



## Teacher Application

Your interest in teaching at Dade Christian School/The Master’s Academy is appreciated. We invite you to fill out this initial application and return it to Human Resources.

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 (\_\_\_) \_\_\_\_\_ Nights (\_\_\_) \_\_\_\_\_

Best time to call you? \_\_\_\_\_ E-Mail: \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_

Permanent Address and Phone Number, if different then present address

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

Do you presently have children attending DCS? \_\_\_\_\_

Have you ever been employed at DCS? If yes, what position? \_\_\_\_\_

### B. POSITION DESIRED

Please indicate 1, 2, or 3 in the parenthesis to prioritize your preference.

( ) Kindergarten ( ) Elementary ( ) Junior High ( ) High School

Subject: \_\_\_\_\_

( ) Full Time ( ) Part Time

### ***Special Abilities***

Please list activities or sports which you would be capable of or willing to direct, sponsor, advise, or coach.

(Indicate grade or ability levels). \_\_\_\_\_

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

**Future Plans**

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

**C. CHRISTIAN BACKGROUND**

**Testimony**

**\*On a separate paper, briefly give your Christian testimony.**

**Statement of Faith**

Do you subscribe without reservation to our Statement of Faith as printing on the insert to this application?

( ) Yes ( ) No If no, please explain. \_\_\_\_\_  
\_\_\_\_\_

**Church Service**

What is your current church membership? \_\_\_\_\_

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? \_\_\_\_\_  
\_\_\_\_\_

**D. PROFESSIONAL QUALIFICATIONS**

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

**Formal Training**

What degree or degrees do you hold?

Degree: \_\_\_\_\_ Date Received: \_\_\_\_\_

Issuing Institution: \_\_\_\_\_

Your Major(s): \_\_\_\_\_

Your Minor(s): \_\_\_\_\_

Cumulative grade point average: BA \_\_\_\_\_ Graduate Work \_\_\_\_\_

Total credits beyond Bachelor's degree: \_\_\_\_\_

Have you taken a course in Philosophy of Christian Education? o Yes o No

\*Please attach a copy of your personal philosophy of Christian education.

**Teaching Credentials**

Do you have a teaching certificate? \_\_\_\_\_ State or Organization? \_\_\_\_\_

What kind? \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Endorsement(s) List Semester in endorsement area(s)  
\_\_\_\_\_  
\_\_\_\_\_

\*Please attach photocopies of any certificates held.

**E. EMPLOYMENT HISTORY**

List the last four positions you have held:

From Mon/Year	To Mon/Year	Employer Address/Telephone Number	Salary or hourly rate	Job Title Description of work performed	Reason for Leaving

Are you under contract with your present employer?  Yes  No

What date will you be available for employment? \_\_\_\_\_

What are your future educational plans? \_\_\_\_\_

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

Have you ever been convicted of violating any criminal law (except traffic misdemeanors)? ( ) Yes ( ) No

If yes, please attach a summary of the details. Disclosure of a criminal record does not automatically disqualify you from consideration for employment. Your case will be judged on its own merits. All employees of NTBC/DCS/TMA must submit to a background check. NTBC/DCS/TMA is also a Drug-Free Workplace so all applicants must submit to a drug test.

**F. PERSONAL REFERENCES**

You will need to sign the Authorization to Release Reference Information Form that is attached and return it with this application. Do not list family members or relatives as references. Please contact these references and have them complete one of the enclosed Reference Forms and return to us.

**References**

Give three references who are qualified to speak of your education, your experience, your background, and your Christian Life.

	Name and Complete Address	Phone	Position
1.	_____	( ) _____	_____
	_____		
2.	_____	( ) _____	_____
	_____		
3.	_____	( ) _____	_____
	_____		

**G. APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that NTBC/DCS/TMA does not discriminate in its employment practices against any person because of race, color, or ethnicity.

I hereby certify that the facts set forth in this initial 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 NTBC/DCS/TMA to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals which 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 job.

I authorize references and my former employers to disclose to the Ministry/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 Ministry/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 Ministry/School.

Since I will be working with, or around, 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 Ministry/School to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the Ministry/school is conditioned upon the receipt of background information, including criminal background information. The Ministry/school may refuse employment or terminate conditional employment if the Ministry/School deems any background information unfavorable or to reflect 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.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_



## **New Testament Baptist Church**

### **Mission Statement**

New Testament Baptist Church exists to glorify God and to demonstrate God's love by presenting the Gospel at home and abroad, baptizing believers, disciplining them, and teaching them to obey God's Word.

### **Vision Statement**

Reach the people like Jesus reached them and teach the people like Jesus taught them.

### **Statement of Faith**

1. We believe the whole Bible from Genesis 1:1 to Revelation 22:21 is the verbally inspired and infallible Word of God.
2. We believe Jesus Christ was born of Mary, the Virgin, and is the Son of God, and God the Son.
3. We believe that Christ died for our sins according to the Scriptures, the Just for the unjust, that He might bring us to God.
4. We believe that He rose from the grave on the third day according to the Scriptures.
5. We believe that He, only, is the Great High Priest, and we need not the intercession of any man, but that Christ ever lives to make intercession for us.
6. We believe that Christ will come again in person, bodily, visibly, to establish His Kingdom on the earth.
7. We believe that to be saved, an individual must accept Jesus Christ as his/her personal Savior.
8. We believe that every truly born-again person should declare his faith by the act of baptism (immersion in water) setting forth the Lord's death, burial, and resurrection.
9. We believe that the church is a body of baptized believers whose mission is not to "reform the world" but to preach and teach the Gospel of salvation to the individual soul.

## **Dade Christian School/The Master's Academy**

### **Mission Statement**

Dade Christian School/The Master's Academy, a ministry of New Testament Baptist Church, exists to challenge students to become well-balanced, Christ-like persons by education in the mental, physical, social, and spiritual realms.



## AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made an application for a position as a \_\_\_\_\_ with New Testament Baptist Church/Dade Christian School/The Master’s Academy. I have authorized the Ministry/School to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with the primary references, or other individual which know me and have knowledge regarding my testimony and work record, I also authorized the Ministry/School to thoroughly investigate my work records and evaluations, my education preparation, and all other matter related to my suitability for employment.

I authorize references and my former employers to disclose to the Ministry/School any and all employment records, performance review, 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 Ministry/School, my former employers, and 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 personally view any references given to Ministry/School.

I agree that a photocopy or facsimile copy of this document and any signature therein shall be considered for all purposes as the original signed release on file.

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

Applicant’s Name (Print) \_\_\_\_\_ Date: \_\_\_\_\_

Applicant’s Signature: \_\_\_\_\_

Applicant’s Social Security Number: XXX-XX-\_\_\_\_\_



**Reference Form #1 (from a Pastor)**

Applicant \_\_\_\_\_

Position Applied for \_\_\_\_\_

**1. Superior**  
**4. Poor**

**2. Good**  
**5. Unacceptable**

**3. Fair**  
**6. Not Known**

- \_\_\_ Appearance
- \_\_\_ Poise
- \_\_\_ Disposition
- \_\_\_ Courtesy
- \_\_\_ Tactfulness
- \_\_\_ Enthusiasm
- \_\_\_ Organization
- \_\_\_ Moral Standards
- \_\_\_ Emotional Stability
- \_\_\_ Spiritual Stability
- \_\_\_ Common Sense
- \_\_\_ Self-Discipline
- \_\_\_ Honesty
- \_\_\_ Respect for Authority

- \_\_\_ Punctuality
- \_\_\_ Initiative
- \_\_\_ Cooperation
- \_\_\_ Dependability
- \_\_\_ Loyalty
- \_\_\_ Industry
- \_\_\_ Leadership
- \_\_\_ Ability to Work with Others
- \_\_\_ Ability to Accept Constructive Criticism
- \_\_\_ Potential for Professional Growth
- \_\_\_ Ability to Relate to Students
- \_\_\_ Ability to Relate to Parents of Students
- \_\_\_ Health

How long have you known the applicant? \_\_\_\_\_

How do you know the applicant? \_\_\_\_\_

Would you employ? \_\_\_\_\_

If not, why? \_\_\_\_\_

Comments

\_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_ Phone number or email \_\_\_\_\_

Please scan/email completed forms to [crodriguez@newtestbaptist.org](mailto:crodriguez@newtestbaptist.org)

**All references are confidential and will not be shared with applicant.**



**Reference Form #2 (from a supervisor)**

Applicant \_\_\_\_\_ Position Applied for \_\_\_\_\_

- 1. Superior**                      **2. Good**                      **3. Fair**
- 4. Poor**                          **5. Unacceptable**           **6. Not Known**

- |   |  |
|---|--|
| <input type="checkbox"/> Appearance<br><input type="checkbox"/> Poise<br><input type="checkbox"/> Disposition<br><input type="checkbox"/> Courtesy<br><input type="checkbox"/> Tactfulness<br><input type="checkbox"/> Enthusiasm<br><input type="checkbox"/> Organization<br><input type="checkbox"/> Moral Standards<br><input type="checkbox"/> Emotional Stability<br><input type="checkbox"/> Spiritual Stability<br><input type="checkbox"/> Common Sense<br><input type="checkbox"/> Self-Discipline<br><input type="checkbox"/> Honesty<br><input type="checkbox"/> Respect for Authority | <input type="checkbox"/> Punctuality<br><input type="checkbox"/> Initiative<br><input type="checkbox"/> Cooperation<br><input type="checkbox"/> Dependability<br><input type="checkbox"/> Loyalty<br><input type="checkbox"/> Industry<br><input type="checkbox"/> Leadership<br><input type="checkbox"/> Ability to Work with Others<br><input type="checkbox"/> Ability to Accept Constructive Criticism<br><input type="checkbox"/> Potential for Professional Growth<br><input type="checkbox"/> Ability to Relate to Students<br><input type="checkbox"/> Ability to Relate to Parents of Students<br><input type="checkbox"/> Health |
|---|--|

How long have you known the applicant \_\_\_\_\_

How do you know the applicant? \_\_\_\_\_

Would you employ/re-employ this applicant? \_\_\_\_\_

If not, why? \_\_\_\_\_

Comments \_\_\_\_\_

Name \_\_\_\_\_ Supervisory Position \_\_\_\_\_

Phone number or email \_\_\_\_\_

Please scan/email completed forms to [crodriguez@newtestbaptist.org](mailto:crodriguez@newtestbaptist.org)

**All references are confidential and will not be shared with applicant.**