

**Faith Academy, Inc.**  
 MCPO Box 2016  
 0706 Makati City  
 PHILIPPINES  
 Tel.: (63-2) 658-0048  
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 E-Mail: personnel@faith.edu.ph

**TEACHER APPLICATION**

Your interest in **Faith Academy** is appreciated. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which you may qualify, we will notify you and your mission, (as well as ask you to send your placement file to our office). We will also contact your references. If it looks like your training and experience will match with our needs, we will send you some follow-up questions and arrange for a telephone conversation if necessary.

We realize that the key to a successful Christian School is its staff. We are seeking applicants 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 initial 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**

*(as you enter your information electronically, boxes will expand to accommodate)*

Full Name			
Application Date		Available Date	
Date of Birth		Anticipated Length of Service (We recommend a minimum commitment of 2 years.)	
Marital Status / Name of Spouse			
Name(s), Birthdate(s) and Current Grade of Children accompanying you			
List any special needs or concerns regarding your children (language, learning, behavior) *Faith Academy does provide Educational Support for students; however, acceptance is based on our ability to meet their needs within our program.			
Email		Phone	
Present Address		Cell	
		Website/blog	
		Citizenship	
How long have you been at this address?			

**B. MISSION**

Have you begun application with a Mission Organization?		Which one? (give contact email)	
Where are you in the process?			

**C. POSITION DESIRED**

Choice (indicate 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> )	Level	List grades or subjects in order of preference
	Kindergarten	
	Elementary	
	Middle School	
	High School	

Indicate your preference:	Full time:		Part time:		Substitute:	
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How did you learn about the position for which you are applying?	
List activities/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?	

**D. CHRISTIAN BACKGROUND**

Briefly give your Christian testimony.

**The Bible**

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?	
Have you read our Statement of Faith?	Please indicate your level of support.

Indicate the area(s) of the Statement of Faith with which you do not agree, or have not yet formed an opinion or conviction. Explain.

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**Church**

Denominational Preference?		What is your local church affiliation?	
What church activities are you involved in and with what degree of regularity?			
What other Christian service have you done since becoming a Christian?			
How do you feel about working with those of other nationalities and those of other denominational beliefs?			
Describe your routine of personal Bible study and prayer.			
What books have you read recently that have helped you spiritually?			

**E. PROFESSIONAL QUALIFICATIONS**

\* Please fax or send photocopies of all your certificates and post-secondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.

**Formal Training**

Degree/Training	Major/Minor	Date Completed	Institution	Address/Location
Cumulative GPA for your BA?			For Graduate Studies?	
What Post Graduate studies have you taken?				

**Teaching Experience (List sequentially)**

School Name	Grades/Subjects	Dates
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List any other educational opportunities you have had, including travel.	
List books or articles you have read recently that have helped you to grow professionally.	
List any conferences, seminars, or courses that you have led or participated in recently.	

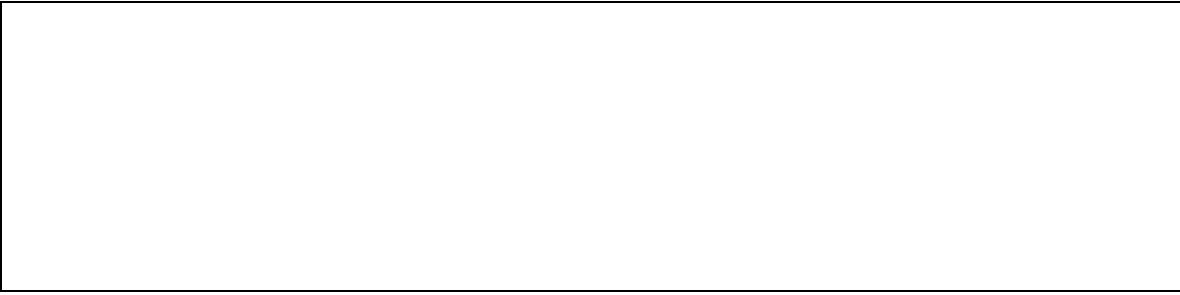
**Teaching Credentials**

Do you have a teaching credential?		Give type and state/country	
Do you have an ACSI Teaching Certificate?		Valid until?	
Which subjects are you qualified to teach and at what grade levels?			
If you do not hold a certificate, what qualifications do you have or what would you need to do to gain a certificate?			

**Christian School Preparation**

Have you had the opportunity to take courses in the Christian Philosophy of Education?		Where and when?	
If not, would you be willing to take such a course by correspondence or otherwise?			

Write your personal Christian philosophy of Education **and** how you would implement it in the classroom.



**F. PERSONAL PHILOSOPHY**

**Short Essays:**

A. Why do you wish to teach in a school for the children of missionaries?
B. What teaching strategies do you regularly use in your classroom?
C. How do you establish a good learning environment in your classroom?
D. What is your philosophy of discipline?
E. What areas do you feel are your strengths? Weaknesses?
F. Give any additional information that you would like to present regarding your candidacy for this position.

**G. EMPLOYMENT HISTORY**

**Work Background (List most recent first)**

Employer/Address	Supervisor Name & Contact Number/Email	Dates of Employment	Position	Reason for leaving

Have you ever worked under a different name for any of the employers listed?		If yes, give name(s) and reason.	
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Have you signed a contract for the next school year with any other educational institution?		Which one?	
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**H. PERSONAL REFERENCES**

You will need to sign the Reference Release Form that follows this section. Do not list family members or relatives.

\*\*\*Please submit a Criminal Record/Abuse Registry Check report (or the equivalent from your country) that has been completed within the last 3 months.\*\*\*

Attached?		If not, have you applied for it?	
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Give three references that are qualified to speak of your spiritual experience and Christian service. List your current pastor first.

Name	Address	Phone	Email	Position

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

Name	Address	Phone	Email	Position

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

I understand that **Faith Academy** does not discriminate in its acceptance of staff 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 accepted to serve, or if accepted, 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 move completely under the jurisdiction of my mission.

I authorize **Faith Academy** to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals, which 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 job.

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 Background Check by my sponsoring mission. I agree to fully cooperate in any investigation. The school may refuse acceptance or terminate my service if the school deems any background information unfavorable or to reflect adversely on the school or on me as a Christian role model.

I understand that this is only an application for acceptance as volunteer staff and that no salary is being offered.

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

Signature:	Date:
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**H. AUTHORIZATION TO RELEASE REFERENCE INFORMATION**

I have made application for a position as a \_\_\_\_\_ with **Faith Academy**. I have authorized the school 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 all other matters related to my suitability for service.

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 **Faith 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 **Faith Academy**.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

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

Signature:	Date:
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