

APPLICATION



DESERT CHRISTIAN ACADEMY

Empowering the Mind, Engaging the Soul

TEACHER
APPLICATION FOR EMPLOYMENT

DESERT CHRISTIAN ACADEMY
40700 yucca lane, Bermuda Dunes, CA 92203, 760-345-2848

APPLICATION AND HIRING PROCESS INFORMATION

The Mission of Desert Christian Academy is to train students to glorify Jesus Christ by growing spiritually, academically, physically, and socially.

Thank you for your interest in becoming a staff member at Desert Christian Academy.

HIRING PROCESS

- 1. Application:** A thoroughly completed employment application must be submitted.
- 2. References:** Four references are required from people familiar with the applicant's character and employment background.
- 3. Transcripts:** Photocopies of all college transcripts should be attached and turned in with the application. Should the applicant be offered a position, official copies of your transcripts will be required. The applicant is responsible for requesting that all official transcripts be sent to Desert Christian Academy. (Official transcripts are transcripts sent directly from a College or University). Hand-carried transcripts or sealed transcripts, mailed by anyone but the school, will not be accepted as "official".
- 4. Credentials and CBEST:** Photocopies of all valid teaching certificates and/or credentials should be attached and turned in with the application.
- 5. Interview:** An interview with the applicant will be conducted by the CEO and members of the Administrative Cabinet.
- 6. Finger Printing:** Upon being offered a position, the applicant will be required to go through a fingerprinting process.

Applicants must complete and submit the following items before being considered for a position:

Completed application for employment, including the following sections:

- Personal and Position Information
- Professional Qualifications
- Christian Background
- Christian Testimony and Personal Philosophy
- Statement of Faith and Certification and Agreement Form

Four (4) reference forms in a sealed envelope:

- Professional Reference
- Colleague Reference
- Character Reference
- Personal Reference

Copy of all college transcripts

Copy of any certifications and/or credentials

APPLICATION

Date of Application _____ Applying for: Full-time Part-time Substitute

Please check the age group(s) you are interested in teaching:

Preschool Elementary (Grades K-5) Middle School (Grades 6-8) High School (Grades 9-12)

PERSONAL INFORMATION

Full Legal Name _____ Preferred Name _____

Address _____

_____ Email Address _____

Home Phone (_____) _____ - _____ Cell Phone (_____) _____ - _____

Mailing Address (if different) _____

Birthday _____ *(Optional, if hired information will be used for faculty birthday celebrations).*

How did you learn of the position for which you are applying? _____

When would you be available to start? _____

Please list in order your teaching preferences: (i.e.: 9th grade English)

Priority	Grade Preference	Subject Preference
First		
Second		
Third		

PROFESSIONAL QUALIFICATIONS

Please list activities or sports that you would be able to direct, advise or coach: (Indicate grade or ability levels)

Activity or Sport	Level: Varsity/Junior Varsity, Grade, etc.

Please attach photocopies of all of your college transcripts.

Name of high school _____ Location _____

Colleges/Universities attended and degrees held:

Name of institution	Major/Minor	Degree(s)	Cumulative G.P.A.

Total graduate units (beyond BA degree): Semester Units _____ Quarter Units _____

Student teaching information:

Subject(s) / Grade(s) _____ Dates _____

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

Type	State	Years Valid

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

Sequentially list your teaching/job-related employment experience, beginning with the most recent (excluding student teaching)

City, State	School	Grade	Subject	Dates

Please list any professional organizational memberships or other special mentoring, professional conference speaking or leadership experience.

Description	Dates	Place

Describe your computer proficiency and use of technology in the classroom. _____

CHRISTIAN BACKGROUND

Denominational preference _____ What church do you attend? _____

How long have you attended? _____ Pastor's Name _____

Describe your current church involvement (include any Christian organizations or activities) _____

State briefly your reasons for seeking employment with a Christian organization such as ours. _____

List community service or other volunteer activities in which you have participated: _____

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 Signature: _____

Please carefully read the Statement of Faith and indicate your degree of support:

I fully support the Statement of Faith as written and without reservations. Signature _____

I support the Statement of Faith except for the area(s) listed and explained. Signature _____

(Attach separate paper)

CHRISTIAN TESTIMONY

1. Describe your acceptance of Jesus Christ as your personal Savior.

2. Describe your sense of leading by God to serve Him in a Christian school.

3. In what ways has God gifted you for teacher and/or administration?

STATEMENT OF FAITH

We believe in the authority and sufficiency of the Holy Bible, as originally written; that it was verbally and plenary inspired, that it was the product of Spirit-controlled men and therefore is infallible and inerrant in all matters of which it speaks (II Timothy 3:16,17; I Peter :19-21).

We believe that there is one and only one living and true God, an infinite Spirit, the creator and supreme ruler of Heaven and earth; that in the unity of the Godhead there are three persons – the Father, the Son, and the Holy Spirit, equal in every divine perfection and executing distinct but harmonious offices in the great work of redemption (Exodus 20:2,3; I Corinthians 8:6; Revelation 4:11).

We believe that Jesus Christ was begotten of the Holy Spirit in a miraculous manner; born of Mary, a virgin; and that He is both the Son of God and God the Son (Isaiah 7:14; Matthew 1:18-25; John 1:1,14). We believe that Jesus Christ, by the appointment of God the Father, voluntarily took upon Himself our nature, yet without sin, and honored the divine law by His personal obedience, thus qualifying himself to be our Savior; that by the shedding of His blood in His death, He fully satisfied the just demands of a holy and righteous God regarding sin; that He died in the sinner's place, bearing our sins in His own body on the tree, that all who believe on Him are justified by their faith on the grounds of His shed blood; and having risen from the dead, He is now enthroned in Heaven, where He ever liveth to intercede on behalf of the believers (John 3:16; II Corinthians 5:21; I Peter 2:24); and that He is coming again for the believers and that as Lord of Lords and King of Kings, He will establish His kingdom on earth.

We believe that the Holy Spirit is a divine person, equal with God the Father and God the Son and of the same nature; that He was active in the creation; that in his relation to the unbelieving world, He restrains the evil one until God's purpose is fulfilled; that He convicts of sin, of righteousness, and of judgment; that He is the Agent in the new birth; that He seals, endues, guides, teaches, witnesses, sanctifies, and helps the believer (Genesis 1:1-3; John 16:8-11; John 3:5,6; Romans 8:14,16,26,27).

We believe that man was created in innocence (in the image and likeness of God) under the law of his Maker. By voluntary transgression, Adam fell from his sinless and happy state, and all men sinned in him. Consequently, all men are totally deprived and are partakers of Adam's fallen nature. They are sinners by nature and by conduct, and therefore are under just condemnation without defense or excuse and in need of salvation by the Savior (Genesis 1:26; Romans 3:23; Romans 5:12; I Corinthians 15:21-22).

We believe that faith in the Lord Jesus Christ is the only condition of salvation. Repentance is a change of mind and purpose toward God prompted by the Holy Spirit and is an integral part of saving faith (Ephesians 2:8,9; John 3:16; I John 5:11-13; Titus 3:5).

We believe the Church is that living body of believers in Christ (those who by faith have accepted Jesus Christ as their Lord and Savior) on earth, both universally and locally. We believe the true mission of the church is the faithful witnessing of Christ to all men as we have opportunity (Acts 20:17-28; Acts 2:41,42).

CERTIFICATION AND AGREEMENT FORM

I understand that Desert Christian 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 the facts set forth in this application are true and complete to the best of my knowledge. I understand that discovery of 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 Desert Christian Academy to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

I authorize references and my former employers 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 Desert Christian Academy, my former employers, 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 Desert Christian Academy.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as necessary for such an investigation. I authorize Desert Christian Academy to conduct a criminal records check and a background check.

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

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

Signature of Applicant

Date

PROFESSIONAL REFERENCE – to be completed by current employer, supervisor or teacher

Applicant's name _____

The above named applicant is being considered for a teaching position at Desert Christian Academy. The hiring committee finds candid, thorough evaluations invaluable to the decision-making process. Please include any information that you feel is pertinent, and remember that your prompt appraisal of the candidate will help ensure full consideration. Thank you. This reference is confidential – please mail or fax completed form to **Desert Christian Academy, 40-700 Yucca Lane, Bermuda Dunes, CA 92203. Fax (760) 345-8173**

1. Please rate the applicant in each of the following areas:

Personal Qualities	Superior	Above Average	Average	Below Average	N/A
Professional dress & appearance					
Courtesy & tact					
Enthusiasm					
Emotional stability					
Honesty					
Sense of humor					
Student rapport					
Parent rapport					
Flexibility					

Professional Qualities	Superior	Above Average	Average	Below Average	N/A
Promptness					
Initiative					
Willingness to Cooperate					
Dependability					

Instructional Proficiency	Superior	Above Average	Average	Below Average	N/A
Mastery of subject matter					
Lesson preparation and planning					
Ability to stimulate student interest					
Variety in classroom procedures					
Use of projects, demonstrations, etc					
Evaluating instructional outcomes					

Classroom Management	Superior	Above Average	Average	Below Average	N/A
Ability to direct/control learning activities					
Ability to promote class cooperation					
Attention to routine matters					
Ability to maintain satisfactory classroom morale					
Ability to maintain good discipline					

PROFESSIONAL REFERENCE – continued

2. Please include additional comments to expand or qualify your appraisal of the applicant. _____

3. Would you employ (or rehire) the candidate to teach your students? Please explain. _____

4. How long have you known the applicant and in what capacity? _____

5. I recommend do not recommend recommend with reservation

this individual for employment at Desert Christian Academy.

Name _____ Position/occupation _____

Phone (_____) _____ - _____ Email _____

Address _____ street _____ city _____ state _____ zip _____

Signature _____

COLLEAGUE REFERENCE – to be completed by a co-worker

Applicant's name _____

The above named applicant is being considered for a teaching position at Desert Christian Academy. The hiring committee finds candid, thorough evaluations invaluable to the decision-making process. Please include any information that you feel is pertinent, and remember that your prompt appraisal of the candidate will help ensure full consideration. Thank you. This reference is confidential – please mail or fax completed form to **Desert Christian Academy, 40-700 Yucca Lane, Bermuda Dunes, CA 92203. Fax (760) 345-8173**

1. Please rate the applicant in each of the following areas:

Personal Qualities	Superior	Above Average	Average	Below Average	N/A
Professional dress & appearance					
Courtesy & tact					
Enthusiasm					
Emotional stability					
Honesty					
Sense of humor					
Student rapport					
Parent rapport					
Flexibility					

Professional Qualities	Superior	Above Average	Average	Below Average	N/A
Promptness					
Initiative					
Willingness to Cooperate					
Dependability					

Instructional Proficiency	Superior	Above Average	Average	Below Average	N/A
Mastery of subject matter					
Lesson preparation and planning					
Ability to stimulate student interest					
Variety in classroom procedures					
Use of projects, demonstrations, etc					
Evaluating instructional outcomes					

Classroom Management	Superior	Above Average	Average	Below Average	N/A
Ability to direct/control learning activities					
Ability to promote class cooperation					
Attention to routine matters					
Ability to maintain satisfactory classroom morale					
Ability to maintain good discipline					

COLLEAGUE REFERENCE – continued

2. Please include additional comments to expand or qualify your appraisal of the applicant. _____

3. Would you employ (or rehire) the candidate to teach your students? Please explain. _____

4. How long have you known the applicant and in what capacity? _____

5. I recommend do not recommend recommend with reservation

this individual for employment at Desert Christian Academy.

Name _____ Position/occupation _____

Phone (_____) _____ - _____ Email _____

Address _____ street _____ city _____ state _____ zip _____

Signature _____

CHARACTER REFERENCE – to be completed by pastor or spiritual advisor/mentor

Applicant's name _____

The above named applicant is being considered for a teaching position at Desert Christian Academy. The hiring committee finds candid, thorough evaluations invaluable to the decision-making process. Please include any information that you feel is pertinent, and remember that your prompt appraisal of the candidate will help ensure full consideration. Thank you. This reference is confidential – please mail or fax completed form to **Desert Christian Academy, 40-700 Yucca Lane, Bermuda Dunes, CA 92203. Fax (760) 345-8173**

1. Please rate the applicant in each of the following areas:

Qualities	Superior	Above Average	Average	Below Average	N/A
Ability to work with others					
Dependability					
Emotional stability					
Leadership					
Personal integrity					
Spiritual maturity					
Overall evaluation					

2. Please include additional comments to expand or qualify your appraisal of the applicant. _____

3. Please indicate any area(s) in which the applicant might need special attention from staff/faculty. _____

4. How long have you known the applicant? _____

5. What is your relationship with the applicant? _____

6. I recommend do not recommend recommend with reservation

this individual for employment at Desert Christian Academy.

Name _____ Position/occupation _____

Phone (_____) _____ - _____ Email _____

Address _____ street _____ city _____ state _____ zip _____

Signature _____

PERSONAL REFERENCE – to be completed by a close friend

Applicant's name _____

The above named applicant is being considered for a teacher position at Desert Christian Academy. The hiring committee finds candid, thorough evaluations invaluable to the decision-making process. Please include any information that you feel is pertinent, and remember that your prompt appraisal of the candidate will help ensure full consideration. Thank you. This reference is confidential – please mail or fax completed form to **Desert Christian Academy, 40-700 Yucca Lane, Bermuda Dunes, CA 92203. Fax (760) 345-8173**

1. Please rate the applicant in each of the following areas:

Qualities	Excellent	Good	Average	Poor	Do not know
Ability to work with others					
Consistency					
Creativity					
Flexibility					
Initiative					
Integrity					
Leadership					
Maturity					
Motivation					
Sensitivity					

2. How long have you known the applicant and in what capacity? _____

3. What do you consider to be the applicant's outstanding talents or strengths? (Please give specific examples). _____

4. What do you consider to be the applicant's major weaknesses? _____

PERSONAL REFERENCE – Continued

5. What is your perception of the applicant's desire to work at Desert Christian Academy? _____

6. I recommend do not recommend recommend with reservation

this individual for employment at Desert Christian Academy.

Name _____ Position/occupation _____

Phone (_____) _____ - _____ Email _____

Address _____ street _____ city _____ state _____ zip _____

Signature _____