

## ***Summit Christian Academy***

1500 SW Jefferson

Lee's Summit, MO 64081

Phone: Elementary 816-524-0185      Secondary & Administrative 816-525-1480

Fax: Elementary 816-524-4105      Secondary & Administrative 816-525-5402

[summit-christian-academy.org](http://summit-christian-academy.org)

### **PRESCHOOL TEACHER APPLICATION**

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

#### **A. APPLICANT'S NAME AND ADDRESS**

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

Complete address: \_\_\_\_\_

\_\_\_\_\_

Phone: Days (\_\_\_\_\_)\_\_\_\_\_ Evenings (\_\_\_\_\_)\_\_\_\_\_

Best time to call you? \_\_\_\_\_ Length of time at this address? \_\_\_\_\_

Email Address \_\_\_\_\_

Permanent address and phone number if different than present address

\_\_\_\_\_

\_\_\_\_\_

Please list any additional addresses where you have resided at any time during the past five years:

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

How did you learn about the position for which you are applying?

\_\_\_\_\_

Can you submit verification of your legal right to work in the US? Yes \_\_\_\_\_ No \_\_\_\_\_

## **B. CHRISTIAN BACKGROUND**

**\* In your own handwriting, on separate paper, briefly give your Christian testimony.**

Please carefully read our Statement of Faith and indicate your degree of support.

\_\_\_ I fully support the Statement as written without mental reservations.

\_\_\_ I support the Statement except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

What is your home church? \_\_\_\_\_

Denomination? \_\_\_\_\_

Are you presently a member in good standing? \_\_\_\_\_ Years? \_\_\_\_\_

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

What other Christian service have you done since becoming a Christian?  
\_\_\_\_\_

Are you capable of teaching a Bible class? \_\_\_\_\_ If yes, what would be your subject preference? \_\_\_\_\_  
\_\_\_\_\_

Describe your routine of personal Bible study and prayer.  
\_\_\_\_\_

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

## **C. PERSONAL PHILOSOPHY**

**\* On separate paper please label and succinctly answer in one or two paragraphs each of the questions below.**

- A. Why do you wish to teach in a Christian preschool?
- B. What are the main characteristics that distinguish a Christian preschool from a secular preschool?
- C. What do you consider to be the proper classroom atmosphere for learning?
- D. What is your philosophy of discipline? Your attitude toward corporal punishment?
- E. What areas do you feel are your strengths? Weaknesses?
- F. What do you believe about the origin of the earth and mankind?
- G. Please summarize any additional information that you would like to present regarding your candidacy for this position.

#### **D. PROFESSIONAL QUALIFICATIONS**

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**High School Graduate or GED?**    Yes \_\_\_\_\_ No \_\_\_\_\_

Name of School or Program \_\_\_\_\_

**Early Childhood Courses?**                    Yes \_\_\_\_\_ No \_\_\_\_\_

Name of School or Program \_\_\_\_\_

Type of Classes \_\_\_\_\_

**College Graduate?**                                Yes \_\_\_\_\_ No \_\_\_\_\_

| Degree | Date Received | Issuing Institution |
|--------|---------------|---------------------|
|--------|---------------|---------------------|

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

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

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

Cumulative grade point average Bachelor's \_\_\_\_\_ Graduate \_\_\_\_\_

**Do you have a current child first aid/CPR card?**    Yes \_\_\_\_\_ No \_\_\_\_\_

**Please attach photocopies of all transcripts, certificates, or first aid/CPR cards you have.**

## **E. EMPLOYMENT HISTORY**

Sequentially list any **teaching experience** with most recent first. Please **clearly indicate** if you do not want us to notify your current employer. If you have ever worked under a different name for any of the employers listed below, please indicate the name(s): \_\_\_\_\_

1. Company \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Position \_\_\_\_\_  
Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

2. Company \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Position \_\_\_\_\_  
Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Please list **other employment** with your current or most recent first and work backwards for the past ten years. If necessary, you may follow the same format on the reverse side. Please **clearly indicate** if you do not want us to notify your current employer.

1. Company \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Position \_\_\_\_\_  
Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

2. Company \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Position \_\_\_\_\_  
Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

3. Company \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Position \_\_\_\_\_  
Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

## **F. REFERENCES**

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Do not list family members or relatives as references. Please sign the attached **Applicant's Certification and Agreement** form and return it with this application.

Give three references who are qualified to speak of your spiritual experience and Christian service. **List your current pastor first.**

| <b>Name/<u>Complete</u> Mailing Address</b> | <b>Phone</b> | <b>Position</b> | <b>Email (if known)</b> |
|---|--------------|-----------------|-------------------------|
|---|--------------|-----------------|-------------------------|

1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

| <b>Name/<u>Complete</u> Mailing Address</b> | <b>Phone</b> | <b>Position</b> | <b>Email (if known)</b> |
|---|--------------|-----------------|-------------------------|
|---|--------------|-----------------|-------------------------|

1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **G. APPLICANT'S CERTIFICATION AND AGREEMENT**

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

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 background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it 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 contract is being offered at this time.

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

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**Signature of Applicant**

**Date**

## **SUMMIT CHRISTIAN ACADEMY STATEMENT OF FAITH**

As a community school, it is not our intention to promote the doctrines of any one church or denomination. Instead, we will center on those beliefs that we share in common with each other.

We believe the Bible to be the only inspired, infallible, authoritative, inerrant Word of God (II Timothy 3:15; II Peter 1:23-1).

1. We believe there is only one God, eternally existent in three persons. Father, Son, and Holy Spirit (Genesis 1:1; Matthew 23:19; John 10:30).
2. 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 (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25; I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; Revelation 19:11).
3. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and 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, we are saved (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5).
4. 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).
5. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28).
6. 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; I Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18).
7. Summit Christian Academy believes these precepts are basic to the Christian faith.

I, \_\_\_\_\_, affirm that I agree with the SCA Statement of Faith as shown above.

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

## **PHILOSOPHY OF EDUCATION**

We believe that Christian education is a vital link in the successful rearing of children. It is the desire of the staff and founders of Summit Christian Academy to work together with the family and their church in reinforcing high moral values and the Christian lifestyle, while providing an excellent academic experience.

SCA can never replace the significant spiritual impact of a godly home and church. The parents maintain the ultimate responsibility in spiritual matters, but the school can assist them by including sound Biblical teaching and through the example and leadership of the faculty.

To educate and prepare for life without including God as central to life, does not fully prepare a child. The home, church and school must work together to prepare children spiritually, morally, socially, and academically for their adult lives. The school's primary responsibility is to provide the student with the necessary academic skills. But, this responsibility cannot be fulfilled in a spiritual vacuum. Instead, the school must also provide spiritual and moral direction in academic pursuits as well as personal life.

**Core Values**  
**of Summit Christian Academy**  
(as developed by the Strategic Plan Steering Committee)  
October 13, 2008

**Christ-centered.**

Our belief in God and His Word is central to SCA. Through a faculty who practice a personal and active faith, we foster a thoroughly Christian environment where God's Word is the standard for decision making. Placing Christ at the center of all enables us to educate the whole student, spiritually, emotionally, mentally, socially, and physically.

**Pursuing grace and truth.**

SCA seeks to model the life Christ demonstrated on earth, a life full of grace and truth, that rejected legalism for the higher priority of focusing on the inner man. We recognize that Christ looks inward at the motivations of the heart and pursues a relationship with us. We exercise spiritual discernment, speaking the truth in love in order to promote the spiritual growth of the individual without compromising the student body as a whole.

**Inspiring excellence in learning.**

The SCA faculty inspires students to discover and develop their God-given gifts and talents. We nurture an enthusiasm for learning, providing an atmosphere wherein students may express creativity, discern truth, think critically, and choose wisely. In academics, the arts, and athletics, we uphold a standard of excellence to encourage students to achieve their individual best.

**Encouraging spiritual growth.**

We desire that each student know Christ personally and grow in His grace and knowledge, so he/she may impact their world for Him. We understand the importance of godly staff and faculty who model the Christian walk and mentor students to pursue their personal relationship with the Lord.

**Cultivating community.**

We recognize that the SCA community extends beyond the walls of our school. Coming from diverse backgrounds, we unify around a simple statement of faith that binds us together. We acknowledge the responsibility of the parent, the role of the church, and the authority of the Holy Spirit in training students.

**Igniting leadership.**

SCA embodies a culture of servant leadership that is sparked by a sense of individual purpose. With competency, credibility, and compassion, we add value to others and influence the marketplace of ideas.



# **Disclosure to Employment Applicant Regarding Procurement of A Consumer Report**

In connection with your application for employment, we may procure a consumer report on you as part of the process of considering your candidacy as an employee. In the event that information from the report is utilized in whole or in part in making an adverse decision with regard to your potential employment, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the law.

Please be advised that we may also obtain an investigative report including information as to your character, general reputation, personal characteristics, and mode of living. This information may be obtained by contacting your previous employers or references supplied by you. Please be advised that you have the right to request, in writing, within a reasonable time, that we make a complete and accurate disclosure of the nature and scope of the information requested. Such disclosure will be made to you within 5 days of the date on which we receive the request from you or within 5 days of the time the report was first requested.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will find these rights summarized on the reverse side of this document.

By your signature below, you hereby authorize us to obtain a consumer report about you in order to consider you for employment.

This report will be processed by:  
ADP Screening and Selection Services  
301 Remington Street  
Fort Collins, Colorado 80524  
800/367-5933

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

Applicant's Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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

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

Para informacion en espanol, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, DC 20580.

## A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, DC 20580.**

**You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address and phone number of the agency that provided the information.

**You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- A person has taken adverse action against you because of information in your credit report;
- You are the victim of identify theft and place a fraud alert in your file;
- Your file contains inaccurate information as a result of fraud;
- You are on public assistance;
- You are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.

**You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

**You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.

**Consumer reporting agencies must correct or delete inaccurate, incomplete or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

**Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

**Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need - usually to consider an application with a creditor, insurer, employer,

landlord, or other business. The FCRA specifies those with a valid need for access.

**You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).

**You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.

**You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

**Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:**

| TYPE OF BUSINESS:   | CONTACT:   |
|---|--|
| Consumer reporting agencies, creditors and others not listed below  | <b>Federal Trade Commission: Consumer Response Center - FCRA</b><br>Washington, DC 20580<br>1-877-382-4357   |
| National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)        | <b>Office of the Comptroller of the Currency</b><br>Compliance Management<br>Mail Stop 6-6<br>Washington, DC 20219<br>1-800-613-6743                           |
| Federal Reserve System member banks (except national banks and federal branches/agencies of foreign banks)                            | <b>Federal Reserve Board Division of Consumer &amp; Community Affairs</b><br>Washington, DC 20551<br>202-452-3693  |
| Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name) | <b>Office of Thrift Supervision</b><br>Consumer Complaints<br>Washington, DC 20552<br>800-842-6929   |
| Federal credit unions (words "Federal Credit Union" appear in institution's name)   | <b>National Credit Union Administration</b><br>1775 Duke Street<br>Alexandria, VA 22314<br>703-519-4600  |
| State-chartered banks that are not members of the Federal Reserve System  | <b>Federal Deposit Insurance Corporation</b><br>Consumer Response Center<br>2345 Grand Avenue, Suite 100<br>Kansas City, Missouri 64108-2638<br>1-877-275-3342 |
| Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission                   | <b>Department of Transportation</b><br>Office of Financial Management<br>Washington, DC 20590<br>202-366-1306  |
| Activities subject to the Packers and Stockyards Act of 1921  | <b>Department of Agriculture</b><br>Office of Deputy Administrator - GIPSA<br>Washington, DC 20250<br>202-720-7051   |

# Release Authorization

## Applicant Complete the Following

- I. In connection with my application for employment, I understand that a consumer report or an investigative consumer report may be requested that will include information as to my character, work habits, performance, and experience, along with reasons for termination of past employment. I understand that as directed by company policy and consistent with the job described, you may be requesting information from public and private sources about my: workers' compensation injuries, driving record, court record, education, credentials, credit, and references. If company policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment.
- II. Medical and workers' compensation information will only be requested in compliance with the Federal Americans with Disabilities Act (ADA) and/or any other applicable state laws. According to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my prospective employer from a Consumer Reporting Agency. If so, I will be notified and given the name and address of the agency or the source that provided the information.
- III. I acknowledge that a telephonic facsimile (FAX) or photographic copy shall be as valid as the original. This release is valid for most federal, state and county agencies including the Minnesota Department of Labor.
- IV. Minnesota, Oklahoma and California applicants only. If you want a copy of the report(s) ordered. Check this box ☐. The report(s) will be sent by the reporting agency to you at the address below. The reports will be processed by: ADP Screening and Selection Services, 301 Remington Street, Fort Collins, Colorado 80524.
- V. I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, reference or insurance company contacted by \_\_\_\_\_ or its agent, to furnish the information described in Section 1.
- VI. I hereby authorize release of information from my Department of Transportation regulated drug and alcohol testing records by my previous employer to \_\_\_\_\_. This release is in accordance with DOT Regulation 49 CFR Part 40, Section 40.25. I understand that information to be released by my previous employer, is limited to the following DOT-regulated items: alcohol tests with a result of 004 or higher, verified positive drug tests, refusals to be tested, other violations of DOT agency drug and alcohol testing regulations, information obtained from previous employers of a drug and alcohol rule violation and any documentation of completion of the return-to-duty process following a rule violation.

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes. I hereby release the employer and agents and all persons, agencies, and entities providing information or reports about me from any and all liability arising out of the requests for or release of any of the above mentioned information or reports.

Please print your full name

| LAST | FIRST | MIDDLE |
|------|-------|--------|
|      |       |        |

Please print other names you have used

Home Address

| City | State | Zip Code |
|------|-------|----------|
|      |       |          |

| Social Security Number | Date of Birth |
|------------------------|---------------|
|                        |               |

The following states require sex and race to obtain information: AL, AR, FL, GA, IA, IL, IN, MI, OR, SC, TX, WI

Sex: ☐ Male ☐ Female

Race: ☐ Asian ☐ Black ☐ Hispanic ☐ White ☐ Other

| Driver's License Number | State Issuing License |
|-------------------------|-----------------------|
|                         |                       |

Name as it appears on license

| Signature | Today's Date |
|-----------|--------------|
|           |              |

If required, notarize here  
When using an embossed seal, please shade with a pencil before faxing.

Subscribed and sworn before me:

Name

Date

Notary Public

My Commission Expires

**THIS PAGE CONTAINS SENSITIVE INFORMATION. KEEP ONLY IN SECURE FILES. SEPARATELY FROM PERSONNEL RECORDS!**