



## APPLICATION FOR EMPLOYMENT

**Trinity Christian Academy**  
**10 Windy City Road**  
**Jackson, Tennessee 38305**  
**(731) 668-8500**  
**Fax (731) 668-3232**

<b>Official Use</b>	Check appropriate circle(s): <input type="checkbox"/> Early Childhood <input type="checkbox"/> Elementary <input type="checkbox"/> Secondary <input type="checkbox"/> Interviewed <input type="checkbox"/> Transcripts <input type="checkbox"/> References <input type="checkbox"/> Will consider part-time <input type="checkbox"/> Certified <input type="checkbox"/> Will substitute <input type="checkbox"/> File _____
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**CHECK THE APPROPRIATE CIRCLE:**

**New Applicant**                     
  **Former TCA Employee**                     
  **Current Employee (substitute, staff, etc.)**

PLEASE PRINT

<b>Personal</b>	Last Name	First	Middle	Maiden	Date of Application:
	Present Address (until _____)				Social Security Number:
	Permanent Address				Telephone Number:
	Completion of the following information is optional. Failure to answer these questions will not prohibit employment consideration.				Present (____) _____ Permanent (____) _____ Work (____) _____ Cell (____) _____
	Sex:	Date of Birth: ____/____/____			Are you a US Citizen?
	<input type="radio"/> Male	Month	Day	Year	____ Yes ____ No
	<input type="radio"/> Female				
	Marital Status:	Spouse's Name _____			If not, are you eligible to work in the US?
	<input type="radio"/> Married	Number of Children: _____			____ Yes ____ No
	<input type="radio"/> Single	Names and Ages: _____			
	<input type="radio"/> Widow(er)	_____			Date you are available to begin work:
	<input type="radio"/> Divorced	_____			_____

<b>Certification</b>	Do you possess a valid out of state teaching certificate? ____ Yes ____ No	Please submit a <b>photocopy</b> .
	Certification Areas: _____	
	Do you possess an ACSI teaching certificate? ____ Yes ____ No	Please submit a <b>photocopy</b> .
	Do you possess a valid TN state teaching certificate? ____ Yes ____ No	Please submit a <b>photocopy</b> .
	Application submitted to State Department? ____ Yes ____ No	Will submit upon graduation? ____ Yes
	Statement of eligibility received? ____ Yes ____ No	
	Number: _____ Date of Issue: _____	Expiration Date: _____
	Certification Areas: _____	
National Teachers Examination Data: Professional Knowledge Score _____	Specialty Area Score _____	
If no score available, list exam date: _____ TN Area Exam (if NTE not Applicable) _____		

<b>Position</b>	Indicate position(s) desired for which you are endorsed and/or able to teach.
	____ Early Childhood (K3-K5) ____ Elementary (1-3) ____ Elementary (4-5) ____ Grades 6-8 ____ Grades 9-12
	____ Special Education ____ Guidance ____ Administrative ____ Substitute (Position: _____) ____ Support Staff
	If elementary certified, list area of concentration: _____
	For grades 9-12, list subject area(s) and/or grade level applying for in order of preference.
	1. _____ 2. _____ 3. _____
Subject area(s) in which you have a major or minor, but do not have certification.	
1. _____ 2. _____ 3. _____	

*Trinity Christian Academy does not discriminate on the basis of age, race, color, handicap, or national origin in its dealings with employees, students, the general public, applicants for employment, educational programs, activities, or access to its facilities.*

<b>General</b>	Have you ever been refused an annual, continuing, teaching contract or been released/terminated? _____ Yes _____ No
	If yes, please explain: _____ _____
	Have you ever had a teaching certificate suspended? _____ Yes _____ No If yes, please explain: _____ _____
	Have you ever been convicted or investigated of anything other than a minor traffic offense by civil authorities? _____ Yes _____ No If yes, please explain: _____ _____

<b>Personal Statement</b>	Please indicate how you have come to a personal relationship with Jesus Christ: _____ _____ _____ _____ _____
	Name of Church you attend: _____ Denomination: _____
	List Church activities in which you are or have been involved: _____ _____
	Please write your <b>Philosophy of Christian Education</b> : _____ _____ _____ _____ _____
	Why do you desire to teach at Trinity Christian Academy? _____ _____ _____

<b>Statement of Faith</b>	<p>The basis of Trinity Christian Academy is the written, infallible Word of God, known as the Scriptures of the Old and the New Testaments, as they are interpreted in the historic, evangelical confessions of Christian faith. In accordance with these confessions, we hold unreservedly to the sovereignty of God as taught in Scripture and as specifically revealed in the Lordship of Jesus Christ over the world and thus over every department of human activity, thereby recognizing these Scriptures as the supreme and final standard for life. Trinity Christian Academy is not a church nor is it subject to any ecclesiastical organization, but works with and through such bodies to aid and benefit both this school and such church bodies with which it may be associated. Therefore, this school is committed to and subscribes to the following articles of belief.</p> <p><b>THE BIBLE</b> – We believe the Scriptures of the Old and New Testaments to be inspired by God and inerrant in the original writings and accurately maintained over the ages by God’s Spirit, as the only supreme and final authority for the rule of faith and life for all men.</p> <p><b>GOD</b> – We believe in only one living and true God, Who eternally exists in three persons: Father, Son and Holy Spirit, having one substance, power and eternity, perfectly sovereign, holy, unchangeable, and infinite in being.</p> <p><b>MAN</b> – We believe that man and the universe were created by an immediate and direct act of God. Also, we believe that man was created in the image of God, but he chose to sin and thereby incurred not only physical death, but also spiritual death which is eternal separation from God; and that all human beings are born with a sinful nature and become sinners in thought, word and deed. All human beings stand accountable before and to God for their sins.</p> <p><b>JESUS CHRIST</b> – We believe that Jesus Christ was begotten by the Holy Spirit, born to the Virgin Mary, and is truly God and truly man, yet one Christ, the only mediator between God and man. Also, He was crucified on a cross, died, and was buried and resurrected by God. He ascended into heaven and sits at the right hand of God the Father as our High Priest, King and Savior of His Church.</p> <p><b>SALVATION</b> – We believe that the Lord Jesus died for our sins according to the Scriptures, as a representative and substitutionary sacrifice and that all who believe and trust in Him alone are justified on the grounds of His shed blood and perfect, righteous life. We further believe that all who receive the Lord Jesus Christ by faith are born again by the Holy Spirit and thereby become children of God who are being sanctified by God.</p> <p><b>SECOND COMING</b> – We believe that our Lord and Savior Jesus Christ will personally return and set up His kingdom wherein He will rule and reign in righteousness.</p> <p><b>FINAL RESURRECTION</b> – We believe in the bodily resurrection of the just to eternal blessedness according to the pattern of Christ’s own glorious body and the bodily resurrection of the unjust to eternal punishment.</p>
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<b>EXPERIENCE RECORD</b>	Resume cannot be substituted for completed application.
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**STUDENT TEACHING EXPERIENCE—WITHIN THE LAST 2 YEARS (List chronologically and include internships.)**

Name of School	School Division City/County	State	Grade Level and/or Subject	Dates

**TEACHING EXPERIENCE—LIST CHRONOLOGICALLY ALL TEACHING EXPERIENCE BEGINNING WITH MOST RECENT (Substitute teaching exceeding 9 continuous weeks may be included.)**

Name of School	School Division City/County	State	SPECIFY: Positions Held Grades/Subjects Taught	Dates		Time		Reasons for Leaving
				From	To	Full	Part	

Current Supervisor: \_\_\_\_\_ Total Years of Full Time Tennessee Experience: \_\_\_\_\_  
 Total Years of All Full Time Experience: \_\_\_\_\_

**MOST RECENT WORK EXPERIENCE OTHER THAN TEACHING (List chronologically.)**

1	Employer _____	City _____	State _____	Zip _____	Dates Employed: From...To _____
	Position _____	Reason for Change _____			Name of Supervisor _____
2	Employer _____	City _____	State _____	Zip _____	Dates Employed: From...To _____
	Position _____	Reason for Change _____			Name of Supervisor _____
3	Employer _____	City _____	State _____	Zip _____	Dates Employed: From...To _____
	Position _____	Reason for Change _____			Name of Supervisor _____

**OTHER INFORMATION**

Have you ever taught English, as a second language, to foreign speaking students? \_\_\_\_\_ Yes \_\_\_\_\_ No

What foreign languages do you read, speak, or write? \_\_\_\_\_

EXTRACURRICULAR ACTIVITIES				Check activities you are willing to coordinate/sponsor and give years experience.	
Extracurricular Activity	Years Experience	Extracurricular Activity	Years Experience	Extracurricular Activity	Years Experience
1. ___ Yearbook	_____	8. ___ Baseball	_____	15. ___ Soccer	_____
2. ___ Newspaper	_____	9. ___ Basketball	_____	16. ___ Football	_____
3. ___ Student Government	_____	10. ___ Track	_____	17. ___ Athletic Training	_____
4. ___ Drama	_____	11. ___ Cross-Country	_____	18. ___ Cheerleading	_____
5. ___ Bible Study	_____	12. ___ Golf	_____	19. ___ Computer	_____
6. ___ Debate	_____	13. ___ Tennis	_____	20. ___ Science	_____
7. ___ Service Projects	_____	14. ___ Volleyball	_____	21. ___ Clubs/Other	_____

<b>Educational Background</b>	Type of School	Name and Location of school	Dates attended From To	Major Area of Study	Degree Obtained	Date of Degree	GPA
	High School						
	College(s)						
	Other—Special Schools, Education and Training						
	List Extracurricular Activities in College.						
List any licenses, certificates, publications, or professional achievements that would assist in assessing your candidacy.							

<b>References</b>	It is the applicant's responsibility to have the following information provided to TCA in order to be considered for employment:			
	A. Transcripts			
	B. List below three work related reference sources. One reference must include current employer, if employed, or last employer if not currently employed.			
	C. Applicants with educational work experience must provide recommendations from principals and/or superintendents from all contracted educational work experiences within the past three years. If experience was not within the past three years, provide references from last contracted experience. Please list references below.			
	D. Applicants who are beginning teachers registered with a college placement office must include references from their student teaching supervisor(s) and co-operating teacher(s) in the placement file or by listing names below.			
	Name of Reference	Position/Relationship	Mailing Address	Phone number
	1.			
	2.			
	3.			

<b>Signature</b>	My signature below indicates my agreement with the school's Mission and Statement of Faith. It also indicates that I have completed this application for employment accurately and truthfully. I understand that misrepresentation of factual information is cause for dismissal should I be employed by TCA.
	By my signature, I authorize TCA to ask for and obtain from each former employer or present employer, person, firm, or corporation given as reference any and all information sought in connection with this application. I also authorize any former employer, person, firm, or corporation from whom such information is requested to supply TCA with information concerning me, my work habits, character, skill, and actions in any transaction. I indemnify TCA from any liability which may result from investigation/inquiry. I also understand the school may request a criminal records check and I authorize Trinity Christian Academy and the local law enforcement agency permission to retrieve and review this information.  I understand that my application will be considered active for twelve months following the date received.

<b>Mission</b>	God has called Trinity Christian Academy to assist Christian families and their churches in providing a Biblically-directed, academically excellent education that equips students to be Godly leaders and servants in their homes, churches, and communities.
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