

# Tyler Street Christian Academy

915 West Ninth Street @ Tyler Street  
Dallas, Texas, 75208  
214-941-9717 \* FAX 214-941-0324

## EMPLOYMENT APPLICATION

Your interest in **Tyler Street Christian Academy** is appreciated. We invite you to fill out this application and return it to our school office. If an opening occurs for which it appears you may qualify, we will contact you for a personal interview.

We realize that the key to a successful Christian School is its staff. We are grateful for those who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models. Luke 6:40.

We look forward to receiving your application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

### A. APPLICANT'S NAME AND ADDRESS

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

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

Present Address \_\_\_\_\_  
Street City State Zip

How long have you lived at this address? \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Social Security Number \_\_\_\_-\_\_\_\_-\_\_\_\_ Driver's License Number/State \_\_\_\_\_ Birthday \_\_\_\_/\_\_\_\_  
Mo / Day

Permanent Address and Phone number if different than present address:

\_\_\_\_\_  
Street City State Zip Phone

Have you ever been convicted for any crime, including sex-related or child-abuse related offenses? Yes \_\_\_\_\_ No \_\_\_\_\_

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

### B. POSITION DESIRED

Please check the position or positions for which you are applying and indicate your preference of grades or subjects:

Preschool (3-4 years)       Middle High (Grades 6-8)       Before/After School Care (PK-Grade 8)

Kindergarten (5 years)       High School (Grades 9-12)       Staff/Clerical

Elementary (Grades 1-5)       Substitute (PK-Grade 12)       Administration

Other \_\_\_\_\_ Full time \_\_\_\_\_ Part time \_\_\_\_\_ Hours preferred \_\_\_\_\_

How did you learn about Tyler Street Christian Academy? \_\_\_\_\_

Please list activities or sports which you would be capable of and willing to direct, sponsor, advise, or coach. (Indicate grade or ability levels). \_\_\_\_\_

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

### C. CHRISTIAN BACKGROUND

Do you have personal relationship with Christ? \_\_\_\_\_ Please explain: \_\_\_\_\_

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

Name of your local church affiliation \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Are you a member? \_\_\_\_\_ How long? \_\_\_\_\_

In what church activities are you involved and with what degree of regularity?  
\_\_\_\_\_

What is your attitude toward working with those of other races and those of other denominational beliefs?

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Describe your routine of personal Bible study and prayer.

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

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#### **D. DOCTRINAL STATEMENT**

1. We believe in the eternally existing, personal, triune God: Father, Son, and Holy Spirit.
2. We believe in the Deity of Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, and His ascension to the right hand of the Father, where He now acts as Mediator and Advocate.
3. We believe in the present ministry of the Holy Spirit whose indwelling in all believers enables them to live Godly lives.
4. We believe that the Holy Bible is a sufficient guide for all men, that it is an inspired Word of God through the activity of the Holy Spirit, and that in holy reverence it is our chief authority for living. In matters difficult to resolve through Christian prayer and conversation and Church tradition, it is accepted as our final authority in faith and practice.
5. We believe that regeneration by the Holy Spirit is absolutely essential for the salvation of lost and sinful men and that all who receive the Lord Jesus Christ by faith are born again and become children of God.
6. We believe in the spiritual unity of believers in our Lord Jesus Christ and in the necessity of all His followers maintaining good works as evidence of faith.
7. We believe that those who accept Jesus Christ as their Savior become members of the living body of Christ and thereby will seek out, join and participate in a local Church through worship of God, have fellowship with the brethren, and give service to all mankind in a sacrificial spirit.
8. We believe that every believer and follower of the Lord Jesus Christ must be responsible to witness by deed and by word, and thereby will be involved in the evangelization of the world, personally and through missionary efforts.
9. We believe in the personal return of our Lord Jesus Christ as the fulfillment and vindication of history, that all men are in need of salvation for this life and the next, and that some will know the resurrection of life and a heavenly homecoming, while others will know the final separation from God and the Hell of His lost love and providence.

I SUBSCRIBE TO THE ABOVE DOCTRINAL STATEMENT WITHOUT ANY RESERVATIONS.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

#### **E. PROFESSIONAL QUALIFICATIONS**

**\* Please attach photocopies of all your college/university transcripts and teaching certificates.**

Beginning with high school list the schools/colleges/universities you have attended:

Degree

Institution Name and Address

_____	_____
_____	_____
_____	_____

Your Major(s) \_\_\_\_\_

Your Minor(s) \_\_\_\_\_

Sequentially list your teaching experience with most recent first:

School Name and Address

Grades or Subjects

Dates

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

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

What kind? \_\_\_\_\_ Date issued \_\_\_\_\_

List any endorsement(s) \_\_\_\_\_

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

What level? \_\_\_\_\_ Date issued \_\_\_\_\_

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

Are you currently certified in CPR? Yes \_\_\_ No \_\_\_ If so, date issued \_\_\_\_\_ date expires \_\_\_\_\_

Are you currently certified in First Aid? Yes \_\_\_ No \_\_\_ If so, date issued \_\_\_\_\_ date expires \_\_\_\_\_

## **F. EMPLOYMENT HISTORY**

List your work experience for the past ten years. Experience outside the field of education and volunteer work may be included. Please start with your current or most recent employer and work backwards. If necessary, attach a separate sheet following the same format.

**1. EMPLOYER** \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Position \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Reason for leaving \_\_\_\_\_

**2. EMPLOYER** \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Position \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Reason for leaving \_\_\_\_\_

**3. EMPLOYER** \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Position \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Reason for leaving \_\_\_\_\_

**4. EMPLOYER** \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Position \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Reason for leaving \_\_\_\_\_

**5. EMPLOYER** \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Position \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Reason for leaving \_\_\_\_\_

**6. EMPLOYER** \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Position \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Dates of Employment \_\_\_\_\_ 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 already signed a contract for next year with any other institution? Yes \_\_\_\_\_ No \_\_\_\_\_

**G. PERSONAL REFERENCES** (Do not list family members or relatives for references.)

\* Please sign the attached **Reference Release Form** and return it with this application.

Give two references who are qualified to speak of your spiritual experience and Christian service. List your current pastor or priest first.

1. NAME \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Street City State Zip

Position \_\_\_\_\_

2. NAME \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Street City State Zip

Position \_\_\_\_\_

Give three references who are qualified to speak of your professional training and experience. List your current or most recent principal or supervisor first.

1. NAME \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Street City State Zip

Position \_\_\_\_\_ School \_\_\_\_\_

2. NAME \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Street City State Zip

Position \_\_\_\_\_ School \_\_\_\_\_

3. NAME \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Street City State Zip

Position \_\_\_\_\_ School \_\_\_\_\_

**H. APPLICANT'S CERTIFICATION AND AGREEMENT**

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

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of 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 that I will be paid and receive benefits only through the day of release.

I authorize **Tyler Street Christian Academy** to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

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 **Tyler Street Christian Academy**, 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 **Tyler Street Christian Academy**.

I authorize **Tyler Street Christian Academy** to conduct a criminal record check both now and in the future.

I understand that this is an 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

**AUTHORIZATION TO RELEASE REFERENCE INFORMATION**

I have made application for a position as a \_\_\_\_\_ with **Tyler Street Christian Academy**. I have authorized the school to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

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 **Tyler Street Christian Academy**, 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 **Tyler Street Christian Academy**.

I certify that I have carefully read and do understand the above statements.

\_\_\_\_\_  
Applicant's Name (Print)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date