



Oaks Christian Academy

Dear Applicant,

Thank you for your interest in becoming a part of the faculty at Oaks Christian Academy, a ministry of Towering Oaks Church.

Enclosed is a faculty application. After your application has been received and reviewed, you will be contacted to schedule an interview. Before an applicant is hired, he or she must be interviewed by the OCA School Board.

We look forward to hearing from you and welcome your application. If you have any questions about the school or the application process, feel free to call (870) 423-3325 or stop by the office.

Bro Dave McMellon

Senior Pastor TOC

Oaks Christian Academy

~ Knowledge ~ Understanding ~ Wisdom ~

1159 Hwy 62 W
Berryville, AR 72616

TEACHER APPLICATION FORM

Your interest in Oaks Christian Academy is appreciated. Leadership on the part of teachers is essential for Oaks Christian Academy to carry out its mission. We seek and are grateful for teachers who by the pattern of their lives in and out of the classroom exemplify Christ, who love and know children, and who are equipped to teach.

We look forward to receiving your application soon. If it appears that you may be qualified for one of our openings, a personal interview will be arranged.

PRIMARY INFORMATION

First Name: _____

Last Name: _____

Social Security Number (for background check only): _____

Driver's License Number: _____

Current Address: _____

City: _____

State: _____ Zip Code: _____

Email Address: _____

Home Phone Number: _____

Mobile Phone Number: _____

What is the best way to contact you? _____

POSITION APPLYING FOR:

Title: _____

Salary Desired: _____

Have you previously completed an application at OCA? ☐ Yes ☐ No If "Yes", when?

Have you previously been employed by OCA or TOC? ☐ Yes ☐ No If "Yes", when?

Date Available: _____

Referred by: _____

EDUCATION

Did you graduate or receive a GED? _____

High School (Name, City, State): _____

What degrees do you hold:

List the institution from which you have received degrees:

1. _____

Bachelor's: _____ Major: _____ Minor: _____

Master's: _____ Major: _____

Doctoral: _____ Field: _____

2. _____

Bachelor's: _____ Major: _____ Minor: _____

Master's: _____ Major: _____

Doctoral: _____ Field: _____

3. _____

Bachelor's: _____ Major: _____ Minor: _____

Master's: _____ Major: _____

Doctoral: _____ Field: _____

List additional institutions attended, area of study, and degrees received.

REFERENCES

List name and phone number of the following three references (non-relative). If not applicable, list three school or personal references (non-relative)

Supervisor Business/Work Reference

1. Name: _____

Phone: _____

Relationship: _____

Years Known: _____

College/ Co-worker Reference

2. Name: _____

Phone: _____

Relationship: _____

Years Known: _____

Pastoral Reference

3. Name: _____

Phone: _____

Relationship: _____

Years Known: _____

EMPLOYMENT HISTORY

Please list employment history starting with most current to oldest.

1. Employer: _____

Address: _____

Job Title: _____

Immediate supervisor and title: _____

Reason for leaving: _____

May we contact for a reference? ☐ Yes ☐ No If not, reason: _____

Date employed: _____

Starting hourly rate/salary: _____

Final hourly rate/salary: _____

Summarize the nature of work performed and job responsibilities: _____

2. Employer: _____

Address: _____

Job Title: _____

Immediate supervisor and title: _____

Reason for leaving: _____

Summarize the nature of work performed and job responsibilities: _____

3. Employer: _____

Address: _____

Job Title: _____

Immediate supervisor and title: _____

Reason for leaving: _____

Summarize the nature of work performed and job responsibilities: _____

COMMENTS

Please include an explanation of any gaps in employment that were not voluntary.

SKILLS AND QUALIFICATIONS

Summarize any special training, skills, licenses, certifications, and/or characteristics that may qualify you as being able to perform job related functions of the position for which you are applying.

OTHER INFORMATION

1. Are you able to perform the task of the job for which you are applying without reasonable accommodation? ☐ Yes ☐ No If no, then please explain:

2. Can you provide proof of eligibility to work in the U.S. after hiring? ☐ Yes ☐ No

3. Do you foresee any long-term absences in the future? ☐ Yes ☐ No If "Yes", explain:

4. How many days did you miss from school (or work) in the past year? _____

5. Is there any reason that you cannot be on the job by 7:30 a.m.? ☐ Yes ☐ No If "Yes" then please explain.

6. Have you ever been fired or involuntarily terminated based on work-performance or a work-related event? ☐ Yes ☐ No If "Yes" then please explain.

7. Have you ever been convicted, pleaded guilty or no contest, received probation, or deferred adjudication of any crime other than routine traffic violations?

☐ Yes ☐ No If "Yes" then please explain *(Such occurrences are not automatic grounds for rejection)*

TEACHING INTERESTS

1. Please list the top (3) grade levels that you prefer to teach. (In order of preference).

1) _____

2) _____

3) _____

2. Please list the subjects you are prepared to teach.

3. Please list the teaching certificates that you hold. Include the state, or issuing organization, and limitations.

4. What inspired you to pursue a career in teaching?

5. What motivates you to continue teaching?

6. What honors or special recognition have you received?

7. What hobbies or interests do you have? How do these influence your teaching?

8. How many books did you read last year? Please list the titles and authors.

9. If you taught only one subject, what would it be and why?

PERSONAL RELIGIOUS BELIEFS

1. Briefly describe your salvation experience and relationship with God.

2. Name of church attending: _____

Pastor's Name: _____

3. In terms of church attendance, how often do you attend and with which ministries are you involved?

4. What in your opinion is a Christian world and life view?

5. How would you communicate a Christian worldview to students?

6. What is your understanding of the authority of the Bible, and how do you understand the doctrine of the inerrancy of the Bible?

7. One of the responsibilities of an OCA teacher is to promote harmony within the school. An area that tends to cause division is peripheral doctrinal issues. After reviewing our statement of faith what are, if any, other beliefs to which you may adhere? What is the degree of your comfort level in terms of not being able to express and/or teach these beliefs? (i.e. baptism, spiritual gifts, worship, etc....)

8. What is your view of abortion? Please explain in 3 to 5 sentences.

9. What is your view of homosexuality? Please explain in 3 to 5 sentences

10. Please describe how your faith affects your personal, civic, and professional life.

11. Do you have any biblical/theological training? If so, please explain.

12. List any additional information that you would like us to consider.

PLEASE NOTE: The following materials should be submitted with this application:

- 1. A copy of your resume***

I give Oaks Christian Academy the right to investigate all references and to secure background check information about me. I hereby release from liability OCA and its

representatives for seeking such information and all other persons, corporations, or organizations for furnishing such information. It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and or separation from the employment of OCA if I have been employed.

Oaks Christian Academy is an Equal Opportunity Employer, except to discriminate based on religion as allowed by law. For all other items, OCA does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

This application is current for one year. At the conclusion of this time, if I have not heard from OCA and still wish to be considered for employment, it will be necessary to fill out a new application.

SIGNATURE OF APPLICANT: _____

DATE: _____