



200 NE Stallings Dr. | Nacogdoches, Texas 75961 | (936) 559-7343 | (936) 559-7344 fax

## Employment Application

Your interest in Regents Academy is greatly appreciated. The school board and administration invite you to complete this application and return it to our school office. The school administration will contact you to discuss the application process, to request additional information, or to schedule an interview in the near future.

### A. Mission Statement

Regents Academy, as a Christian ministry to families, provides a Christian and Classical education that trains students to view all areas of life and faith from a Christian worldview and equips students to lead lives of virtue, display mature character, love learning, and serve the Triune God.

### B. Applicant's Name and Address

Full Name \_\_\_\_\_ SSN \_\_\_\_\_

Present Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application Date \_\_\_\_\_ Date Available \_\_\_\_\_

Phone: Day (\_\_\_\_\_) \_\_\_\_\_ Evening (\_\_\_\_\_) \_\_\_\_\_

Best time to call you \_\_\_\_\_

Permanent Address and Phone Number (if different from above address)

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

### C. Position Desired

Please indicate in the parentheses the grade levels you are seeking to teach in order of preference. Then to the right indicate the grades or subjects you prefer.

( ) Kindergarten \_\_\_\_\_ ( ) Junior High \_\_\_\_\_

( ) Elementary \_\_\_\_\_ ( ) High School \_\_\_\_\_

Are you seeking a full-time or part-time position? \_\_\_\_\_

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

Please list any sports or activities which you would be capable or and willing to direct, sponsor, advise, or coach. (Please indicate grade or ability levels.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **D. Christian Background**

**In Your own handwriting on a separate piece of paper briefly write 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, truth, and conduct?

Yes \_\_\_\_\_ No \_\_\_\_\_ Signature \_\_\_\_\_

Please carefully read the Regents Academy Statement of Faith and indicate below your degree of support.

I fully support the Statement of Faith as written without reservation.

Signature \_\_\_\_\_

What is your 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? \_\_\_\_\_  
\_\_\_\_\_

In what other Christian service have you participated since becoming a Christian? \_\_\_\_\_  
\_\_\_\_\_

What is your attitude toward working with those of other races and other denominational beliefs? \_\_\_\_\_  
\_\_\_\_\_

To what extent do you believe you should be involved in Sunday and/or other church ministries?  
\_\_\_\_\_  
\_\_\_\_\_

Describe your personal Bible study and prayer life. \_\_\_\_\_  
\_\_\_\_\_

What book have you read recently that has helped you spiritually? \_\_\_\_\_  
\_\_\_\_\_

## E. 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.

Degree(s) & Date(s) Received \_\_\_\_\_

Issuing Institution(s) \_\_\_\_\_

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

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

Cumulative grade point average: BA/BS \_\_\_\_\_ Graduate work \_\_\_\_\_

Sequentially list your teaching experience with most recent first.

<u>School's Name</u>	<u>Grade or Subjects</u>	<u>Dates</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

To what degree are you familiar with various Christian or secular textbook series (i.e., CSI, Abeka, Bob Jones, Saxon math, Veritas, etc.) \_\_\_\_\_

\_\_\_\_\_

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 a state teaching certificate? \_\_\_\_\_ State? \_\_\_\_\_ (If so, please attach a photocopy.)

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

Have you had any courses in Christian philosophy of education? If so, where and when? \_\_\_\_\_

\_\_\_\_\_

Have you had other courses giving specific training for Christian day schools? \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Describe how teacher evaluations in the past have been helpful to you.

## **F. Personal Philosophy**

On a separate piece of paper please label and succinctly answer in one or two paragraphs each of the following questions.

1. Why do you wish to teach in a Christian School?
2. What is your personal Christian philosophy of education? (*This answer may require more space.*)
3. What are the main characteristics that distinguish a Christian school from a public school?
4. What do you consider to be the proper classroom atmosphere for learning?
5. What is your philosophy of discipline? Your attitude toward physical/corporal punishment?
6. What areas do you feel are your strengths? Weaknesses?
7. Please summarize any additional information that you would like to present regarding your candidacy for this position .

## **G. Employment History**

An attached résumé may substitute for this section.

1. Employer \_\_\_\_\_

Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name and Phone \_\_\_\_\_

Reason for leaving \_\_\_\_\_

2. Employer \_\_\_\_\_

Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name and Phone \_\_\_\_\_

Reason for leaving \_\_\_\_\_

3. Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name and Phone \_\_\_\_\_  
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 already signed a contract for next year with any other educational institution? \_\_\_\_\_

### **H. Personal References**

You will need to read carefully the Applicant's Certification Agreement section of this application below and sign authorizing Regents Academy to evaluate the references you provide below. Do not list family members or relatives for references.

Provide two references that are qualified to speak of your spiritual experience and Christian service. List your current pastor first.

Name, Complete Address, Phone and Position

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

Provide two 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 and Position

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

## **I. Applicant's Certification Agreement**

I understand that Regents 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 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 Regents Academy thoroughly to interview the primary references which I have listed, any secondary reference 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 job.

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 reemployment, 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 liability arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any reference 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 is 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 to reflect adversely on the school or on me as a Christian role model.

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 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.

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

Applicant's Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Applicant's Social Security Number \_\_\_\_\_