



# MINTZ CHRISTIAN ACADEMY

2741 Mintz Road. ♦ Roseboro, NC 28382 ♦ (910) 564-6221 Office ♦ [www.mcanc@intrstar.net](http://www.mcanc@intrstar.net)

## FACULTY EMPLOYMENT APPLICATION

Your interest in Mintz Christian Academy is appreciated. We realize that the key to a successful Christian School is its faculty and 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 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.

**\*\*Mintz Christian Academy does not discriminate on the basis of race, gender, national or ethnic origin\*\***

### A. APPLICANT'S NAME AND ADDRESS

Name: \_\_\_\_\_  
Last First Middle Maiden

SS# \_\_\_\_\_

Date of Birth: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Marital Status: \_\_\_\_\_

Application Date: \_\_\_\_\_ Date Available: \_\_\_\_\_

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

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

### B. POSITION DESIRED

Please indicate 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> choice in the parenthesis. Then to the right, please indicate the grades or subjects in order of preference:

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

( ) Middle School \_\_\_\_\_ ( ) High School \_\_\_\_\_

( ) Part-Time ( ) Full-Time ( ) Substitute

How did you learn about the position for which you are applying and why are you interested in Mintz Christian Academy? \_\_\_\_\_

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

**C. CHRISTIAN BACKGROUND (Please attach your answers to these questions on a separate sheet of paper in your own handwriting.)**

1. Give a brief account of how and when you became a Christian and your Christian experience since then.
2. Give your own definition of a Christian.
3. Please carefully read MCA's Statement of Faith (attached) 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 piece of paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.
4. 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

**D. PROFESSIONAL QUALIFICATIONS: Educational Background (List Most Recent School First)**

College/University Name	Location	Attendance Dates	Date Graduated	Degree Earned	Major(s)	Minor(s)

List and describe any Bible, theology, and/or Christian education courses you have taken:

\_\_\_\_\_

List and describe any informal Bible training you have had: \_\_\_\_\_

\_\_\_\_\_

What type of teacher's certificate do you hold, in what area, and in what state? \_\_\_\_\_

\_\_\_\_\_

**Please list your teaching experience beginning with the most recent:**

Name of School	Location	Employment Dates	Grade/Subject Taught	Reason for Leaving	Supervisor's Name

**E. SPECIAL QUALIFICATIONS**

List any academic, athletic, or other extra-curricular activities you have participate in, honors received, and offices held: \_\_\_\_\_

\_\_\_\_\_

List any memberships that you have in professional organizations: \_\_\_\_\_

\_\_\_\_\_

List any additional educational advantages that you have, including travel: \_\_\_\_\_

**F. EDUCATIONAL PHILOSOPHY (Please attach your answers to these questions on separate paper.)**

1. List and describe courses taken in Christian philosophy of education or training you have received to teach in a Christian School.
2. What plans do you have for further training?
3. Explain your personal philosophy of Christian education and how you would implement it in the classroom.
4. Discuss the role of the teacher in the Christian school classroom.
5. Discuss the role of the parent in the education of their children.
6. Explain your philosophy of classroom discipline.
7. Discuss how you nurture the "treasure" within each child.
8. What are the main characteristics that distinguish a Christian school from a public school?
9. What do you believe about the origin of the earth and humankind?

**G. REFERENCES:**

Name	Position/Relationship	Address	Home Phone
	Pastor		
	Principal or Employer		
	Work Associate		

May we contact your present or past employer? \_\_\_\_\_ if yes, please sign the **Authorization to Release Reference Information** form giving them permission to discuss your employment with us.

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

I understand that Mintz 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 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 Mintz 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 other parties from any all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to personally view any references given to the school.

I authorize the school to conduct a criminal records check. 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 information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that 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 contact is being offered at this time.

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

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

**I. AUTHORIZATION TO RELEASE REFERENCE INFORMATION**

I have completed an application for a teaching position at Mintz Christian 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 that 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 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 each disclosure.

In addition, I hereby release Mintz 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 personally view any references given to Mintz Christian 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.

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

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

Applicant's SS# \_\_\_\_\_



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## J. CONDITION OF EMPLOYMENT

- ❖ Mintz Christian Academy expects teachers to be “born-again” Christians who know the Lord Jesus Christ is Savior (John 3:3, 1 Peter 1:23). I accept without verbal or mental reservations the school’s Statement of Faith (attached) and I am committed to upholding it. I also give testimony that teaching is a spiritual calling and that teaching in this Christian School is God’s direction for my life for this school year.
- ❖ Mintz Christian Academy expects teachers to exhibit the highest Christian virtue, serving as a Christian role model (1 Timothy 4:12) both in and out of the school to pupils (Luke 6:40), parents and fellow employees. I agree that instruction is not only through rational explanation of formal subject material, but even more powerful through word, deed, example, and shared experience. I agree to be a role model in judgment, dignity, respect, and Christian living.
- ❖ Mintz Christian Academy’s biblical role is to work in conjunction with the home to mold students to be Christ like. Of necessity, this involves the school’s understanding and belief of what qualities or characteristics exemplify a Christ like life. The school reserves the right, within its sole discretion, to refuse admission of any applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the faculty member are counter to or are in opposition to the biblical lifestyle the school teaches. This including but not necessarily limited to, premarital, extramarital, or homosexual activity, sexual harassment; use or viewing of pornographic material or websites; and sexual abuse of children is forbidden and violates the employment requirements of being a Christian role model. I agree that such behaviors are ground for immediate dismissal from my teaching position of ministering to children.
- ❖ I agree the unique roles of the male and female are clearly defined in Scripture, and that Romans 1:24-32 condemns the homosexual lifestyle (Romans 12:1-2; 1 Corinthians 6:9-20; Ephesians 4:1-11; Ephesians 5:3-5, 1 Thessalonians 4:3-8; 1 Timothy 4:12; II Timothy 2:19-22; 1 Peter 1:15-17; John 3:1-3).
- ❖ Mintz Christian Academy expects teachers to faithfully attend and financially support a local church whose fundamental beliefs are in agreement with the Statement of Faith of this school (Hebrew 10:25).
- ❖ I affirm that I have read and will abide by the teacher Job Description, the policies set forth in the Employee Handbook, and the Parent-Student Handbook. I also agree to abide by any additions, changes, or deletions made to school policies at

the sole discretion of the School Board without prior notice during this contract school year.

- ❖ Mintz Christian Academy expects teachers to accept their assignments to rooms, grades, subject and extracurricular duties made at the discretion of the Administrator. I agree to maintain a classroom atmosphere that is conducive to learning. This includes maintaining a professional appearance.
- ❖ Mintz Christian Academy expects teachers to understand, appreciate, love, and serve the pupils entrusted to me for instruction, and will to the best of my ability provide for their fullest spiritual, intellectual, physical and emotional development. I agree to observe appropriate confidentiality in regard to pupil, parent, and school matters.
- ❖ Mintz Christian Academy expects teachers to be on time for faculty devotions, which begin each school day, and to remain in the building at least 30 minutes after classes have been dismissed. I also agree to be present for such meetings and conferences as may be called by the administration.
- ❖ Mintz Christian Academy expects teachers to avoid highly debatable topics as much as possible that tend to divide Christians. I agree that a student is to be referred to his/her local church if a debatable topic arises of the theological nature.
- ❖ Mintz Christian Academy expects teachers to resolve differences with others (parents, fellow-workers, administration) by following the biblical patterns of Matthew 18:15-17. Should I have unresolved issues with my employer after utilizing the Matthew 18 principle, the two parties agree to be bound by the mediation and binding arbitration agreement in an attempt to resolve issues and bring reconciliation.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## K. STATEMENT OF FAITH

Carefully read the Statement of Faith and indicate your degree of support.

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

\_\_\_\_\_ I support the Statement of Faith except for the areas listed and explained on a separate sheet of paper. The exceptions represent either disagreement of items for which I have not yet formed an opinion or conviction.

1. We believe the Bible to be the inerrant, inspired, infallible, and authoritative Word of God (2 Timothy 3:15, 2 Peter 1:21).
2. We believe there is only one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 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 11:25, 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).
4. We believe that regeneration by the Holy Spirit for salvation is necessary because of the exceeding sinfulness of human nature, that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16-19, 5:24, Romans 3:23, 5:8-9, Ephesians 2:9-10, Titus 3:5).
5. We believe in the resurrection of both the saved and the lost—they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
6. 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).
7. 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, 6:19-20, Ephesians 4:30, 5; 18).

Signature \_\_\_\_\_ Date \_\_\_\_\_

**L. BACKGROUND INVESTIGATION CONSENT**

I, \_\_\_\_\_, hereby authorize Mintz Christian Academy, and its agents to make an independent investigation of my background, references, character, past employment, education, credit history, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for employment now and, if applicable, during the tenure of my employment with Mintz Christian Academy.

I release Mintz Christian Academy and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name and all information contained herein is true and correct to the best of my knowledge:

\_\_\_\_\_  
Applicant/Employee Name and Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date of Birth

\*Note: The above information is required for identification purposes only, and is in no manner used as qualifications for employment. Mintz Christian Academy is an Equal Opportunity Employer, and does not discriminate on the basis of Sex, Race, Religion, Age (40 and over), Handicap or National Origin.

**M. NON-DISCRIMINATION POLICY**

MCA admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs. The *Non-Discrimination Policy* of MCA also includes the hiring of faculty and administrative staff. MCA makes no distinction concerning an individual's race or ethnic background because we acknowledge that there is no preferential treatment with God. (Romans 2:11)

**APPLICANT SIGNATURE**

I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge. I understand that the 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 dismissal.

Prospective Staff Member's Signature \_\_\_\_\_ Date \_\_\_\_\_