



United Faith Christian Academy

8617 Providence Road

Charlotte, NC 28277

Phone: (704) 541-1742 Fax: (704) 540-7926 www.ufca.org

APPLICATION FOR EMPLOYMENT – TEACHING FACULTY

Office Use Only

Interview Date: _____

Reference Check: _____

2nd Interview: Yes No

Background Check: _____

Probable Placement: _____

Contract Offered Accepted

Date of Application: _____

Date Available For An Interview: _____

Applying For: Full Time Part Time

Referred By: _____

Date Available To Begin Work? _____

Personal Data

Name:

(Last) (First) (MI) (Maiden)

Home Phone: _____ Cell Phone: _____

Current

Address: _____

City: _____ State: _____ Zip Code _____

Length of time at this address: _____ Email: _____

Permanent Address and phone number (if different from above): _____

Please provide the name, address, and telephone number of contact in case of an emergency:

Name: _____
(Last) (First) (Middle)

Relationship to You: _____ Home Phone: _____ Business Phone: _____

Address: _____

City: _____ State: _____ Zip Code _____

Position For Which You Are Applying

Please indicate the position(s) for which you are applying.

- | | | | |
|------------------------------------------------------------|----------------------------------------------|-------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Classroom Aide | <input type="checkbox"/> Substitute | <input type="checkbox"/> Lower School (Grades 1 – 5) | <input type="checkbox"/> Preschool (Little Learners) |
| <input type="checkbox"/> Transitional Kindergarten Teacher | <input type="checkbox"/> Technology/Computer | <input type="checkbox"/> Middle School (Grades 6 – 8) | |
| <input type="checkbox"/> Kindergarten Teacher | <input type="checkbox"/> Spanish/Chinese | <input type="checkbox"/> High School (Grades 9-12) | |
| <input type="checkbox"/> Physical Education | <input type="checkbox"/> Other _____ | | |

Please indicate grades you are qualified to teach: _____ Preferred Grades: _____

Certification

Do you hold a teacher's certification? Yes No If yes, date issued: _____ (please attach a copy)

Expiration date: _____ If no, date applied: _____

Certified Areas/Subjects	NC or Other (Please Specify)	Class A=Bachelor's/G=Master's	Expiration Date

National Teacher Examination

Have you taken the National Teacher Examination? Yes No If yes, when? _____

Professional Knowledge Score: _____ If not, when do you plan to take it? _____

NTE or GRE scores may be submitted after the application has been submitted. (NTE scores may be requested from: National Teacher Examination, ETS, CN 6015, Princeton, NJ 08541-6050).

Education

College or University	City/State	Degree	Major	Dates Attended	Overall GPA

Copies of all College and/or University transcripts, both undergraduate and graduate, must be filed with your application or soon after it has been submitted.

Student Teaching

If student teaching was completed within the last three years supply the following information:

1) School: _____ Grade/Subject: _____

Address: _____
(Address) (City) (State) (Zip Code)

Dates: From (MDY) _____ To (MDY) _____

Cooperating Teacher: _____ Telephone: _____

College Supervisor: _____ Telephone: _____

College/University Address: _____

2) School: _____ Grade/Subject: _____

Address: _____
(Address) (City) (State) (Zip Code)

Dates: From (MDY) _____ To (MDY) _____

Cooperating Teacher: _____ Telephone: _____

College Supervisor: _____ Telephone: _____

College/University Address: _____

Please list the curriculums with which you are familiar for the grade(s) for which you are applying: _____

Teaching Experience

Beginning with your most recent position, list all teaching or instructional support experience for which you have been or are being paid. Please complete all information even if you include a resume.

1) Name of School: _____ From: _____ To: _____

Address: _____ Phone: _____

Job Title/Grade(s) and/or Subject Taught: _____ Full Time Part Time

Reason for Leaving: _____

Name and Title of Supervisor: _____ May we contact? Yes No

2) Name of School: _____ From: _____ To: _____

Address: _____ Phone: _____

Job Title/Grade(s) and/or Subject Taught: _____ Full Time Part Time

Reason for Leaving: _____

Name and Title of Supervisor: _____ May we contact? Yes No

3) Name of School: _____ From: _____ To: _____

Address: _____ Phone: _____

Job Title/Grade(s) and/or Subject Taught: _____ Full Time Part Time

Reason for Leaving: _____

Name and Title of Supervisor: _____ May we contact? Yes No

4) Name of School: _____ From: _____ To: _____

Address: _____ Phone: _____

Job Title/Grade(s) and/or Subject Taught: _____ Full Time Part Time

Reason for Leaving: _____

Name and Title of Supervisor: _____ May we contact? Yes No

Total years teaching experience: _____

Have you ever been dismissed from a position? Yes No If yes, please explain:

Have you had experience with ADD or ADHD students? Yes No If yes, please explain: _____

Non-Teaching Experience

Please list below your non-teaching work experience beginning with the most recent.

1) Employer: _____ From: _____ To: _____

Address: _____
(Address) (City) (State) (Zip code)

Phone: _____ Your Position/Title: _____

Reason for Leaving: _____

Name and Title of Supervisor: _____ May we contact? Yes No

2) Employer: _____ From: _____ To: _____

Address: _____
(Address) (City) (State) (Zip code)

Phone: _____ Your Position/Title: _____

Reason for Leaving: _____

Name and Title of Supervisor: _____ May we contact? Yes No

3) Employer: _____ From: _____ To: _____

Address: _____
(Address) (City) (State) (Zip code)

Phone: _____ Your Position/Title: _____

Reason for Leaving: _____

Name and Title of Supervisor: _____ May we contact? Yes No

References

List persons, such as former employers, pastors, supervisors, and instructors, who have firsthand knowledge of your professional preparation and competence, and your spiritual maturity. A minimum of three references is requested. We reserve the right to contact references in addition to these listed here.

Incomplete/inaccurate reference information (i.e., names, addresses, zip codes, phone numbers, etc.) may make it difficult for your application to be given further consideration.

1) Name: _____ Title: _____ School/Company: _____

Address: _____
(Address) (City) (State) (Zip Code)

Work Phone: _____ Home Phone: _____

2) Name: _____ Title: _____ School/Company: _____

Address: _____
(Address) (City) (State) (Zip Code)

Work Phone: _____ Home Phone: _____

3) Name: _____ Title: _____ School/Company: _____

Address: _____
(Address) (City) (State) (Zip Code)

Work Phone: _____ Home Phone: _____

Personal History

Have you ever served in the military? ____yes; ____no

Have you ever worked under a different name for any of the employers you have listed above? (e.g., maiden name)? If so what name did you use? _____

Are you holding or have you already signed a contract for next year with any other educational institution? ____yes; ____no

Have you ever been accused of or convicted of a felony, or a misdemeanor? If so, what was the felony or misdemeanor?

Have you ever been accused or convicted of child abuse of any kind? If so, please describe:

Religious and Educational Philosophy

Why do you wish to teach at United Faith Christian Academy? _____

Of what church are you a member? _____ Denomination: _____

Church Address: _____
(Address) (City) (State) (Zip Code)

Pastor's name: _____ Church phone: _____

Please briefly give your personal Christian testimony: _____

List in order of priority what you consider to be the three most important objectives of Christian education:

- 1) _____
- 2) _____
- 3) _____

In the last year, what have you done to enhance your knowledge in any area that was not required or paid for by an employer, education institution, or other person?

Why have you chosen education as a career? _____

Please describe in 1-2 paragraphs (on the reverse side):

- 1) Your most gratifying teaching experience.
- 2) Your most successful handling of a discipline issue.

I verify that all of the above information is true and correct. I understand that any intentional falsification of any portion of this application will be grounds for immediate dismissal. Employment is contingent on successful completion of background investigation and references check.

(Applicant's Signature)

(Date)