

**Broadfording Christian Academy**  
**13535 Broadfording Church Rd Hagerstown, Maryland 21740**

*"A student is not above his teacher, but everyone who is fully trained  
will be like his teacher."* Luke 6:40

**TEACHER APPLICATION**

Your interest in employment at Broadfording Christian Academy is appreciated. Please fill out this Initial Teacher Application and return it to the administration office. If an opening occurs for which you are qualified, you will be notified and then your references will be contacted. After your references have responded, and if there is continued interest in your candidacy, you will then be contacted for an interview.

BCA is seeking applicants who are professionally and educationally qualified, who really love children, who are Christian role models, and who believe that God has called them to the ministry of Christian school education. More information about our mission and purpose can be found at <http://www.broadfording.com>.

**Broadfording Christian Academy**  
**Statement of Faith**

We believe that the Bible, both the Old and New Testaments, was verbally inspired of God, and is inerrant and is our only rule in matters of faith and practice. We believe in creation, not evolution; that man was created by the direct act of God and in the image of God. We believe that Adam and Eve, in yielding to the temptation of Satan, became fallen creatures. We believe that all men are born in sin. We believe in the Incarnation, the Virgin Birth, and the Deity of our Lord and Savior, Jesus Christ. We believe in the vicarious and substitutional Atonement for the sins of mankind by the shedding of His blood on the cross. We believe in the resurrection of His body from the tomb, His ascension to Heaven, and that He is now our Advocate. We believe that He is personally coming again. We believe in His power to save men from sin. We believe in the necessity of the New Birth, and that this New Birth is through the regeneration of the Holy Spirit. We believe that salvation is by grace through faith, plus nothing, minus nothing, in the atoning blood of our Lord and Savior Jesus Christ.

We believe that this Statement of Faith is basic for Christian fellowship and that all born-again people who sincerely accept it and are separated from the world of apostasy and sin, can, and should, live together in peace, and that it is their Christian duty to promote harmony among the Believers.

**NAME AND ADDRESS**

Full name: \_\_\_\_\_

Application date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date available: \_\_\_\_/\_\_\_\_/\_\_\_\_

Present address: \_\_\_\_\_

Phone numbers: Days \_\_\_\_\_ Evenings \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Permanent address and phone number if different than present address

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

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**POSITION DESIRED**

Please indicate below your first, second, and third choice along with the grades or subjects you desire to teach in order of preference:

( ) Preschool ( ) Kindergarten ( ) Elementary \_\_\_\_\_

( ) Junior High \_\_\_\_\_ ( ) High School \_\_\_\_\_

Full time \_\_\_\_ Part time \_\_\_\_

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

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Can you submit verification of your legal right to work in the U.S.? Yes \_\_\_\_ No \_\_\_\_

Please list activities or sports for which you would be capable and willing to direct, sponsor, or coach. Indicate grade and/or ability levels.

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What would you like to be doing five years from now?

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**CHRISTIAN BACKGROUND**

**\* On separate paper, briefly describe your relationship with the Lord and include details about your salvation experience.**

Please carefully read our Statement of Faith and indicate your degree of support.

\_\_\_\_ I fully support the Statement of Faith as written without mental reservations.

\_\_\_\_ I support the Statement of Faith except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not

yet formed an opinion or conviction.

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 \_\_\_

Denominational preference? \_\_\_\_\_

What is your local church affiliation? \_\_\_\_\_

Are you presently a member in good standing? \_\_\_\_\_ Number of years? \_\_\_\_\_

In what church activities are you involved? How frequently are you involved in these activities?

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

What other Christian service have you done since becoming a Christian?

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

To what extent do you believe you should become involved in Sunday and other weekday ministries of the sponsoring church or the church of which you are a member?

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

Describe your personal Bible study and prayer routine.

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

What books have you read recently that have helped you spiritually?

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

## PROFESSIONAL QUALIFICATIONS

**\* Please attach photocopies of all your postsecondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.**

What degree or degrees do you hold?

Degree	Date Received	Issuing Institution
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_____	_____	_____
_____	_____	_____

Your Major(s)

\_\_\_\_\_

Your Minor(s)

\_\_\_\_\_

Cumulative GPA: Bachelor's degree \_\_\_\_\_ Master's degree \_\_\_\_\_

Number of credit hours earned toward a Graduate degree \_\_\_\_\_

Sequentially list your teaching experience with most recent first.

School's Name	Grades or Subjects	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

To what degree are you familiar with various Christian or secular textbook series (i.e., ACSI, ABeka, Bob Jones, Saxon Math, Open Court Reading, Harcourt, etc.)? What is your preference and why?

\_\_\_\_\_

\_\_\_\_\_

Textbook series preferences?

\_\_\_\_\_

List other educational advantages that you have had including opportunities for travel.

\_\_\_\_\_

\_\_\_\_\_

List books or articles that you have recently read which have helped you to grow professionally.

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Do you have an ACSI Teaching Certificate? \_\_\_\_\_

If you answered "Yes," what level? \_\_\_\_\_ Expiration date: \_\_\_\_\_

Do you have a state teaching certificate? \_\_\_\_\_ State? \_\_\_\_\_

What kind? \_\_\_\_\_ Expiration date: \_\_\_\_\_

Endorsement(s) List semester hours in endorsement area(s)

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If you do not hold a certificate, what requirements do you lack?

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Please Indicate Salary Range Required : \$\_\_\_\_\_ - \$\_\_\_\_\_

**\* Please attach photocopies of any certificates held.**

Have you had any courses in "Christian Philosophy of Education?" If so, where and when?

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If not, would you be willing to take such a course by correspondence or otherwise? \_\_\_\_\_

List any courses that you have taken that have given specific training for Christian schools?

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List any conferences or seminars that you have led or have participated in that relate to the position you are applying for.

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Describe how teacher evaluation has been helpful to you.

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## **PERSONAL PHILOSOPHY**

**\* On separate paper, please label and succinctly answer in one or two paragraphs each of the questions below.**

1. Why do you wish to teach in a Christian school?
2. What are the main characteristics that distinguish a Christian school from a public school?
3. What do you consider to be the proper classroom atmosphere for learning?
4. What is your philosophy of discipline?
5. What is your attitude toward physical punishment?
6. What areas do you feel are your strengths? Weaknesses?
7. What do you believe about the origin of the earth and mankind?
8. Please summarize any additional information that you would like to present regarding your candidacy for this position and any additional statements regarding your philosophy of Christian Education.

## EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may follow the same format on the reverse.

1. Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

2. Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

3. Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

4. Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

5. Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

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

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 served in the military? Yes \_\_\_ No \_\_\_. If yes, what type of training or education did you receive?

\_\_\_\_\_

Are you holding or have you already signed a contract for next year with any other educational institution? Yes \_\_\_ No \_\_\_



## PERSONAL REFERENCES

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

List three references who are qualified to speak of your spiritual experience and Christian service. Give their name, address, phone number and occupation, listing your current pastor first.

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List three references who are qualified to speak of your professional training and experience. Give their name, address, phone number and occupation, listing your current or most recent principal/supervisor first.

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## APPLICANT'S STATEMENT OF AGREEMENT

I understand that Broadfording Christian Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, or age.

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 authorize Broadfording 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 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 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 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.

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 are necessary for such an investigation. I authorize the school to conduct a criminal records check and the requirement that I complete the necessary forms to obtain the appropriate background clearances. 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 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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Mail to:

BCA  
13535 Broadfording Church Road  
Hagerstown, Maryland 21740  
Att. Pastor Wyand