

# *Alma Heights Christian Academy*



## *Teacher Application Packet*

*Those that wait on the Lord shall  
renew their strength. They shall  
mount up with wings as eagles.  
They shall run and not be weary.  
They shall walk and not faint.  
- Isaiah 40:31*

**Name:** \_\_\_\_\_

**Administrative Office  
1295 Seville Drive  
Pacifica, CA 94044  
[www.almaheights.org](http://www.almaheights.org)**

**INITIAL TEACHER APPLICATION**

Your interest in Alma Heights Christian Academy is appreciated. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which you may qualify, we will notify and ask you to send your placement file to our office. We will also contact your references. If we have continued interest in your candidacy, we will send you some follow up questions and arrange for a personal interview.

We realize that the key to a successful Christian School is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models. Luke 6:40.

We look forward to receiving your initial application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

**A. APPLICANT'S NAME AND ADDRESS**

Full name: \_\_\_\_\_

Application date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Date available: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Present address: \_\_\_\_\_

\_\_\_\_\_

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

Best time to call you? \_\_\_\_\_ Length of time at this address? \_\_\_\_\_

Permanent address and phone number if different than present address

\_\_\_\_\_

\_\_\_\_\_

Please list any additional addresses where you have resided at any time during the past five years:

\_\_\_\_\_

\_\_\_\_\_

**B. POSITION DESIRED**

Please indicate 1, 2, 3 choice in the parenthesis. Then to the right please indicate the grades or subjects in order of preference:

( ) Preschool ( ) Kindergarten ( ) Elementary \_\_\_\_\_

( ) Junior High \_\_\_\_\_ ( ) High School \_\_\_\_\_

Full time \_\_\_ Part time \_\_\_ Substitute \_\_\_

How did you learn about the position for which you are applying?

\_\_\_\_\_

Can you submit verification of your legal right to work in the US? Yes \_\_\_ No \_\_\_

Please list activities or sports for which you would be capable and willing to direct, sponsor, or coach. (Indicate grade or ability levels).

\_\_\_\_\_

What would you like to be doing five years from now?

\_\_\_\_\_

**C. CHRISTIAN BACKGROUND**

**\* In your own handwriting, on separate paper, briefly give your Christian testimony.**

Please carefully read our Statement of Faith and indicate your degree of support.

\_\_\_ I fully support the Statement as written without mental reservations.

\_\_\_ I support the Statement except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

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 \_\_\_

Denominational preference? \_\_\_\_\_

What is your local church affiliation? \_\_\_\_\_

Are you presently a member in good standing? \_\_\_\_\_ Years? \_\_\_\_\_

In what church activities are you involved and with what degree of regularity?

\_\_\_\_\_

\_\_\_\_\_

What other Christian service have you done since becoming a Christian?

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Are you capable of teaching a Bible class? \_\_\_\_ If yes, what would be your subject preferences?

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To what extent do you believe you should become involved in Sunday and other weekday ministries of the sponsoring church or the church of which you are a member?

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Describe your routine of personal Bible study and prayer.

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What books have you read recently that have helped you spiritually?

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**D. PROFESSIONAL QUALIFICATIONS**

\* Please attach photocopies of all your postsecondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.

What degree or degrees do you hold?

Degree	Date Received	Issuing Institution
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Your Major(s)

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Your Minor(s)

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Cumulative grade point average Bachelor's \_\_\_\_\_ Graduate work \_\_\_\_\_

Total (circle one) semester or quarter units **after** date of Bachelor's degree \_\_\_\_\_

Sequentially list your teaching experience with most recent first.

School's Name	Grades or Subjects	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____

To what degree are you familiar with various Christian or secular textbook series (i.e., ACSI, ABeka, Bob Jones, Saxon math, Open Court Reading)?

\_\_\_\_\_  
\_\_\_\_\_

Textbook series preferences? \_\_\_\_\_

\_\_\_\_\_

List any other educational advantages that you have had including opportunities for travel.

\_\_\_\_\_  
\_\_\_\_\_

List any books or articles that you have read recently that have helped you to grow professionally.

\_\_\_\_\_

Do you have an ACSI Teaching Certificate? \_\_\_\_\_

What level? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years.

Do you have a state teaching certificate? \_\_\_\_\_ State? \_\_\_\_\_

What kind? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years.

Endorsement(s)

List semester hours in endorsement area(s)

\_\_\_\_\_  
\_\_\_\_\_

If you do not hold a certificate, what requirements do you lack?

\_\_\_\_\_

**\* Please attach photocopies of any certificates held.**

Have you had any courses in the Christian Philosophy of Education? If so, where and when?

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If not, would you be willing to take such a course by correspondence or otherwise? \_\_\_\_\_

**\* Attach a typed copy of your personal Christian philosophy of education and how you would implement it in the classroom.**

Have you had other courses giving specific training for Christian day schools? Give details.

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List any conferences or seminars that you have led or participated in recently.

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Describe how teacher evaluation has been helpful to you.

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### **E. PERSONAL PHILOSOPHY**

\* On separate paper please label and succinctly answer in one or two paragraphs each of the questions below.

A. Why do you wish to teach in a Christian school?

B. What are the main characteristics that distinguish a Christian school from a public school?

C. What do you consider to be the proper classroom atmosphere for learning?

D. What is your philosophy of discipline? Your attitude toward physical punishment?

E. What areas do you feel are your strengths? Weaknesses?

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

G. Please summarize any additional information that you would like to present regarding your candidacy for this position.

**F. EMPLOYMENT HISTORY**

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may follow the same format on the reverse.

1. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. 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 have listed? If so, what was the name or names?  
\_\_\_\_\_

Have you served in the military? Yes \_\_\_ No \_\_\_. If yes, what type of training or education did you receive?  
\_\_\_\_\_

Are you holding or have you already signed a contract for next year with any other educational institution?

**G. PERSONAL REFERENCES**

Do not list family members or relatives for references. You will also need to sign the **Reference Release Form** that is attached and return it with this application.

Give three references who are qualified to speak of your spiritual experience and Christian service. **List your current pastor first.**

Name/Complete Address	Phone	Position
1. _____		
_____		
2. _____		
_____		
3. _____		
_____		

Give three references who are qualified to speak of your professional training and experience. **List your current or most recent principal or supervisor first.**

Name/Complete Address	Phone	Position
1. _____		
_____		
2. _____		
_____		
3. _____		
_____		

## **H. APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that Alma Heights Christian Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability.

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that 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 and agree that I will be paid and receive benefits only through the day of release.

I authorize Alma Heights Christian Academy to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who 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 position.

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 the school, 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 the school.

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 are necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

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.

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Signature of Applicant

Date

# ALMA HEIGHTS CHRISTIAN ACADEMY

*Pacifica, California*

## **Leader/Teacher Profile**

For all Board Members, Leaders and Teachers at AHCA  
According to Luke 6:40, one produces after his own kind. Therefore,  
those in leadership at AHCA are:

### **1. Committed to the Lordship of Christ**

- a. a personal testimony of salvation (*Romans 10:9-11*)
- b. a daily cleansed life (*I John 1:9*)
- c. a Christian role model (*I Timothy 4:12*)
- d. a daily time with God (*Psalms 119:147-148*)
- e. a desire to be controlled by the Holy Spirit (*Ephesians 5:18*)

### **2. Committed to the Word of God**

- a. the Bible is without error (*II Timothy 3:14-17; II Peter 1:19-21*)
- b. the Bible is our authority in instruction and lifestyle (*Psalms 119:9-11; II Peter 1:3-4; John 14:21*)

### **3. Committed to The Church**

- a. agreement with the Statement of Faith (*II Corinthians 8:5*)
- b. faithful attendance (*Hebrews 10:25; Luke 6:40*)
- c. financial support (*Luke 6:38*)
- d. supporting leadership including strategy of ministry, goals and objectives and policies and procedures (*Ephesians 4:11-13*)

### **4. Committed to Their Families**

- a. sexual purity (*I Thessalonians 4:3-8*)
- b. submissive relationships (*Ephesians 5:21-6:4*)
- c. faithful to responsibilities (*I Timothy 3:2-5*)
- d. individual needs being met (*I Timothy 5:8*)

### **5. Committed to Emotional Maturity**

- a. healthy interpersonal relationships (*II Timothy 2:15*)
- b. a servant's heart (*Mark 10:42-45*)

### **6. Committed to Being Equipped (*II Timothy 2:15*)**

- a. training meetings/in-services
- b. special training conferences/courses
- c. personal preparation/study time
- d. professional development

### **7. Committed to Outreach and Evangelism**

- a. contacting people about spiritual matters (*Luke 14:23*)
- b. communicating Christ to lost people (*Acts 1:8*)
- c. nurturing believers to growth and ministry (*I Thessalonians 5:11*)

### **8. Committed to Their Ministry**

- a. love and compassion (*I Timothy 1:5; Matthew 9:35-38*)
- b. agreement with specific ministry strategy and direction (*Philippians 2:1-4*)
- c. fulfilling responsibilities (*I Timothy 4:7*)

# ALMA HEIGHTS CHRISTIAN ACADEMY

*Pacifica, California*

## Statement of Faith

1. **We believe** the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (*2 Timothy 3:16; 2 Peter 1:21*).
2. **We believe** there is one God, eternally existent in three persons - Father, Son, and Holy Spirit (*Genesis 1:1; Matthew 28:19; John 10:30*).
3. **We believe** in the deity of Christ (*John 10:33*); His virgin birth (*Isaiah 7:14; Matthew 1:23; Luke 1:35*); His sinless life (*Hebrews 4:15; Hebrews 7:26*); His miracles (*John 2:11*); His vicarious and atoning death (*1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9*); His resurrection (*John 11:25; 1 Corinthians 15:4*); His Ascension to the right hand of the Father (*Mark 16:19*); and His personal return in power and glory (*Acts 1:11; Revelation 19:11*).
4. **We believe** in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that people are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (*John 3:16-19; John 5:24; Romans 3:23; Romans 5:8-9; Ephesians 2:8-10; Titus 3:5*).
5. **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 (*John 5:28-29*).
6. **We believe** in the spiritual unity of believers in our Lord Jesus Christ (*Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28*).
7. **We believe** in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (*Romans 8:13-14; 1 Corinthians 3:16; 1 Corinthians 6:19-20; Ephesians 4:30; Ephesians 5:18*).

I have read Alma Heights Christian Academy's Statement of Faith and agree with it.

Signature \_\_\_\_\_ Date \_\_\_\_\_