

MT. JULIET CHRISTIAN ACADEMY

735 N. Mt. Juliet Road Mt. Juliet, Tennessee 37122 615-758-2427 615-758-3662 (fax)

AN ACCREDITED CHRISTIAN SCHOOL

PK – 12th

TEACHER APPLICATION

Date of Application _____

CONTACT INFORMATION

Full Name _____ Social Security # _____
Last First M.

Current address _____
Number & Street City & State Zip Code

Daytime Phone _____ Evening Phone _____

Email address _____ Fax number _____

POSITION INFORMATION

Position desired _____ Full Time ___ Part Time ___ Either ___

- On what date would you be available to start work? _____
- Are you currently employed? _____ Yes _____ No
- If yes, may we contact your employer? _____ Yes _____ No
- What is your present position? _____ Annual Salary? _____
- What salary would you expect? _____
- Why do you wish to teach at MJCA? _____

Area Preference PreK 3 – K5
 Elementary (Grades 1-5)
 Middle School (Grades 6-8)
 High School (Grades 9-12)

List in order of preference, the grades you are prepared to teach _____

Check the following middle/high school subjects which you are prepared to teach or in which you have interest and ability (if any):

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> Art | <input type="checkbox"/> Drama | <input type="checkbox"/> Speech |
| <input type="checkbox"/> Bible | <input type="checkbox"/> Instrumental Music | <input type="checkbox"/> Vocal Music |
| <input type="checkbox"/> Coaching | <input type="checkbox"/> Journalism | <input type="checkbox"/> Yearbook |
| <input type="checkbox"/> Creative Writing | <input type="checkbox"/> Reading Skills | <input type="checkbox"/> Other |
| <input type="checkbox"/> Computer Science | <input type="checkbox"/> Spanish | _____ |

PROFESSIONAL QUALIFICATIONS

Please attach photocopies of all your college transcripts.

Name of High School: _____ Location: _____

College, University or Professional School

Institution	Location	Dates Attended	Major/Minor	Degree	Cum. GPA

Total graduate credits (beyond BA/BS degree): Semester Credits _____

Teaching credentials held: (Please attach photocopies of valid teaching certificates or credentials)

Type	State	Date Expired	Subject

Total years of full time teaching experience: Public _____ Christian _____ Other _____

Do you hold a current ACSI Teaching Credential? Yes _____ No _____

What level? _____ Date of expiration _____

Sequentially list your teaching/job-related employment experience, beginning with the most recent (do not list student teaching): If you need additional space, please continue on a separate sheet of paper.

School	Location	Grade	Subject	From Date	To Date

Please list any professional organization memberships, or other special mentoring, professional conference speaking and/or leadership experiences:

Description	Location	Date

Describe your background and use of technology: _____

PERSONAL INFORMATION

- Have you ever filed an application with us before? Yes No
- Have you ever had a teaching certificate suspended or revoked or have you been placed on probation by the certifying agency? Yes No
If yes, where and when? _____
- Have you ever been suspended without pay, or dismissed from employment or resigned while an investigation was in progress for possible disciplinary action? Yes No
If yes, where and when? _____
- Have you ever been convicted of, had adjudication withheld in, pled nolo contendere (no contest) to, or entered a pre-trial intervention program for a misdemeanor or felony criminal charge, or are there currently any criminal charges pending against you? Yes No
If yes, please explain on a separate sheet and attach to this application.

CHRISTIAN BACKGROUND

- In your own handwriting on a separate sheet of paper briefly give your Christian testimony.
- Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, conduct and truth?
 Yes No Signature: _____
- Please carefully read the Statement of Faith and indicate your support. (Page 6)
 I fully support the Statement as written without reservations.
Signature: _____
- Please carefully read the attached Job Description. (Page 7&8)
 I fully understand the Job Description as written without reservations.
Signature: _____
- Name and address of church you attend: _____
- Are you a member? Yes No Number of years? _____
Pastor's Name _____
- What church activities and/or service are you involved in and with what degree of regularity? _

LETTERS OF REFERENCE

List or submit at least three letters of reference from persons that are qualified to speak of your spiritual and professional qualifications. Do not list family members or relatives as references. **Indicate (P) for professional or (S) for spiritual reference.**

Name	Complete Address	Phone (w/ Area Code)	P/S

DECLARATIONS

Indicate your response to each question by marking the appropriate box.	Yes	No
Do you believe that you've been called by God to be a teacher in a Christian School?		
Can you perform the essential functions of the job for which you are applying with or without reasonable accommodations?		
In the event of an offer for employment would you be willing to coach a sport or become involved in an extra-curricular activity with students?		
In the event of an offer to be a teacher at MJCA would you be willing to submit to a background check and drug test?		

SEXUAL MISCONDUCT/CHILD ABUSE STATEMENT

To properly protect our children, all those serving in ministry capacities involving children/youth should provide the following information. Please sign and date your response. All responses are confidential.

During your lifetime, have you ever been accused of child molestation, abuse, assault, lewdness, or sex offenses of any nature? _____ Yes _____ No

If yes, please explain the nature of the accusation, charge or conviction.

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 on file.

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

Applicant's name (please print): _____

Applicant's signature: _____ Date: _____

OTHER EXPERIENCES

Please list other experiences that you feel strengthens your application. Begin with the most recent experience and proceed in reverse chronological order. Include any technology and/or computer experience/skills.

RECOGNITIONS

Please list honors or areas of achievement.

PERSONAL INTERESTS

Please list any areas of school life (e.g., art, music, athletics, cheerleading, drama, journalism, etc.) in which you have a personal interest. Indicate also the amount of experience you have in these areas.

MT. JULIET CHRISTIAN ACADEMY

STATEMENT OF FAITH

We believe the Bible to be the inspired, the inerrant, infallible and authoritative Word of God.

We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.

We 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 in power and glory.

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.

We believe in the spiritual unity of believers in our Lord Jesus Christ.

We believe in the present ministry of the Holy Spirit by indwelling the Christian enabling him to live a Godly life.

Nondiscrimination Statement

Employment at Mt. Juliet Christian Academy (MJCA) is open to qualified individuals who are Christians of good character, without regard or reference to race, sex (gender), national or ethnic origin, color, age, or disability. MJCA is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with MJCA's mission statement, and they must be willing to conduct their lives in conformity with the school's statement of faith and the school's declaration and agreement to ethical and moral integrity.

MT. JULIET CHRISTIAN ACADEMY

JOB DESCRIPTION

JOB TITLE: Secondary Teacher

REPORTS TO: High School Principal

PRIMARY PURPOSE: To instruct and train students in all subject areas assigned by the Principal. To establish and maintain an environment in the classroom which promotes spiritual, academic, physical, and social growth and maturity.

QUALIFICATIONS:

- Exemplify and articulate a saving and growing relationship with Christ.
- Be active in a local church.
- Be passionate about educating students in a Christian environment and about the grade/subject to be taught.
- Be in agreement with First Baptist Church Mt. Juliet Statement of Faith.
- Possess the minimum of a Bachelor's degree and be willing to work towards certification through the Association of Christian Schools International (ACSI).
- Working knowledge of subject to be taught.

MAJOR RESPONSIBILITIES AND DUTIES:

Spiritual

- Motivate students to accept God's gift of salvation and grow in their faith.
- Relate to students by loving them with the love of Christ, encouraging them to begin and/or develop a relationship with God through Christ, and challenging them to love God with all their hearts, minds, souls, and strengths.
- Be a role model of Christian love, faith, truthfulness, and virtue, both in the classroom and in personal life.
- Model the spiritual expectations of the school.
- Reflect a Christ-like spirit in dealing with student-teacher and student-student relationships.

Planning

- Provide all written lesson plans required by the administration, which incorporate the school's scope and sequence or other approved curriculum and ensure that within the year, the scope and sequence of skills assigned to the grade are taught to the students.
- Regularly review curriculum guides and plan lessons that lead to fulfillment of course priorities and goals.
- Keep grades current on Grade Quick and/or other grading software applications.

Instructional

- Effect student learning through mastery of the subject material by utilizing valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
- Employ a variety of instructional aids, methods and material that will provide for teaching to reach the whole child: spiritual, academic, physical, and social.
- Assign homework supportive of the classroom program and that is within the expectations and goals of the school.

- Stay current on the best practices in education and teaching, in order to provide the highest quality educational environment.
- Prepare adequate information and materials for a substitute teacher
- Arrange for field trips that extend or apply classroom learning

Management

- Maintain a clean, attractive and well-ordered classroom
- Manage the class by setting clear expectations of behavior, establishing reasonable routines and promoting self-discipline based on Biblical principles
- Evaluate each student’s progress on a regular basis
- Keep proper discipline in the classroom and on the school premises for a good teaching environment
- Maintain accurate and complete school records

Supervision

- Effectively oversee the learning process in the classroom
- Supervise students at lunch and/or during scheduled periods, according to campus plan
- Supervise students at school activities

Communication

- Keep students, parents and the administration adequately informed of progress or deficiencies and give sufficient notice of failure
- Respond expediently to parent, student or volunteer concerns and ideas
- Recognize the need for good public relations. Represent the school in a favorable and professional manner

Professional Assignments and Related Duties

- Arrive punctually and attend all duties, programs, and meetings that are scheduled
- Participate and supervise extra-curricular activities, organizations and outings as assigned
- Support the broader program of the school by attending extra-curricular activities, organizations and outings as assigned
- Place the teaching ministry as a priority ahead of outside or volunteer work
- Make provisions for being available to students and parents for education- related purposes outside the instructional day when required or requested to do so under reasonable terms.
- Assure the facility and equipment of the classroom are safe and well maintained

Professional and Personal Qualities

- Uphold and enforce school rules, administrative regulations, school policies, and support the goal and objectives of the school
- Maintain personal appearance in a professionally appropriate manner
- Model the spiritual expectations of the school

APPROVALS:

Headmaster: _____

Date: _____

Chairman, School Committee: _____

Date: _____

AUTHORIZATION CONSENT TO CONDUCT BACKGROUND INVESTIGATION

I hereby authorize First Baptist Church Mt. Juliet/Mt. Juliet Christian Academy and Investigative Consultant Services Corporation to conduct an appropriate background investigation including, but not limited to, personal interviews for determination of my eligibility to occupy a position of trust. I authorize all persons who may have information relevant to this background investigation to disclose it to Investigative Consultant Services Corporation, or its agents, and I release all persons from liability on account of such disclosure. I hereby further authorize that a photocopy of this authorization may be considered as valid as an original.

I also authorize any person, organization or agency having knowledge of my conduct or activities, or any past or present employer, or any Retail Merchants Association, Bank, Financial Institution or any other Credit Extending Organization, or any Dean, Registrar, Principal, Counselor, Instructor or other authorized person at a School (University, College, High School, Trade School, or other), or any doctor, hospital, clinic or sanatorium, or any Department or Agency of a City, County, or State Government, or of the Federal Government to release all information to Investigative Consultant Services Corporation and its agents for background investigation purpose.

I release First Baptist Church Mt. Juliet, Mt. Juliet Christian Academy and Investigative Consultant Services Corporation and its agents from all liability resulting from the collection, use or disclosure of the information obtained during the above investigation.

I certify the information given is complete and true. I have read this release and consent, understood its terms, realize its significance and sign it voluntarily.

Applicant's Signature: _____ Date: _____

Social Security # _____ DOB _____ Driver's License # _____

Maiden Name _____

Current Address _____

List all addresses from the previous 5 years

Witness: _____ Date: _____

This information is voluntary. However, without this information, we will be unable to properly identify you in the event we find adverse information during the course of our background search.