



## MT. JULIET CHRISTIAN ACADEMY

735 N. Mt. Juliet Road Mt. Juliet, Tennessee 37122 615-758-2427 615-758-3662 (fax)

AN ACCREDITED CHRISTIAN SCHOOL

Pre-K – 12<sup>th</sup>

### TEACHER APPLICATION

Date of Application \_\_\_\_\_

#### CONTACT INFORMATION

Full Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
Last First M.

Current address \_\_\_\_\_  
Number & Street City & State Zip Code

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Email address \_\_\_\_\_ Fax number \_\_\_\_\_

#### POSITION INFORMATION

Position desired \_\_\_\_\_ Full Time \_\_\_ Part Time \_\_\_ Either \_\_\_

- On what date would you be available to start work? \_\_\_\_\_
- Are you currently employed? \_\_\_\_\_ Yes \_\_\_\_\_ No
- If yes, may we contact your employer? \_\_\_\_\_ Yes \_\_\_\_\_ No
- What is your present position? \_\_\_\_\_ Annual Salary? \_\_\_\_\_
- What salary would you expect? \_\_\_\_\_
- Why do you wish to teach at MJCA? \_\_\_\_\_

Area Preference Pre-K 3 – K5  
Elementary (Grades 1-5)  
Middle School (Grades 6-8)  
High School (Grades 9-12)

List in order of preference, the grades you are prepared to teach \_\_\_\_\_

Check the following middle/high school subjects which you are prepared to teach or in which you have interest and ability (if any):

- |   |   |                                      |
|---|---|--------------------------------------|
| <input type="checkbox"/> Art              | <input type="checkbox"/> Drama              | <input type="checkbox"/> Speech      |
| <input type="checkbox"/> Bible            | <input type="checkbox"/> Instrumental Music | <input type="checkbox"/> Vocal Music |
| <input type="checkbox"/> Coaching         | <input type="checkbox"/> Journalism         | <input type="checkbox"/> Yearbook    |
| <input type="checkbox"/> Creative Writing | <input type="checkbox"/> Reading Skills     | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Computer Science | <input type="checkbox"/> Spanish            |                                      |

**PROFESSIONAL QUALIFICATIONS**

Please attach photocopies of all your college transcripts.

Name of High School: \_\_\_\_\_ Location: \_\_\_\_\_

College, University or Professional School

Institution	Location	Dates Attended	Major/Minor	Degree	Cum. GPA

Total graduate credits (beyond BA/BS degree): Semester Credits \_\_\_\_\_

Teaching credentials held: (Please attach photocopies of valid teaching certificates or credentials)

Type	State	Date Expired	Subject

Total years of full-time teaching experience: Public \_\_\_\_\_ Christian \_\_\_\_\_ Other \_\_\_\_\_

Do you hold a current ACSI Teaching Credential? Yes \_\_\_\_\_ No \_\_\_\_\_

What level? \_\_\_\_\_ Date of expiration \_\_\_\_\_

Sequentially list your teaching/job-related employment experience, beginning with the most recent (do not list student teaching): If you need additional space, please continue on a separate sheet of paper.

School	Location	Grade	Subject	From Date	To Date

Please list any professional organization memberships, or other special mentoring, professional conference speaking and/or leadership experiences:

Description	Location	Date

Describe your background and use of technology:

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**PERSONAL INFORMATION**

- Have you ever filed an application with us before? \_\_\_ Yes \_\_\_ No
- Have you ever had a teaching certificate suspended or revoked or have you been placed on probation by the certifying agency?  
If yes, where and when? \_\_\_\_\_ \_\_\_ Yes \_\_\_ No
- Have you ever been suspended without pay, or dismissed from employment or resigned while an investigation was in progress for possible disciplinary action?  
If yes, where and when? \_\_\_\_\_ \_\_\_ Yes \_\_\_ No
- Have you ever been convicted of, had adjudication withheld in, pled nolo contendere (no contest) to, or entered a pre-trial intervention program for a misdemeanor or felony criminal charge, or are there currently any criminal charges pending against you?  
If yes, please explain on a separate sheet and attach to this application. \_\_\_ Yes \_\_\_ No

**CHRISTIAN BACKGROUND**

- **In your own handwriting on a separate sheet of paper briefly give your Christian testimony.**
- Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, conduct and truth?  
\_\_\_ Yes \_\_\_ No      Signature: \_\_\_\_\_
- Please carefully read the Statement of Faith and indicate your support. (Page 6)  
\_\_\_ I fully support the Statement as written without reservations.  
Signature: \_\_\_\_\_
- Please carefully read the attached Job Description. (Page 7&8)

\_\_\_\_\_ I fully understand the Job Description as written without reservations.

Signature: \_\_\_\_\_

– Name and address of church you attend: \_\_\_\_\_

– Are you a member? \_\_\_\_ Yes \_\_\_\_ No Number of years? \_\_\_\_

Pastor's Name \_\_\_\_\_

– What church activities and/or service are you involved in and with what degree of regularity?

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

### LETTERS OF REFERENCE

List or submit at least three letters of reference from persons that are qualified to speak of your spiritual and professional qualifications. Do not list family members or relatives as references. **Indicate (P) for professional or (S) for spiritual reference.**

Name	Complete Address	Phone (w/ Area Code)	P/S

### DECLARATIONS

Indicate your response to each question by marking the appropriate box.	Yes	No
Do you believe that you've been called by God to be a teacher in a Christian School?		
Can you perform the essential functions of the job for which you are applying with or without reasonable accommodations?		
In the event of an offer for employment would you be willing to coach a sport or become involved in an extra-curricular activity with students?		
In the event of an offer to be a teacher at MJCA would you be willing to submit to a background check and drug test?		

### SEXUAL MISCONDUCT/CHILD ABUSE STATEMENT

To properly protect our children, all those serving in ministry capacities involving children/youth should provide the following information. Please sign and date your response. All responses are confidential.

During your lifetime, have you ever been accused of child molestation, abuse, assault, lewdness, or sex offenses of any nature? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain the nature of the accusation, charge or conviction.

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

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 read and do understand the above statements.

Applicant's name (please print): \_\_\_\_\_

Applicant's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**OTHER EXPERIENCES**

Please list other experiences that you feel strengthens your application. Begin with the most recent experience and proceed in reverse chronological order. Include any technology and/or computer experience/skills.

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**RECOGNITIONS**

Please list honors or areas of achievement.

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**PERSONAL INTERESTS**

Please list any areas of school life (e.g., art, music, athletics, cheerleading, drama, journalism, etc.) in which you have a personal interest. Indicate also the amount of experience you have in these areas.

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## MT. JULIET CHRISTIAN ACADEMY

### STATEMENT OF FAITH

- A. The Bible. We believe the Bible to be inspired and the only infallible, authoritative, inerrant Word of God and the sole basis for faith and practice (2 Timothy 3:15; 2 Peter 1:21).
- B. The Trinity. 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).
- C. Jesus Christ. We believe in the deity of Christ (John 1:1; John 10:30), the humanity of Jesus Christ (Hebrews 2:17), His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35), His sinless life (Hebrews 4:15; Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9), His resurrection (John 20:1-31; 1 Corinthians 15:4), His Ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11; Revelation 19:11).
- D. Salvation. We believe (1) in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, (2) that people are justified on the single ground of faith in the shed blood of Christ, and (3) that only by God's grace and through faith in Jesus Christ alone are we saved (John 3:16-19; John 5:24; Romans 3:23; Romans 5:8-9; Ephesians 2:8-10; Titus 3:5).
- E. Resurrection. We believe in the resurrection of both the saved and the lost: those that are saved unto the resurrection of life, and those that are lost unto the resurrection of damnation (John 5:28-29).
- F. Unity of Believers. 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).
- G. The Holy Spirit. 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).
- H. Sex and Marriage.  
(1) We believe that God wonderfully and immutably creates each person as male or female and that these two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Consequently, the rejection of one's biological sex is a rejection of the image of God within that person.

(2) We believe the term “marriage” has only one meaning, which is marriage sanctioned by God that joins one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-24, Ephesians 5:31). We believe God intends sexual intimacy to only occur between a man and a woman who are married to each other and that God has commanded there is to be no intimate sexual activity engaged in outside of a marriage relationship between a man and a woman. We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography, or any attempt to change one’s sex, or disagreement with one’s biological sex, is sinful and offensive to God (1 Corinthians 6:9-20; 1 Corinthians 7:1-5; Ephesians 5:3; Hebrews 13:4).

- I. Availability of Redemption. We believe God offers redemption and restoration to all who confess and forsake their sin and seek His mercy and forgiveness through Jesus Christ (2 Corinthians 5:18-19; Ephesians 1:7; Colossians 1:20-22).
- J. Sanctity of Life. We believe that all human life is sacred and created by God in His image (Psalm 139). Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.
- K. Baptism & the Lord’s Supper. Christian baptism is the immersion of a believer in water. It is an act of obedience symbolizing the believer’s faith in a crucified, buried, and risen Savior, the believer’s death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. The Lord’s Supper is a symbolic act of obedience whereby members memorialize the death of the Redeemer and anticipate His second coming.
- L. Evangelism & Missions. It is the duty and privilege of every follower of Christ and every church of the Lord Jesus Christ to endeavor to make disciples of all nations...to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.
- M. Stewardship. God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions.
- N. The Christian & the Social Order. All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society... in the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death.

**Final Authority for Matters of Faith and Conduct:**

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of [the

organization]’s faith, doctrine, practice, policy, and discipline, our senior pastor is MJCA’s final interpretive authority on the Bible’s meaning and application.

### **Nondiscrimination Statement**

Employment at Mt. Juliet Christian Academy (MJCA) is open to qualified individuals who are Christians of good character, without regard or reference to race, sex (gender), national or ethnic origin, color, age, or disability. MJCA is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with MJCA’s mission statement, and they must be willing to conduct their lives in conformity with the school’s statement of faith and the school’s declaration and agreement to ethical and moral integrity.

## **MT. JULIET CHRISTIAN ACADEMY**

### **JOB DESCRIPTION**

**JOB TITLE:** Pre-K/Elementary/Secondary Teacher      **REPORTS TO:** Grade Level Principal

**PRIMARY PURPOSE:** To instruct and train students in subject areas in accordance with the school mission statement, philosophy and curriculum. To establish and maintain an environment in the classroom which promotes spiritual, academic, physical, and social maturity.

#### **QUALIFICATIONS:**

- Must be a Christian and maintain a lifestyle, in and out of school, that is consistent with the MJCA Lifestyle Statement
- Be in agreement with MJCA Statement of Faith
- Be active in a local Bible believing church which shares a statement of faith similar to the MJCA Statement of Faith
- Be passionate about educating students from a Christian worldview and about the grade/subject to be taught
- Possess the minimum of a Bachelor’s degree and be able to maintain certification through the Association of Christian Schools International (ACSI)
- Maintains a thorough and increasing knowledge of subject to be taught

#### **MAJOR RESPONSIBILITIES AND DUTIES:**

##### **Spiritual**

- Relate to students by nurturing them with the love of Christ, encouraging them to begin and/or develop a relationship with God through Christ, and challenging them to love God with all their heart, mind, soul, and strength
- Be a role model of Christian love, faith, truthfulness, and virtue, both in the classroom and in personal life
- Model the spiritual expectations of the school including weekly attendance in chapel programs
- Reflect a Christ-like spirit in dealing with all relationships: student, parent, faculty and staff



- Create a classroom environment that maintains a high level of nurturing and personal engagement with students

### **Planning**

- Create and maintain a positive learning environment
- Design appropriate, written lesson plans as required by the administration, which incorporate the school's scope and sequence or other approved curriculum and ensure that within the year, the scope and sequence of skills assigned to the grade are taught to the students
- Regularly review curriculum guides and plan lessons that lead to fulfillment of course priorities and goals
- Correlate outcomes and assessments to lesson plans and teaching

### **Instructional**

- Effect student learning through mastery of the subject material by utilizing valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy so that students achieve a minimum of one-year academic growth as measured by standardized testing and/or outcomes for each grade
- Employ a variety of instructional aids, methods and materials that will provide for teaching to reach the whole child: spiritual, academic, physical, and social
- Assign homework supportive of the classroom program and that is within the expectations and goals of the school
- Prepare adequate information and materials for a substitute teacher
- Arrange for field trips that extend or apply classroom learning

### **Professional Development**

- Participate in staff development opportunities to maintain professional licensure and expand knowledge base
- Stay current on the best practices in education and teaching, in order to provide the highest quality educational environment
- Professional growth opportunities paid for by the school must be shared with the faculty

### **Management**

- Demonstrate appropriate student management techniques that support the school's mission, philosophy and code of conduct
- Manage the class by setting clear expectations of behavior, establishing reasonable routines and promoting self-discipline based on biblical principles
- Maintain a clean, attractive and well-ordered classroom
- Evaluate each student's progress on a regular basis
- Keep grades current on grading software applications
- Maintain accurate and complete school records
- Maintain documentation regarding any disciplinary issues
- Supervise students at all times during school hours and at assigned extra-curricular events

### **Communication**

- Recognize the need for good public relations; represent the school in a favorable and professional manner

- Provide appropriate, regular and consistent communication with school community (written, oral conferences with parents, report cards, assignments and grades posted to web site, student records, email, etc.)
- Keep students, parent and the administration adequately informed of progress or deficiencies and give sufficient notice of failure
- Respond expediently to parent, student or volunteer concerns and ideas
- Receive approval from Principal for all forms of communication before being sent out

#### **Professional Assignments and Related Duties**

- Arrive punctually and attend all duties, programs, and meetings for which the teacher is scheduled
- Support the broader program of the school by attending extra-curricular activities, organizations and outings as assigned
- Place the teaching ministry as a priority ahead of outside or volunteer work
- Make provisions for being available to students and parents for education- related purposes outside the instructional day when required or requested to do so
- Provide tutoring as needed before or after school
- Assure the facility and equipment of the classroom are safe and well maintained
- Understand and fulfill all aspects of the teacher and student handbooks
- Uphold and enforce school rules, administrative regulations, school policies, and support the goal and objectives of the school
- Maintain personal appearance in a professionally appropriate manner
- Perform all other duties and assume other responsibilities which are identified as needed by the employer and approved and/or assigned by the Principal

#### **Technology**

- Oversee and maintain appropriate use of school's technology system
- Ensure that no computer work is conducted while children are present
- Carefully supervise students using school technology
- Incorporate technology for student instruction and practice into weekly lesson plans

*Note: The responsibilities listed above are representative of the job and are not inclusive. The administration reserves the right to make changes as it deems necessary.*

**AUTHORIZATION CONSENT TO CONDUCT BACKGROUND INVESTIGATION**

I hereby authorize First Baptist Church Mt. Juliet/Mt. Juliet Christian Academy and Investigative Consultant Services Corporation to conduct an appropriate background investigation including, but not limited to, personal interviews for determination of my eligibility to occupy a position of trust. I authorize all persons who may have information relevant to this background investigation to disclose it to Investigative Consultant Services Corporation, or its agents, and I release all persons from liability on account of such disclosure. I hereby further authorize that a photocopy of this authorization may be considered as valid as an original.

I also authorize any person, organization or agency having knowledge of my conduct or activities, or any past or present employer, or any Retail Merchants Association, Bank, Financial Institution or any other Credit Extending Organization, or any Dean, Registrar, Principal, Counselor, Instructor or other authorized person at a School (University, College, High School, Trade School, or other), or any doctor, hospital, clinic or sanatorium, or any Department or Agency of a City, County, or State Government, or of the Federal Government to release all information to Investigative Consultant Services Corporation and it's agents for background investigation purpose.

I release First Baptist Church Mt. Juliet, Mt. Juliet Christian Academy and Investigative Consultant Services Corporation and its agents from all liability resulting from the collection, use or disclosure of the information obtained during the above investigation.

I certify the information given is complete and true. I have read this release and consent, understood its terms, realize its significance and sign it voluntarily.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security # \_\_\_\_\_ DOB \_\_\_\_\_ Driver's License # \_\_\_\_\_

Maiden Name \_\_\_\_\_

Current Address \_\_\_\_\_  
\_\_\_\_\_

List all addresses from the previous 5 years

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

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

*This information is voluntary. However, without this information, we will be unable to properly identify you in the event we find adverse information during the course of our background search.*