



**SOUTHWEST
CHRISTIAN
ACADEMY**

7400 Eldridge Rd
Houston, Texas 77083-3442
(281) 561-7400

APPLICATION

Your interest in Southwest Christian Academy is appreciated. We invite you to fill out this application and return it to our school office. If an opening occurs for which you may qualify, we will notify you and contact your references. If we have continued interest in your candidacy, we will 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. We look forward to receiving your 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.

APPLICANT'S NAME AND ADDRESS

Full name: _____
First Middle Last

Present address: _____
Street

_____ Social Security Number: _____
City State Zip

Phone: Days _____ Evenings _____ Cell _____

E-mail _____ Length of time at this address? _____

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

POSITION DESIRED

Please check your preferences and indicate grade level:

- Preschool Kindergarten Elementary _____ Junior High _____ High School _____
 Phys Ed _____ Coach _____ Admin Office Volunteer Other _____

Preferred subjects: _____

I am applying for employment: Full time Part time Substitute Tutor

Southwest Christian Academy is a private Christian school. Every teacher, administrator, and employee must profess Jesus Christ as Savior and Lord and shall be a member in good standing of a local Christian church. We have adopted an educational philosophy based on the fact that the Bible is the inspired Word of God which presents the truth upon which our educational goal is founded. Our goal is to honor Jesus Christ through our efforts in challenging students to attain academic, emotional, and physical excellence. Southwest Christian Academy does not discriminate in its employment practices or admission policies against any person because of sex, race, color, national or ethnic origin, or handicap.

EDUCATIONAL QUALIFICATIONS

Please attach photocopies of your postsecondary transcripts and teaching certificates. Should you be offered a position, official copies of these documents must be provided for your file.

Colleges or Universities Attended	Course of Study	Beginning Year	Ending Year	Degree Received

Do you have an ACSI Teaching Certificate? _____ What level? _____

Do you have a state teaching certificate? _____ State? _____ What kind? _____

EMPLOYMENT HISTORY (List most recent experience first including student teaching)

Name and Address of Employer	Grades / Subjects	Dates	Reason for Leaving

CHURCH AFFILIATION (List current church first and your involvement)

Name of Church and Location	Pastor's Name	Your Activities	Dates

CHRISTIAN TESTIMONY

In your own handwriting, briefly give your Christian testimony. For additional space, you may continue on the back of this page.

PERSONAL PHILOSOPHY OF CHRISTIAN EDUCATION

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?

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

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

REFERENCES

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

Give two **personal references** who are qualified to speak of your spiritual life, experience and Christian service. One of the personal references should be your current pastor.

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

Name of Professional References	Complete Mailing Address	Day Phone Number	Position
1.			
2.			
Name of Current Pastor			
3.			
Name of Personal Reference			
4.			

PERSONAL INFORMATION

Have you ever been charged in **civil** or **criminal** proceedings with improprieties regarding children or any other crime? Yes ___ No ___ If yes, please explain _____

Has any employer ever subjected you to disciplinary action, suspension, termination, or asked you to leave a job or volunteer position on the grounds of any unlawful sexual behavior, or violation of an employer's sexual misconduct, molestation, or harassment policy? Yes ___ No ___ If yes, please explain _____

Have you ever entered a plea of guilty, a plea of "no contest" (nolo contendere), or has any court ever 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 _____

Is there any reason why you might be unable to perform the essential duties and responsibilities of the position for which you are applying? Yes ___ No ___ If yes, please explain.

Do you have any personal responsibilities or other commitments that may prevent you from meeting this position's requirements for on-time arrival, attendance, work schedules, faculty meetings, or seminars?

Please list your hobbies and personal interests.

ACADEMY PHILOSOPHY AND DOCTRINAL STATEMENT

OUR PHILOSOPHY

Southwest Christian Academy has adopted an educational philosophy based on the fact that the Bible, and only the Bible, is the inspired Word of God which contains the truth upon which our educational goal is founded. Our goal, therefore, is our continuing dedication to provide a Christian based education which strengthens the academic and spiritual values of the student. This environment is achieved by providing a faculty and staff of individuals who are committed to the Lord and by using a curriculum which communicates its lessons through a Biblical system of values.

Our philosophy encompasses a strong position against secular, humanistic philosophies and value systems within the educational process. As a Christian school, our purpose, through our curriculum, is to challenge our students to attain academic, emotional and physical excellence. This purpose is accomplished by using a diversified curriculum with high academic standards in all subject areas, based on the truths taught in the Bible. Our mission is to honor our Lord Jesus Christ. Our school shall honor the Lord by teaching our students a strict reliance upon Jesus Christ as both a solution to problems in life and as a reason and purpose for life itself.

OUR DOCTRINAL STATEMENT

There is one God, eternally existent in three Persons: Father (Gen. 1:1), Son (John 10:30), and Holy Spirit (John 15:26). The Bible is the uniquely inspired, infallible, and authoritative Word of God (II Timothy 3:16-17).

The creation of man was by the direct act of God (Gen 1:26-27). Man is sinful by nature and regeneration by the Holy Spirit is essential for his salvation (Romans 3:23). Satan is a real and powerful, although defeated enemy (Job 1:6-12).

There will be a resurrection of saved people to eternal life and a resurrection of unsaved people to eternal conscious punishment (Revelation 20:11-21).

We believe in the deity of our Lord Jesus Christ (Matthew 16:16), His virgin birth (Luke 1:34-35), His sinless life (Heb 4:15), His miracles (John 5:1-9), His vicarious death and our atonement through His shed blood (Heb 9:22, I Peter 2:24), His bodily resurrection (Luke 24:36-43), His ascension to the right hand of the Father (Acts 1:9-11), and His imminent return in power and glory (Acts 1:11, I Thess 4:16-17, Heb 9:28).

People are justified on the single ground of faith in the shed blood of Jesus Christ (Acts 16:31).

We believe in the continuing ministry of the Holy Spirit, who indwells the Christian, enabling him to live a Godly life (John 16:7-8, I Cor 3:16). We believe in the obligation of the believer to witness by deed and word to these truths and to proclaim the Gospel to all the world (Acts 1:8).

FACULTY ATTRIBUTES

1. Must have a personal relationship with Jesus Christ and be a member in good standing at a local church.
2. Must have strong academic qualifications and be sufficiently healthy to carry out responsibilities of the position.
3. Must be willing to sponsor or assist in sponsoring reasonable extracurricular activities.
4. Must have a strong Christian commitment and lifestyle with a belief in the inerrancy of the Bible.
5. Must be capable of teaching a Bible class and leading a child or adult to Jesus Christ.
6. Must maintain personal growth through consistent prayer and Bible study.
7. Must exhibit consistently an in-depth knowledge of teaching assignments and subject areas.
8. Must develop positive school-home and school community relationships.
9. Must adhere to administrative directives and all school policies and procedures.
10. Must continue professional growth through educational opportunities.
11. Must be loyal to the administration of SWCA.
12. Must have and maintain an appropriate, professional appearance.
13. Must be punctual in daily attendance and attendance at staff meetings.
14. Must communicate thoughts clearly and precisely using correct pronunciation and grammar.
15. Must produce legible, neat, and error-free correspondence.
16. Must project authority and maintain student discipline.
17. Must work well with colleagues and administration.
18. Must work well with people of other races, nationalities, and denominational beliefs.
19. Must develop a positive rapport with our students.

AFFIRMATION AND SIGNATURE

I understand that any offer of employment is conditioned on the receipt of proof of legal authority to work in the United States. I have read the Southwest Christian Academy Philosophy and Doctrinal Statement and do hereby affirm by signing this statement that I acknowledge and support without reservation these truths set forth as my personal convictions. Further, I agree to adhere to the standards set forth as faculty attributes, as well as all standards outlined in the teacher handbook. I recognize, understand, and will adhere to the moral and ethical standards of Southwest Christian Academy, and further certify that I have never engaged in nor do I have inclinations toward inappropriate conduct, including but not limited to homosexuality and verbal, physical, or sexual abuse as defined by Scripture and the laws of Texas. I hereby certify that the facts set forth in the application are true and complete to the best of my knowledge. Further, I understand that falsification of any statement or significant omission of fact may subject me to immediate dismissal.

Applicant's Signature: _____ Date: _____

AUTHORIZATION AND RELEASE OF LIABILITY

I authorize Southwest 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 current and 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 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.

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 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 understand that this is only an application for employment and that employment is not being offered at this time. I understand that Southwest 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 will complete Part B of this application. Part B is a required FCRA (Federal Credit Reporting Act) disclosure authorization form.

Applicant's Signature: _____ Date: _____