



Employment Application- Instructional

Applicants are considered for employment without regard to age, color, sex, national or ethnic origin.

333 Jeremiah Blvd., Charlotte, North Carolina 28262 (704) 602-2283

I. Personal Data

Date of Application _____

Name: _____
First Name Middle (Maiden) Last

Address: _____
Street City State Zip

Telephone Number _____ Cell Phone Number _____

E-Mail Address _____ Other Phone Number _____

Social Security Number _____

* Do you have a current, valid, North Carolina Driver's License? Yes No

Position for which you are applying? _____ Full Time Part Time Either

If hired, do you have children who will attend NCA? Yes No If so, list name, age and grade entering:

* Are you currently employed? Yes No * If Yes, may we contact your employer? Yes No

* What is your current position? _____ Annual Salary _____

* Why are you leaving your current position? _____

* Who referred you to Northside Christian Academy? _____

* Were you ever employed by Northside Christian Academy or Northside Baptist Church? Yes No

* Have you ever filed an application with us before? Yes No

* 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 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 convicted of crime, had adjudication withheld in a crime, pled no contest to a crime, or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense? Yes No

If Yes, please explain on a separate sheet and attach to this application.

* Are you currently being investigated or under a procedure to consider your discharge for misconduct by your present employer or have you offered a resignation to your employer? Yes No

* Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of sexual harassment or contact with another person, or mishandling of funds, or of criminal conduct? Yes No

* Have you ever been charged in civil or criminal proceedings with improprieties regarding children? Yes No

* Have you ever been convicted of any offense involving dishonesty, breach of trust, stealing, any type of impropriety, or any type of felony? Yes No

* Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position? Yes No

* Can you read and/or speak fluently second language? Yes No (Language - _____)

* We live in a pluralistic society with many conflicting beliefs and values. As a teacher you may be asked specific questions about controversial issues by your students. Your answers will come from your personal convictions. We need to know the views of those that would be Christian role models for our children. Please share your personal convictions as a Christian toward:

- Drinking:

- Smoking:

- Marijuana and other non-prescription drugs:

- Music/dancing:

- Teaching preference Elementary (Grades K5-5)
 Middle School (Grades 6-8)
 High School (Grades 9-12)

Please list in order of priority your teaching subject and grade preferences (i.e., English/First Grade)

Subject Preference	Grade Preference

Please list activities or sports that you would be able to direct, sponsor, advise, or coach
 Indicate the grade or ability level (Varsity, Junior Varsity, Middle school, Grade level, etc)

Activity/Sport	Level/Grade

List memberships in professional or civic organizations:

II. Spiritual Preparation

- Do you have personal assurance that you are a born-again Christian? Yes No
- If yes, how long have you had this assurance? _____
- What church do you attend? _____
- Church Address _____
- Pastor's Name _____
- Check services that you regularly attend: Sunday School Sunday Morning Worship
- Sunday Evening Worship Mid-week Evening Worship
- Are you a member? Yes No If yes, how long? _____
- In what areas of ministry are you currently serving? _____
- What is your denominational preference? _____
- Do you have a personal daily devotional time in your life? Yes No
- Using your Bible, could you lead someone to Christ? Yes No
- Do you use tobacco products? Yes No
- Do you drink alcoholic beverages? Yes No
- 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 Beliefs (see attachment #1) and indicate your support.
- I fully support the Statement as written without reservation. Signature: _____
- Please carefully read the Code of Ethics (see attachment # 2) and indicate your support.
- I fully support the Code of Ethics as written without reservation. Signature: _____

III. References (Please provide one pastoral reference, and at least one professional reference from a previous employer.)

Name	Telephone Number & Email Address	Years Known & Capacity

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IV. Education

	Name of Institution	Major/Minor	Dates Attended	Date Graduated	Degree	GPA
High School						
College						
College						
Graduate School						

Total graduate credits (beyond BA/BS): Semester Credits _____
 Student teaching information: Name of School _____ Location _____
 Subject/Grade _____ Date _____

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

Type	State/Organization	Expiration Date	Subject/Area

Total years of full-time teaching experience: Public ____ Christian ____ Other ____

Do you hold a current ACSI Teaching Credential? Yes No

Level _____ Date of expiration _____

V. Employment History – Sequentially list your teaching/job-related employment experience, beginning with the most recent. If you need additional space, please continue on the back side.

Dates (Month & Year)	Name & Address of Employer	Job Title	Major Duties	Reason for Leaving

VI. Personal Philosophy

A. Why do you want to teach in a Christian school, and specifically at Northside Christian Academy?

B. What does teaching from a Christian worldview mean to you?

C. What characteristics make a Christian school unique?

D. What is your philosophy of student discipline?

E. What do you believe about the origin of the earth and mankind?

F. What is the role of a teacher in impacting the moral and spiritual lives of his/her students?

G. What is your primary goal as a teacher?

H. Briefly describe what you believe to be your greatest strength as a teacher?

I. Briefly describe an area you have identified as an area for improvement as a teacher.

VII. Declarations

Indicate your response to each question by marking the appropriate box.	YES	NO
If hired, can you show proof of authorization to work in the United States?		
Do you believe that you have been called by God to be a teacher in a Christian School?		
Can you work the hours required for the job?		
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 for employment would you be willing to place your school age children at Northside Christian Academy providing that we can meet their academic, physical and social needs?		



Sexual Misconduct/Child Abuse Statement

To properly protect our children, all those serving in ministry capacities involving children or 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, child 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: _____

Complete the following Authorization for Criminal/Court Records Check on page 7.

**AUTHORIZATION FOR CRIMINAL/COURT RECORDS BACKGROUND CHECK
RELEASE AUTHORIZATION**

1. In connection with my application for placement, I understand that an investigative report will be requested that will include information as to my character, work habits, performance, and experience, along with reasons for disciplinary action or termination or past employment. I understand that as directed by policy and consistent with the position described, you will be requesting information from public and private sources about my criminal record, driving, record, education, and previous employment.
2. The fact that applicants have a criminal record will not be an automatic bar to employment or work as a volunteer. Factors such as age at the time of the criminal offense, seriousness and nature of the violation, time elapsed and subsequent rehabilitation will be taken into account.
3. I acknowledge that a telephonic facsimile (fax) or photographic copy shall be as valid as the original. This release is valid for most federal, state, and county agencies.
4. I hereby authorize, without reservation, any law enforcement agency, court, institution, information service bureau, school, employer, or other organization or person contacted by the employer or its agent to furnish the information described in the attached request.
5. Furthermore, I, the undersigned, do, for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify Northside Baptist church/Christian Academy and each of their officers, directors, employees and agents harmless from and against any and all causes of actions, suits, liabilities, costs, debts, and sums of money, claims and demands whatsoever, and any and all related attorneys' fees, court costs, and other expenses resulting from the investigation of my background in connection with my application to become an employee or volunteer.

PLEASE COMPLETE THE FOLLOWING

Signature: _____

Today's Date: _____

Please print your full name: _____

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking records. It is confidential and will not be used for any other purpose.

Please print other last names you have used: _____

Home Address: _____ City _____ State _____ Zip _____

Social Security No.: _____ Phone Number: _____ Date of Birth _____

Driver's License No.: _____ State Issuing License: _____

Name as it appears on license: _____



STATEMENT OF FAITH Attachment 1

1. Without apology, Northside Christian Academy holds to the Statement of Faith of Northside Baptist Church of Charlotte, North Carolina.
2. We believe in the verbal inspiration and authority of the Scriptures.
3. We believe the Bible reveals God, the fall of man, the way of salvation and God's plan and purpose in the ages.
4. We believe in God the Father, God the Son, and God the Holy Spirit.
5. We believe in the Deity and Virgin birth of Jesus Christ.
6. We believe that salvation is "by grace" plus nothing and minus nothing.
7. We believe men are justified by faith alone and are accounted righteous before God, only through the merit of our Lord and Savior Jesus Christ.
8. We believe in the visible, personal, and pre-millennial return of Jesus Christ.
9. We believe in the everlasting conscious blessedness of the saved and the everlasting conscious punishment of the lost.

Signature _____ Date _____



**CODE OF ETHICS
ATTACHMENT #2
PHILOSOPHIC PRINCIPLES**

The Christian educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, the nurture of democratic citizenship, and the spiritual and moral growth of each student. Essential to the achievement of these standards is the freedom to learn and to teach and the guarantee of equal opportunity for all.

The Christian educator's primary professional concern will always be for the student and for the development of the student's potential. The Christian educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

The Christian educator shall be aware of the importance of maintaining respect and confidence of one's colleagues, of students, of parents, and of other members of the community. The Christian educator strives to achieve and sustain the highest degree of ethical, moral, and spiritual conduct. The maintenance of a biblical Christian testimony is paramount.

PRINCIPLES OF PROFESSIONAL CONDUCT

The following disciplinary rule shall constitute the Principle of conduct for the education profession of Northside Christian Academy and shall apply to any Christian Educator, or individual holding a valid teaching certificate from the Association of Christian Schools International.

Violation of any of these principles shall subject the individual to discipline, which may include without limitation a recommendation for revocation or suspension of the individual teacher's certificate, possible loss of employment in the ministry of Northside Christian Academy, and/or the other penalties or disciplinary action.

Obligation to the student requires that the individual:

- a) Shall make reasonable effort to protect the student from conditions harmful to learning or to health or safety.
- b) Shall not unreasonably restrain a student from independent action in pursuit of learning.
- c) Shall not unreasonably deny a student access to diverse points of view.
- d) Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
- e) Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
- f) Shall not intentionally violate or deny a student's legal rights.
- g) Shall not on the basis of race, color, sex, age, national or ethnic origin, political beliefs, handicapping condition of otherwise qualified, or social and family background exclude a student from participation in a program, deny a student benefits; or grant student advantages.
- h) Shall not exploit a professional relationship with a student for personal gain or advantage.
- i) Shall keep in confidence personally identifiable information obtained in the course of professional services, unless disclosure serves professional purposes or is required by law.

Obligation to public requires that the individual:

- a) Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
- b) Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
- c) Shall not use institutional privileges for personal gain or advantage.

- d) Shall accept no gratuity, gift or favor to obtain special advantage.
- e) Shall offer no gratuity, gift or favor to obtain special advantage.

CODE OF ETHICS – Attachment # 2 - Continued

- f) Shall maintain a Biblical Christian testimony at all times in the classroom and in the community.
- g) Shall support and practice the philosophy of Northside Christian Academy.
- h) Shall work diligently to implement the mission of Northside Christian Academy with particular emphasis on preparing students to serve Jesus Christ as Lord.

Obligation to the profession of education requires that the individual:

- a) Shall maintain honesty in all professional dealings.
- b) Shall not on the basis of race, color, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
- c) Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
- d) Shall not intentionally make false or malicious statements about a colleague and shall observe Biblical principles in seeking to resolve all human relationship conflicts.
- e) Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
- f) Shall not misrepresent one's own professional activities.
- g) Shall not submit fraudulent information on any document in connection with professional activities.
- h) Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
- i) Shall not knowingly withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
- j) Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with the principles of Northside Christian Academy and the Statement of Faith of Northside Christian Academy.
- k) Shall report to appropriate authorities any known violation of Northside Christian Academy code of Ethics.

Signature _____ **Date** _____