



Staff/Teacher Application

Revised on 6/8/2023

References

List up to 3 references, who are qualified to speak of your Christian life and experience with children.

Name	How do you know this person and how long have you known them?	Phone

**All applicant information will be held in confidence and is requested for the expressed purpose of acquiring employees who believe and accept the standards and educational/Biblical philosophies included in the Jacksonville Christian Academy Student Handbook.

Personal Information

Full name _____ Date _____

Birth date _____ Age _____ Email Address _____

Marital Status: Single () Married () Divorced () Separated () Widowed ()

Address _____

City _____ State _____ Zip code _____

Home phone: _____ Cell: _____

Spouse's name _____ Cell: _____

What is your spouse's occupation? _____

Do you have children? Yes () No ()

How old are your children? _____

Has anyone currently living in your household been convicted of a sexual crime? Yes No

*If yes, this has no bearing on your potential hire, but it does allow us to address potential negative situations.

Please list your social media accounts and what name they are under.

Spiritual Information

Has there ever been a time in your life when you admitted you were a sinner, asked to be forgiven of those sins and accepted Christ as personal Savior and Lord of your life?

Yes () No ()

Please give a brief testimony as to how you came to know Christ as Savior.

Local Church affiliation _____

Pastor _____ Phone Number _____

How long have you been attending? _____

Check what services you attend regularly: Sunday School ___ Sunday Morning Worship___

Sunday Evening Worship___ Mid-week Prayer Meeting___ Visitation___ Special services___

Is your spouse a born again Christian?___ Is your spouse active in church?___

What duties and offices do you hold in the church you attend? _____

Physical Information

Describe you overall health: Excellent ___ Good ___ Poor ___

List any physical disabilities you may have: _____

Have you ever been treated for a nervous or mental disorder? _____

If yes, please explain: _____

Educational and Other Employment Information

	Name and Address	Major	Grad. Year	Degree
High School				
College				
Post Grad				

*Check if resume is attached

Do you hold a teacher's certificate? ____ For which state(s)? _____

Do you have any teaching/subbing experience? ____ If yes, please list them below.

**Please list the school(s) in most recent order.*

Name of School	Address	Phone/fax	Grades

Are you familiar with ABEKA? ____

What curriculum have you taught? _____

Please list hobbies/talents/interests you may have: _____

Please check all the areas you would be interested in:

- ___ Kindergarten 4
- ___ Kindergarten 5
- ___ 1st Grade
- ___ 2nd Grade
- ___ 3rd Grade
- ___ 4th Grade
- ___ 5th Grade
- ___ Enrichment classes (Art, Computer, Music, PE, Spanish, STEM)
- ___ 6th – 8th Grades (Middle School)
- ___ 9th – 12th Grades (High School)
- ___ Office Worker
- ___ Cafeteria Worker
- ___ Custodian
- ___ Other _____

Other Employment (non-education) *Please list in most recent order.

Employer/Business Name	Position Held	Supervisor and Contact Number	Employment Dates

Why do you want to serve at Jacksonville Christian Academy? _____

Standards

- Possess a personal knowledge of Jesus Christ as Savior.
- Believe in the Christian philosophy of education as stated in the JCA Handbook.
- Accept the Bible as the infallible rule of faith and practice.
- Demonstrate professional conduct.
- Do one's best to be prepared to teach the areas assigned.
- Be in satisfactorily physical and mental health to fulfill the responsibilities as directed.
- Be willing to cooperate with administration and other co-workers.
- Attend all services of your local church.
- Abstain from the use of illegal drugs, tobacco, alcoholic beverages, and immoral conduct and avoid other forms of carnality in direct contradiction of the Bible.
- Be mindful of modest dress while in public and adhere to the dress code policies when teaching/serving. See next page.

If you agree, please initial each box, sign, date, and return to the JCA office.

I have read the *JCA Student Handbook* and will support its beliefs, policies, and practices. _____

I understand that JCA has a *conservative, Biblical approach* and that if I am given the opportunity to substitute, I must adhere to that approach when teaching/serving. _____

I agree to abide by the *Staff/Teacher standards and policies* of Jacksonville Christian Academy when representing the school. _____

I agree to abide by the *dress code standards* of Jacksonville Christian Academy. _____

I understand that my *teaching position is conditional* as long as I am in good standing with the school. _____

Signature _____ Date _____

Dress Code Standards for Staff and Teachers

All staff members and teachers are asked to adhere to a dress code. Even in public (outside of school), a teacher should never be dressed in such a way that would shed a negative light on Jacksonville Christian Academy. Please adhere to the following:

Teachers should have a neat and clean appearance. Although we do not have a specific *uniform* dress code like the students do, we must be an example with what we wear at school.

Females

- Ladies' clothing must adhere to our modesty code, i.e. not too low, short, tight, or see through. Skirts, dresses, or casual clothing (when there is an appropriate event) should touch the knee in length or lower.
- Please refrain from wearing plunging necklines that show any cleavage when standing, sitting, or bending over. Wear a tank top to help with "issues" 😊.
- Please refrain from wearing tight fitting shirts or other articles of clothing. Clothing should be loose so as not to cup under the chest or rear end. Sleeveless garments are acceptable, but they should not "cut in" like a tank top.
- Regarding foot wear, please wear comfortable shoes. Please refrain from wearing flip-flops that you would wear to the beach. However, flip styles are acceptable. Clean and neat tennis shoes are fine too.
- See **Student Handbook** for hair/accessory standards.
- Ladies may wear slacks/capris/culottes/Bermuda shorts (that touch the knee) on workdays, ball games, and for events that may require casual dress.

Males

- All male teachers must wear a collared shirt with sleeves, long dress pants/belt, and proper footwear. Neckties are optional.
- See **Student Handbook** for hair/accessory standards.

*If you have any questions please see the school administrator or appropriate principal.



Jacksonville Christian Academy
Home of the Conquerors

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Ph. 910-347-2358 Fax: 910-347-3138 E-mail: jcaconquerorsoffice@gmail.com

Request for Criminal Records Check and Authorization

I hereby request the _____ County Sheriff Department to release any information which pertains to any record of convictions in its files or in any criminal file maintained on me whether local, state, or national. I hereby release said Police Department from any and all liability resulting from such disclosure.

Date _____

Signature

Print Full Name

Print Maiden Name if Applicable

Date of Birth

Place of Birth

Social Security Number

Driver's License Number

State and Expiration Date