



Trinity Christian Academy

# Employment Application



*Educating*

*and developing*

*the whole person*

*for the glory of God*

# INSTRUCTIONS & POSITION REQUIREMENTS

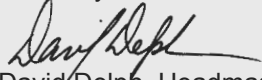
## Dear Applicant,

I sincerely appreciate your interest in Trinity Christian Academy. TCA is looking for dedicated, enthusiastic and knowledgeable employees to join our education community who meet the following criteria:

1. Employees who are committed Christians, active in their local church and growing in their personal walk with Christ.
2. Employees who desire to work in a private, independent, conservative, evangelical Christian college preparatory school.
3. Employees who see their role primarily as an opportunity to disciple and mentor young people and help them develop godly character in their lives.
4. Employees who have a passion for their areas as well as the ability to communicate effectively to students.
5. Employees whose personal lifestyle and character is above reproach.

I realize how very important this process is for you. It is our prayer that God will give you wisdom and discernment as you seek His will for your future and that His faithfulness and concern for you will be a source of constant encouragement. God's very best to you in your job search.

Sincerely,



David Delph, Headmaster

## All Applicants

Trinity Christian Academy is an equal opportunity employer. All employment decisions will be made without regard to race, color, sex, national origin, age disability, or veteran status. However, within its legal capacity as a nonprofit religious organization, the Academy reserves the right to carefully and fully explore the religious values, faith, and convictions (including personal conduct) of applicants and employees in order to employ those individuals who support, advance, and live in a manner consistent with the Academy's doctrinal statement and Biblical position.

**This application must be completed in full. Please print or write, whichever is more legible. Answer every question.** Please include copies of **official transcripts** (college level and above) and a current **resume** if available. If you are applying for a teaching or administrative position, also include a copy of your **state teaching/administrative certificate(s)**. All applications are kept on file for three years, so please notify us of any changes in your address or phone number and we will update your application.

**Return your completed application to:**

**Trinity Christian Academy, Attn: Dawn Booth, 17001 Addison Road • Addison, TX 75001**

## Administration Applicants

All applicants for Headmaster and Head of School (Principal) positions must have an earned graduate degree from a regionally accredited institution with at least 18 semester hours of administrative or supervision courses as part of, or in addition to, the graduate degree. All other administrators having responsibilities for instructional/student services must have an earned graduate degree from a regionally accredited institution related to their assigned field.

## Teaching Applicants

In order to be hired by Trinity Christian Academy for a teaching position, you must have at least one degree from a regionally accredited institution at the Bachelor's level or above. In addition, one of the two academic requirements listed below must be met.

1. You must have a **current** state teaching certificate in the subject area or grade level, which you would be teaching. Your certification may come from any state, **NOT** just Texas. Note: TCA is unable to hire teachers who are enrolled in, but have not completed their teaching internship year in an alternative certification program unless they meet the requirements listed below.

**OR**

2. You must have a minimum of **24 hours** in the subject area or grade level which you would be teaching and **12 hours** of professional education courses. NOTE: Most applicants who are *not* state certified, but who do have 24 hours in the subject area or at the grade level which they would be teaching, do not meet the 12 hour professional education requirement. *An applicant in this situation may still be hired and would have 2 years from the hire date to fulfill the 12-hour requirement from any regionally accredited institution.*

## Teaching Assistant Applicants

All Lower and Middle School Teaching Assistant applicants must have a Bachelor's degree from a regionally accredited institution. Middle School Teaching Assistants must also have teaching experience and meet the accreditation requirements for faculty positions. (See Teaching Applicants)

# ALL APPLICANTS

*The Immigration Reform and Control Act of 1986 prohibits the employment of unauthorized aliens, and requires employers to verify the employment eligibility of all new employees. An offer of employment made by the Academy will be conditioned upon your providing the documentation required by law as evidence of your personal identity and your authorization to work in the United States. Any offer of employment is also conditioned upon the successful completion of a background investigation, a post-offer physical evaluation (if applicable), and a drug screen.*

Are you a U.S. citizen or national, permanent resident, temporary resident, legalization applicant, refugee or asylee?

Yes    No

*Temporary residence does not include those with non-immigrant work authorization (F, J, H or L visas). A legalization applicant is one who is eligible and who has made a naturalization application within the regulatory time requirements of the INS. Exceptions to these requirements will be determined based on shortage of qualified candidates with a particular skill.*

## Personal Data

Name \_\_\_\_\_ Date of Application: \_\_\_\_\_  
Last                      First                      Middle

Previous/Different *last* name(s) used in past 7 years (please indicate N/A if you have no other names)

\_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Country \_\_\_\_\_ ZIP Code \_\_\_\_\_

E-mail Address \_\_\_\_\_

Telephone (day) \_\_\_\_\_ (evening) \_\_\_\_\_

Is Your Age Under 18?    Yes    No

## Job Interest

Position(s) Desired \_\_\_\_\_ Date Available For Employment \_\_\_\_\_

How or by whom were you referred to us? \_\_\_\_\_

## Education and Training (please do not abbreviate school names)

Full School Name	City	State	Major	Did you graduate?	Degree	Cum. GPA
High School				<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> GED		
Trade School/Technical School				<input type="radio"/> Yes <input type="radio"/> No		
College				<input type="radio"/> Yes <input type="radio"/> No		
College				<input type="radio"/> Yes <input type="radio"/> No		
College/Graduate School				<input type="radio"/> Yes <input type="radio"/> No		
College/Graduate School				<input type="radio"/> Yes <input type="radio"/> No		

Please indicate the name(s) you used during your highest level of education:

# ALL APPLICANTS

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## Prior Address Information

Please indicate all addresses – other than the current address indicated on Page 3 – that you have used in the last seven years. Use additional sheet if necessary.

Street Address:		
City:	State/Province:	ZIP/Postal Code:
Country:	Dates At This Address:FROM:	TO:

Street Address:		
City:	State/Province:	ZIP/Postal Code:
Country:	Dates At This Address:FROM:	TO:

Street Address:		
City:	State/Province:	ZIP/Postal Code:
Country:	Dates At This Address:FROM:	TO:

Street Address:		
City:	State/Province:	ZIP/Postal Code:
Country:	Dates At This Address:FROM:	TO:

Street Address:		
City:	State/Province:	ZIP/Postal Code:
Country:	Dates At This Address:FROM:	TO:

Street Address:		
City:	State/Province:	ZIP/Postal Code:
Country:	Dates At This Address:FROM:	TO:

## Employment

Were you ever previously employed by Trinity Christian?  Yes  No

If Yes, dates employed From: \_\_\_\_\_ To: \_\_\_\_\_

Position? \_\_\_\_\_

Are you currently subject to an employment agreement or contract with another employer?  Yes  No

If yes, please explain \_\_\_\_\_

# ALL APPLICANTS

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## Employment Record

Starting with your current or most recent employment, list all previous employers. Include self-employment, military service, summer, and part-time jobs for at least the last ten years. Must be completed in full for each employer. Writing "See resume" is not acceptable. Use additional sheet if necessary to cover 10 years of employment.

Organization Name:	Start Date:	End Date:	Job Title & Duties:
Street Address:	Department:		Salary:
City:		State:	Telephone:
When may we contact this employer? <input type="radio"/> Now <input type="radio"/> After acceptance of offer			
Reason For Leaving:			Name & Title of Supervisor:

Organization Name:	Start Date:	End Date:	Job Title & Duties:
Street Address:	Department:		Salary:
City:		State:	Telephone:
When may we contact this employer? <input type="radio"/> Now <input type="radio"/> After acceptance of offer			
Reason For Leaving:			Name & Title of Supervisor:

Organization Name:	Start Date:	End Date:	Job Title & Duties:
Street Address:	Department:		Salary:
City:		State:	Telephone:
When may we contact this employer? <input type="radio"/> Now <input type="radio"/> After acceptance of offer			
Reason For Leaving:			Name & Title of Supervisor:

Organization Name:	Start Date:	End Date:	Job Title & Duties:
Street Address:	Department:		Salary:
City:		State:	Telephone:
When may we contact this employer? <input type="radio"/> Now <input type="radio"/> After acceptance of offer			
Reason For Leaving:			Name & Title of Supervisor:



# ALL APPLICANTS

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Are you a member?  Yes  No

Please provide the name and phone # of your pastor or other church leader whom we may contact:

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Daytime Phone #: \_\_\_\_\_

Name one person in whose life you have had some spiritual input, and briefly describe your relationship.

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## Lifestyles

Answering "Yes" to the questions below will not automatically disqualify you from employment at TCA. As a biblically based educational institution, however, we must assure that the principles and values of our employees are consistent with our Christian philosophy.

Have you ever been divorced?  Yes  No If yes, reason: \_\_\_\_\_

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Do you consume alcohol?  Yes  No If yes, how often? \_\_\_\_\_

Do you use tobacco products?  Yes  No If yes, how often? \_\_\_\_\_

What is your attitude toward matters of recreation and entertainment which some Christians practice and other Christians do not?

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## Honors and Achievements

Please list relevant academic and athletic honors, extracurricular activities, and offices held.

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## Interests

Please discuss your travel experiences.

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# ALL APPLICANTS

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What periodicals do you read regularly?

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Of the books you have read recently, which do you most esteem?

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What school activities could you coach, sponsor, or assist?

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## Additional References

Besides your pastor and current or past supervisor, please list at least six *other* people we may contact with reference to your application. Include teaching peers if applicable.

Office  
Use  
Only

Reference Name

Title/Relationship

Daytime Phone Number

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

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

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

## Convictions/Suspensions/Debarments

Have you ever been convicted of a felony? Include all pleas of "guilty" or "no contest".  Yes  No

Have you been convicted of or imprisoned for any type of misdemeanor within the last seven years?  Yes  No

Are you currently debarred, suspended or otherwise ineligible to work in any profession?  Yes  No

If **Yes** to any of the above questions, please explain fully. \_\_\_\_\_

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This information will not necessarily bar an applicant from employment and, therefore, any uncertainty should be resolved in favor of disclosure. The nature and seriousness of the crime and date of conviction will be considered.

# TEACHING ASSISTANT, TEACHING, & ADMINISTRATIVE APPLICANTS

PLEASE COMPLETE THE NEXT TWO PAGES ONLY IF YOU ARE APPLYING FOR  
A TEACHING, TEACHING ASSISTANT, OR ADMINISTRATIVE POSITION.

Do you have a state teaching certificate?  Yes  No

If yes, from what state? \_\_\_\_\_ Is your state certificate current?  Yes  No

What grade levels and/or subjects does your certificate allow you to teach?

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Have you taken 12 hours or more of professional education courses?  Yes  No

Have you taken any formal Bible or Bible-related courses at or above the Bachelor's degree level?

Yes  No

If yes, how many hours? \_\_\_\_\_

Have you completed any other types of Bible training or courses outside formal college course work (i.e. Bible Study Fellowship, Correspondence, Church-sponsored classes, etc.)?  Yes  No

If yes, please list course, date, and location: \_\_\_\_\_

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If you are applying for a 7<sup>th</sup> – 12<sup>th</sup> grade History/English teaching position, how many hours of English have you successfully completed? \_\_\_\_\_ Hours of History? \_\_\_\_\_

## Placement Data

What grades and subjects are you *qualified* to teach? \_\_\_\_\_

What grades and subjects would you *prefer* to teach and why? \_\_\_\_\_

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Describe your experience with children other than in a school setting. \_\_\_\_\_

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Please comment on the Lord's leading in your life toward teaching in a Christian school.

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# SUPPORT STAFF APPLICANTS

PLEASE COMPLETE THE APPROPRIATE SECTION BELOW ONLY IF YOU ARE APPLYING FOR A SECRETARIAL, ADMINISTRATIVE ASSISTANT, MAINTENANCE, OR SUBSTITUTE TEACHER POSITION.

## Secretarial & Administrative Assistant Applicants

Circle your ability level for each of the following:

1=No knowledge 2=Basic knowledge 3=Personally proficient 4=Proficient, able to train others

1 2 3 4	Windows	1 2 3 4	Desktop Publishing	1 2 3 4	Blackbaud Raiser's Edge
1 2 3 4	MS Word	1 2 3 4	MS Outlook	1 2 3 4	Blackbaud Admissions
1 2 3 4	MS Excel	1 2 3 4	Word Perfect	1 2 3 4	Blackbaud General Ledger
1 2 3 4	MS PowerPoint	1 2 3 4	Web Site Design	1 2 3 4	Blackbaud Student Billing
1 2 3 4	MS Publisher	1 2 3 4	Photoshop	1 2 3 4	Other: _____
1 2 3 4	MS Access	Typing Speed: _____	wpm	1 2 3 4	Other: _____

Other secretarial skills: \_\_\_\_\_

Other education or course work related to this field: \_\_\_\_\_

## Maintenance Applicants

Please indicate the amount and level of experience you have in the following areas:

HVAC repairs: \_\_\_\_\_ Welding: \_\_\_\_\_

Plumbing repairs: \_\_\_\_\_ Carpentry: \_\_\_\_\_

Electrical repairs: \_\_\_\_\_ Sheetrock repair: \_\_\_\_\_

Wallpaper: \_\_\_\_\_ Auto repair: \_\_\_\_\_

Small Engine repair: \_\_\_\_\_ Roofing repair: \_\_\_\_\_

Irrigation repair: \_\_\_\_\_ Floor/Carpet care: \_\_\_\_\_

Other relevant maintenance skills: \_\_\_\_\_

What power tools have you operated? \_\_\_\_\_

What heavy equipment can you operate? \_\_\_\_\_

Other education or course work related to this field: \_\_\_\_\_

## Substitute Teacher Applicants

I would prefer to substitute in \_\_\_ LS (K - 4<sup>th</sup>) \_\_\_ MS (5<sup>th</sup> - 8<sup>th</sup>) \_\_\_ US (9<sup>th</sup> - 11<sup>th</sup>)

I would prefer not to teach a class, but only monitor or administer quizzes, tests, etc.

I would like to monitor but am also prepared to teach in the following grade levels/subject areas:

- |  |   |   |                                    |
|--|---|---|------------------------------------|
| <input type="radio"/> K- 4 <sup>th</sup> | <input type="radio"/> Pre-Algebra/Algebra | <input type="radio"/> Computer Applications | <input type="radio"/> PE           |
| <input type="radio"/> Bible              | <input type="radio"/> Geometry            | <input type="radio"/> Biology               | <input type="radio"/> Band         |
| <input type="radio"/> Psychology         | <input type="radio"/> Algebra II          | <input type="radio"/> Physics               | <input type="radio"/> Choir        |
| <input type="radio"/> Latin              | <input type="radio"/> Pre-Calculus        | <input type="radio"/> Chemistry             | <input type="radio"/> Visual Arts  |
| <input type="radio"/> French             | <input type="radio"/> Calculus            | <input type="radio"/> Anatomy/Physiology    | <input type="radio"/> Speech/Drama |
| <input type="radio"/> Spanish            | <input type="radio"/> Computer Science    | <input type="radio"/> Health                | <input type="radio"/> Photography  |
| <input type="radio"/> History/English    |   |   |                                    |

# COACHING APPLICANTS

PLEASE COMPLETE THE PAGE BELOW ONLY IF YOU ARE APPLYING FOR A COACHING POSITION.

What sports did you participate in during high school? \_\_\_\_\_

What sports did you participate in during college? \_\_\_\_\_

What role does athletics have in a student's overall education? \_\_\_\_\_

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How would you integrate your Christian faith into your coaching philosophy? \_\_\_\_\_

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How did your experience as a high school and/or college athlete affect your growth as a person? \_\_\_\_\_

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Did you have a coach growing up that you especially admired?  Yes  No

Please describe. \_\_\_\_\_

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What are your top 3 personal goals as a coach? \_\_\_\_\_

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Have you ever served as a referee, official, or judge for any sport?  Yes  No

If yes, please specify. \_\_\_\_\_

Have you ever been ejected or removed from a sporting event as a coach, athlete, or spectator?  Yes  No

If yes, please explain the circumstances (use additional sheet if necessary). \_\_\_\_\_

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## Coaching Experience

Sport	Year(s)	Age of Athletes Coached	Coaching Position

# ALL APPLICANTS

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## Mission Statement

TCA is an independent, coeducational school offering Christian families and their children a demanding college preparatory curriculum within a Christian community committed to integrating Biblical faith and learning. The Academy desires to educate and develop the whole person for the glory of God by helping equip each student to grow in the grace and knowledge of Jesus Christ, and to become a faithful disciple of Him.

## Doctrinal Statement

1. We believe in the verbal, plenary inspiration of both the Old and New Testaments, i.e. that the very words of the original Scriptures are infallible and inerrant and that they are our final and absolute authority in every area of life and knowledge.
2. We believe in one God, eternally existing in three co-equal persons: Father, Son, and Holy Spirit.
3. We believe that Jesus Christ was conceived by the Holy Spirit, born of the Virgin Mary, and that He is both undiminished deity and genuine humanity in one person forever.
4. We believe that God the Holy Spirit is a personal Being who convicts the world of sin and who regenerates, indwells, empowers, guides, and bestows spiritual gifts on believers, and who seals them eternally for God.
5. We believe that man was created by a direct act of God in His image, not from previously existing life, that all men sinned in Adam (the historical father of the entire human race) and thus incurred both physical and spiritual death; and that all men have inherited a sinful nature.
6. We believe that Jesus Christ died as a substitutionary sacrifice for our sins and that through faith in Him as Lord and Savior, we are declared righteous by God and are eternally secure in Christ.
7. We believe that salvation is by grace through faith in Jesus Christ, totally apart from human merit, and that the experience of regeneration produces a new creature in Christ.
8. We believe that Jesus Christ rose from the dead – physically and bodily – and that He ascended in like form into heaven, where He continually ministers as our Great High Priest and Advocate.
9. We believe that this age will be consummated by the literal, visible, bodily return of Jesus Christ to this earth.
10. We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.
11. We believe that all believers are under the mandate of Jesus Christ to proclaim the Gospel to all the world.

I have read and am in full agreement with TCA's mission statement.  Yes  No

I have read and am in full agreement with TCA's doctrinal statement.  Yes  No

If you answered "No" to either of the above, please discuss the area(s) of disagreement or the area(s) in which you may not yet have formed an opinion. (Use additional sheet if needed.)

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

# ALL APPLICANTS

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## Privacy Policy

At Trinity Christian Academy, we are committed to protecting your privacy. Your personal information may be maintained in an electronic database in the U.S. and will be processed by a third party provider for purposes of conducting background investigations. Your personal information will be used by Trinity Christian Academy for recruitment and background check purposes. It will be protected from the loss, misuse, unauthorized access or disclosure, alteration, or destruction of the information under our control. By submitting your personal information and signing this application, you agree that Trinity Christian Academy may process it for recruitment, human resources processes, and background check purposes.

## Applicant Release and Acknowledgement

I understand that Trinity Christian Academy (hereinafter referred to as TCA) requires certain information about me to evaluate my qualifications for employment and to conduct its business if I become an employee. Therefore, I authorize TCA to investigate my past employment, educational credentials, and other employment-related activities. I agree to cooperate in such investigations and release those parties supplying such information to TCA of responsibility with respect to information supplied.

I agree that TCA may use the information it obtains concerning me in the conduct of its business. I understand that such use may include disclosure outside TCA in those cases where its agents and contractors need such information to perform their functions, where their company's legal interests and/or obligations are involved, or where there is a medical emergency involving me. I understand, however that TCA intends to protect the confidentiality of personal information it obtains concerning me to the extent required by law.

I agree that I will not disclose or use while interviewing with or employed with TCA any confidential or proprietary information of others, including any former employer.

I understand that any employment with TCA would not be for any fixed period of time and that, if employed, I may resign at any time, for any reason, or the Academy may terminate my employment at any time for any reason in the absence of a specific written agreement to the contrary. I understand that my employment-at-will status may not be modified or changed except in writing and signed by a duly authorized officer of the Company.

I understand that any false answers or statements made by me on this application, any supplement thereto, or in connection with the above-mentioned investigations may be grounds for refusal of employment, invalidate my employment or, if employed, will be sufficient grounds for immediate discharge and render me ineligible for any benefits.

All applications and supporting materials for employment at Trinity Christian Academy once submitted, become the property of Trinity Christian Academy.

**My signature below acknowledges that I have read, understand, and agree to the terms of the entire application.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return to:**

Trinity Christian Academy  
Attn: Dawn Booth  
17001 Addison Road  
Addison, TX 75001  
Office: 972-931-8325  
Fax: 972-931-8923





# Trinity Christian Academy

17001 Addison Road • Addison, Texas 75001-5096 • 972-931-8325 • [www.trinitychristian.org](http://www.trinitychristian.org)