Christ.
- 2. Of the Scriptures** We believe that the Holy Bible was written by men divinely inspired, and is a perfect treasure of heavenly instruction; that it has God for its author, salvation for its end, and truth without any mixture of error for its matter; that it reveals the principles by which God will judge us; and therefore is, and shall remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and opinions should be tried.
- 3. Of the Fall of Man** We believe that man was created in holiness, under the law of his Maker; but by voluntary transgression fell from that holy and happy state; in consequence of which all mankind are now sinners, not by constraint, but choice; being by nature utterly void of that holiness required by the law of God, positively inclined to evil; and therefore under just condemnation to eternal ruin, without defense or excuse.
- 4. Of the Way of Salvation** We believe that the salvation of sinners is wholly of grace, through the mediatorial offices of the Son of God; who by the appointment of the Father, freely took upon him our nature, yet without sin; honored the divine law by his personal obedience, and by his death made a full atonement for our sins; that having risen from the death, he is now enthroned in heaven; and uniting in his wonderful person the tenderest sympathies with divine perfections, he is every way qualified to be a suitable, a compassionate, and an all-sufficient Savior.

5. **Of Justification** We believe that the great gospel blessing which Christ secures to such as believe in him is Justification; that Justification includes the pardon of sin, and the promise of eternal life on principles of righteousness; that it is bestowed, not in consideration of any works of righteousness which we have done, but solely through faith in the Redeemer's blood; by virtue of which faith his perfect righteousness is freely imputed to us of God; that it brings us into a state of most blessed peace and favor with God, and secures every other blessing needful for time and eternity.
6. **Of Grace in Election and Regeneration** We believe that Election is the eternal purpose of God, according to which he graciously regenerates, sanctifies, and saves sinners; that being perfectly consistent with the free agency of man, it comprehends all the means in connection with the end; that it is a most glorious display of God's sovereign goodness, being infinitely free, wise, holy, and unchangeable; that it utterly excludes boasting, and promotes humility, love, prayer, praise, trust in God, and active imitation of his free mercy; that it encourages the use of means in the highest degree; that it may be ascertained by its effects in all who truly believe the gospel; that it is the foundation of Christian assurance; and that to ascertain it with regard to ourselves demands and deserves the utmost diligence. We believe that, in order to be saved, sinners must be regenerated, or born again; that regeneration consists in giving a holy disposition to the mind; that it is effected in a manner above our comprehension by the power of the Holy Spirit, in connection with divine truth, so as to secure our voluntary obedience to the gospel; and that its proper evidence appears in the holy fruits of repentance, and faith, and newness of life. We believe that Repentance and Faith are sacred duties, and also inseparable graces, wrought in our souls by the regenerating Spirit of God; whereby being deeply convinced of our guilt, danger, and helplessness, and of the way of salvation by Christ, we turn to God with unfeigned contrition, confession, and supplication for mercy; at the same time heartily receiving the Lord Jesus Christ as our Prophet, Priest, and King, and relying on him alone as the only and all-sufficient Savior.
7. **Of Sanctification** We believe that Sanctification is the process by which, according to the will of God, we are made partakers of his holiness; that it is a progressive work; that it is begun in regeneration; and that it is carried on in the hearts of believers by the presence and power of the Holy Spirit, the Sealer and Comforter, in the continual use of the appointed means--especially the Word of God, self-examination, self-denial, watchfulness, and prayer.
8. **Of the Perseverance of Saints** We believe that such only are real believers as endure unto the end; that their persevering attachment to Christ is the grand mark which distinguishes them from superficial professors; that a special Providence watches over their welfare; and they are kept by the power of God through faith unto salvation.
9. **Of the Church and Ordinances** We believe that a visible Church of Christ is a congregation of individuals associated by covenant in the faith and fellowship of the gospel; observing the ordinances of Christ; governed by his laws, and exercising the gifts, rights, and privileges invested in them by his Word. We believe that Christian Baptism is an act of obedience wherein one is baptized into the name of the Father, and Son, and Holy Ghost; to show forth, in a solemn and beautiful emblem, our faith in the crucified, buried, and risen Savior, with its effect in our death to sin and resurrection to a new life. The Lord's Supper is a corporate commemoration of the dying love of Christ by the sacred use of bread and fruit of the vine; preceded always by solemn self-examination.
10. **Of the Righteous and Wicked and Eternity** We believe that there is a radical and essential difference between the righteous and the wicked; that such only as through faith are justified in the name of the Lord Jesus, and sanctified by the Spirit of our God, are truly righteous in his esteem; while all such as continue in impenitence and unbelief are in his sight wicked, and under the curse; and this distinction holds among men both in and after death. We believe that the end of the world is approaching; that at the last day Christ will descend from heaven, and raise the dead from the grave to final retribution; that a solemn separation will then take place; that the wicked will be adjudged to endless punishment, and the righteous to endless joy; and that this judgment will fix forever the final state of men in heaven or hell, on principles of righteousness.

**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.

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Signature

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Date