



SUMMIT CHRISTIAN ACADEMY

Hiring Process

Thank you for your interest in a position with SCA. Please review our Mission Statement, Qualifications and Statement of Faith. If you are in agreement, please complete and return this application to the SCA office.

Upon return of your completed application, you will be contacted to schedule an initial interview if your qualifications match the ones required for the open position. After the initial interview, references may be contacted. A second or third interview may be requested prior to a final decision. If at any time your application is no longer under consideration for a position in the school, you will be notified in writing. If an offer of employment is made, you will be requested to respond within one week. A criminal background check will be performed before an employment contract is offered.

Summit Christian Academy is an Equal Opportunity Employer, decisions to hire and promote are made without regard to race, color, sex, national origin, pregnancy, physical or mental disability (unrelated to ability to perform the essential elements of the job), or age (as defined by law).

Revised 08/2018

Our Mission:

At Summit Christian Academy, our mission is to partner with families **inspiring, motivating, preparing, affirming, challenging, and transforming** our students through Christ, so they are equipped, enriched and empowered to impact the world.

Statement of Faith:

We believe the Bible to be the inspired, only infallible, authoritative, inerrant Word of God (2 Timothy 3:15, 2 Peter 1:21).

We believe there is one God, eternally existent in three persons – Father, Son and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).

We believe in the deity of Christ (John 10:33).

We believe in His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35).

We believe in His sinless life (Hebrews 4:15, Hebrews 7:26).

We believe in His miracles (John 2:11).

We believe in His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9).

We believe in His resurrection (John 11:25, 1 Corinthians 15:4).

We believe in His ascension to the right hand of the Father (Mark 16:19).

We believe in His personal return in power and glory (Acts 1:11, Revelation 19:11).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that we are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5).

We believe in the resurrection of both the saved and the lost – the saved to the resurrection of life and the lost to the resurrection of damnation (John 5:28-29).

We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, 1 Corinthians 3:16, 1 Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18).

Qualifications:

SCA seeks applicants with the following qualifications:

- *A person who loves the Lord, has genuine faith in Jesus Christ, exemplifies a life in Christ every day, fellowships with other believers, and is an example or role model to others.*
- *A person who agrees with the Summit Christian Academy "Statement of Faith".*
- *A person who is excited about the educational environment, loves children, can relate to and interact with children, and is able to gain children's respect.*
- *A person who loves to learn, is creative (always seeking better ways to express ideas, continues to read, write, and learn more), is teachable, trainable, and approachable.*
- *A person who demonstrates the following personal qualities: enthusiasm, loyalty, grace, courtesy, friendliness, approachability, flexibility, is able to work well with others, a good communicator, moral character above reproach, humility, and servanthood.*
- *A person who views this position as a ministry.*



Employment Application

Date of Application _____

Position applying for:

_____ Elementary Teacher _____ Secondary Teacher _____ Middle School Teacher
_____ Administration _____ Professional _____ Staff

PERSONAL INFORMATION

Full Name: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Phone: (____) _____

Cell Phone: (____) _____ Email: _____

Have you ever been known by any name or names other than the one listed above?

Yes _____ No _____ If yes, please list names: _____

Are you age 18 or older? Yes _____ No _____

Are you either a U.S. citizen or an alien authorized to work in the United States? Yes _____ No _____

Have you ever been convicted of a felony or misdemeanor within the last 5 years? Yes _____ No _____

What date would you be available for work? _____

Are you seeking: Full-time _____ or Part-time _____ Desired salary \$ _____

Have you ever applied for a position with Summit Christian Academy? Yes _____ No _____

Are you literate in English? Yes _____ No _____

Are you literate in another language? Yes _____ No _____ If yes, what language(s) _____

Summit Christian Academy

2121 Cypress Creek Rd.

Cedar Park, Texas 78613

EDUCATION

Education	Name/Location	Year Completed (Circle highest year completed)	Did you graduate?	College major/degree received
Grade School				
High School		9 10 11 12		
College		1 2 3 4		
Graduate Studies		Hours completed Degree received		
Trade/Business/ Vocational		1 2 3 4		

(Attach a transcript for each college/university attended)

Describe any specialized training, apprenticeship, skills and extra-curricular activities you were involved in _____

Did you do student teaching? Yes _____ No _____ N/A _____

Grade level _____ Subject areas _____

Describe any honors you have received _____

Please state any additional information you feel may be helpful to us in considering your application

MILITARY SERVICE

Are you a United States Veteran? Yes _____ No _____ Dates of Service _____

Do you have a service-related VA approved disability? Yes _____ No _____

Nature of military duty/training: _____

Please state any other information about special job-related skills/qualifications acquired from employment or other experience _____

PROFESSIONAL LICENSES AND/OR CERTIFICATIONS

<u>Type/Number</u>	<u>Organization/State Issued</u>	<u>Date Issued</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you ever had an application for any type of professional or occupational license disapproved or any such license suspended, canceled or revoked? Yes _____ No _____

List professional, trade, business, or civic activities and offices held. (You may exclude memberships that would reveal sex, race, national origin, age, ancestry, disability or other protected status.)

Do you have responsibilities that would limit your availability to work? Yes _____ No _____ If yes, please explain _____

Do you have your own reliable transportation? Yes _____ No _____

EMPLOYMENT RECORD

Are you currently employed? Yes _____ No _____

We routinely contact an applicant's current employer for reference checks. Would this pose any particular difficulty for you? Yes _____ No _____ If yes, please explain _____

Most Recent Employer

Employer _____ Salary _____

Address _____ Phone _____

City _____ State _____ Zip _____

Supervisor Name _____ Dates: From _____ To _____

Position and duties _____

Reason for leaving _____

Next Previous Employer

Employer _____ Salary _____

Address _____ Phone _____

City _____ State _____ Zip _____

Supervisor Name _____ Dates: From _____ To _____

Position and duties _____

Reason for leaving _____

Next Previous Employer

Employer _____ Salary _____

Address _____ Phone _____

City _____ State _____ Zip _____

Supervisor Name _____ Dates: From _____ To _____

Position and duties _____

Reason for leaving _____

Next Previous Employer

Employer _____ Salary _____

Address _____ Phone _____

City _____ State _____ Zip _____

Supervisor Name _____ Dates: From _____ To _____

Position and duties _____

Reason for leaving _____

Next Previous Employer

Employer _____ Salary _____

Address _____ Phone _____

City _____ State _____ Zip _____

Supervisor Name _____ Dates: From _____ To _____

Position and duties _____

Reason for leaving _____

Explain all periods of unemployment _____

Have you ever been terminated from employment for any reason or requested to resign from any position? Yes ___ No ___ If yes, please explain _____

REFERENCES

Professional, spiritual, and personal; do not include any persons who are related to you or who are previous employers.

	Name	Email Address	Phone	Years Known
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

CHRISTIAN EXPERIENCE AND PERSONAL PHILOSOPHY

Please study the Statement of Faith (shown on page 2) and answer the following:

_____ I support the Statement of Faith as written *without reservation*

_____ I support the Statement of Faith except for the area(s) listed and explained on an attached sheet of paper

What is your denominational preference? _____

Where do you attend church? _____ For how long? _____

Church activities/ministries in which you are currently involved _____

Other Christian service

Have you received formal training in the Scriptures (Bible classes, correspondence, Navigator's series, etc.) or in Christian education course work?

Please answer the following questions.

1) Write a brief version of your Christian testimony, including the approximate date of conversion.

2) Describe the authority the Scriptures have in the world and in your life.

3) Describe the roles of the home, church, and school in the training of children.

4) Why do you wish to work at Summit Christian Academy?

5) What areas do you feel are your strengths? Weaknesses?

Authorization to Release Reference Information

I completed an application for a position with Summit Christian Academy. I authorize Summit Christian Academy to inquire about my work and personal history and to verify all data given in my application for employment, related documents, and during my oral interviews.

I authorize the release of information requested by Summit Christian Academy, such as employment records, performance reviews, and personal references; whether such information is favorable or unfavorable.

I further _____ do _____ do not waive the right to personally view any references submitted to Summit Christian Academy. I further certify that I have carefully read and understand this Authorization to Release Reference Information.

Authorization for Criminal Background Check

I understand that a criminal background check will be performed on me if I am offered a position with SCA and that the position offered is contingent upon my having an acceptable criminal background report. If am offered a position with SCA, I agree to provide SCA with a current copy of my Texas driver's license and proof of Social Security number in order that a criminal background report may be obtained.

By signing this document, I confirm that all information provided is true and accurate.

Applicant's Signature _____

Printed Name _____

Summit Christian Academy admits students of any race to all rights, privileges, programs, and activities made available to all students. SCA practices a biblical philosophy of admissions, not discriminatory on the basis of race, sex, color, or national origin in the administration of its policies, admissions, financial aid, and other school directed programs.