



Oasis Christian Academy
Instructional Staff Application & Questionnaire

Oasis Christian Academy exists to provide a distinctive, biblically based education in a nurturing environment through which students are instilled with godly character, inspired to excel, and prepared for a life of enduring commitment to Christ. Your interest in being a part of such a ministry at Oasis Christian Academy is appreciated. We invite you to fill out this application and return it to our school office. If an opening occurs for which you may qualify, we will notify and ask you to send your placement file to our office. We will also contact your references. If we have continued interest in your candidacy, we will send you some follow-up questions and arrange for a personal interview.

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 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

Last name _____ First name _____ Middle initial _____

Position applied for _____

Application date ___/___/___ Date available ___/___/___

Current Street address _____

City _____ State _____ Zip _____

Phone: Days (_____) _____ Evenings (_____) _____

Cell phone (_____) _____ E-mail _____

Best time to call? _____ Length of time at this address? _____

Permanent address and phone number if different from current address

B. Christian Background

On a separate paper in your own handwriting, briefly give your Christian testimony.

Oasis Christian Academy Instructional Staff Application & Questionnaire

Eight Essentials

Please carefully read our Eight Essentials and indicate your degree of support.

1. The Bible alone is authoritative. It is inspired and inerrant in the original documents.
2. God is Trinity, eternally existing in three distinct persons- Father, Son, and Holy Spirit.
3. Jesus Christ is both fully God and fully man.
4. The human race is completely lost and dead spiritually.
5. Salvation is made possible by the substitutionary death and bodily resurrection of Christ Jesus.
6. Salvation is received by faith alone in Christ alone.
7. Eternity with Christ for believers and eternal punishment and separation for non-believers.
8. In the future, Jesus Christ will physically return to this earth.

- I fully support the statement as written, without mental reservations.
- I support the statement except for any areas listed and explained on a separate paper. These areas represent either disagreements or items for which I have not yet formed an opinion or a conviction.

What is your denominational preference? _____

What is your local church affiliation? _____

Are you currently a member in good standing? _____ Years? _____

Describe your routine of personal Bible study and prayer.

C. Questions for Instructional Personnel

Please list teaching certificates that you hold: _____

Please attach photocopies of any certificates held.

Please list K-12 activities or sports that you would be capable and willing to direct, sponsor, or coach (indicate grade or ability levels): _____

Sequentially list your teaching experience with most recent first:

School Name	Position	Dates

Do you have an ACSI early education teacher certificate or K-12 teaching certificate?

___ Yes ___ No If yes, what level? _____ Valid until: _____

Do you have a state teaching or administrator's certificate? ___ Yes ___ No

What kind? _____ State: _____ Valid until: _____

Oasis Christian Academy
Instructional Staff Application & Questionnaire

D. Professional Qualifications

Please attach photocopies of all your postsecondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.

What degree, or degrees, do you hold?

Degree	Issuing Institution

What are your majors? _____ Minors? _____

List any other educational advantages that you have had, including opportunities for travel:

List any books or articles that you have read recently that have helped you grow professionally:

Describe your level of computer and software program skills:

Do you know a foreign language? _____ If yes, which language? _____

Can you speak it? Yes No Read it? Yes No Write it? Yes No

Oasis Christian Academy
Instructional Staff Application & Questionnaire



E. Personal Philosophy

On a separate paper, please type your viewpoints on the following questions, providing a one paragraph answer for each question.

1. Why do you wish to serve in a Christian program?
2. What are the main characteristics that distinguish a Christian program from a secular program?
3. What areas in your professional life do you feel are your strengths? What areas are you working to improve?
4. What do you believe about the origin of the universe?
5. Please summarize any additional information that you would like to present regarding your candidacy for this position.

F. Employment History

Please start with your current or most recent employer and work backward for the past *ten* years. If necessary, use a separate paper and follow the same format for additional positions.

1. Position _____ Dates of employment _____
Employer _____
Address _____
Supervisor's name and phone number _____
Reason for leaving _____

2. Position _____ Dates of employment _____
Employer _____
Address _____
Supervisor's name and phone number _____
Reason for leaving _____

3. Position _____ Dates of employment _____
Employer _____
Address _____
Supervisor's name and phone number _____
Reason for leaving _____

Oasis Christian Academy Instructional Staff Application & Questionnaire

Are you holding or have you already signed a contract for next year with any other educational institution? Yes No

Have you served in the military? Yes No, If yes, what type of training or education did you receive?

G. Personal References

Do not list family members or relatives for references. You will also need to sign the attached Authorization to Release Reference Information form and return it with this application.

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

Name and complete address	Phone	Position

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

Name and complete address	Phone	Position

Oasis Christian Academy

Instructional Staff Application & Questionnaire

H. Applicant's Certification and Agreement

I understand that Oasis 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 I have not knowingly withheld any information that might adversely affect my chances for employment, and 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 on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. 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 Oasis Christian Academy to thoroughly interview the primary references that 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 my former employers and any other references 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, all other 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 fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. 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 conditional until the school has received the 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 application for employment is valid for no more than 120 days. After that, I must resubmit an application in order to be considered for positions at this school.

I understand that this is only an application for employment and that no employment or employment contract is being offered at this time.

I understand that failure to complete any portion of this application or to sign this application will result in rejection of my application.

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

Applicant signature

Date

Oasis Christian Academy
Instructional Staff Application & Questionnaire

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment, and 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 on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. 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 understand that failure to complete any portion of this application or to sign this application will result in rejection of my application.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

Applicant signature

Date

Oasis Christian Academy
Instructional Staff Application & Questionnaire

Declaration of Moral Integrity

Our school expects all of its employees and its volunteers with unsupervised access to children to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for a ministry position, as an employee, or as a volunteer at this school, I, (print name) _____, recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that as a follower of Christ, I am not engaging in and commit to not engage in inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual activity, sexual harassment, use of (including the viewing of) pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of this Christian school.

Applicant signature

Date

Administrator signature, *after* discussion with applicant

Date

Oasis Christian Academy
Instructional Staff Application & Questionnaire

Faculty Employment Questionnaire

SPIRITUAL AND PHILOSOPHICAL QUESTIONS

1) Briefly describe who you know Jesus Christ to be.

2) What are some of the methods you use to keep your relationship with the Lord vital and meaningful?

3) Do you feel particularly called to Christian education? Why?

4) What is your understanding of the philosophical differences between Christian and secular education? What are the main characteristics that distinguish a Christian school from a public school?

5) How would you describe a person who has a “teachable spirit?” How close do you think you come to that description? How do you respond to constructive criticism?

6) What is the biblical role of parents in a child's life?

7) Frequently, people in ministry refer to the Matthew 18 principle when trying to resolve a conflict or problem with a parent or staff member. Please share with me the steps a person should follow when seeking to follow the Matthew 18 principle.

QUESTIONS RELATED TO INTERPERSONAL SKILLS

1) What types of “people situations” frustrate or sadden you most and how do you handle them Biblically?

2) What situations create pressure for you? Why? How do you handle them?



Oasis Christian Academy
Instructional Staff Application & Questionnaire

QUESTIONS RELATED TO PROFESSIONALISM

1) State the role of the school administration from a Biblical worldview.

2) How do you construct a lesson plan?

3) Describe your teaching style and how you accommodate the different learning styles of the students in your classes.

4) What specific strategies will you use to effectively communicate with parents?

5) What are your plans for continuing your professional growth?

6) What did you like about your previous employment? Dislike?

QUESTIONS RELATED TO EDUCATIONAL SKILLS

1) Explain the difference between positive and negative reinforcement.

2) What is differentiated learning?

3) What is your philosophy of learning? teaching?

CLASSROOM DYNAMICS

1) Why will students want to come to your classroom everyday?

Oasis Christian Academy
Instructional Staff Application & Questionnaire

2) What would you do to build positive, Christ-like attitudes in your students?

3) What procedures do you use to evaluate student progress besides using tests?

DISCIPLINE RELATED QUESTIONS

1) Describe specific techniques and routines you would use for the behavior classroom management.

2) What is the most important classroom rule to put into place?

3) Who should be responsible for discipline in a school? Why? When do you think a student should be sent to the office for discipline?

4) What steps would you take in working with the parents of a child with a discipline problem?

Oasis Christian Academy
Instructional Staff Application & Questionnaire
Authorization to Release Reference Information

I have made application for a position as a _____ (job title) with _____ School. I have authorized the school to thoroughly interview the primary references that 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 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 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, including but not limited to defamation of character or invasion of privacy, that might arise from responding to this reference request.

I waive the right to ever personally view any references given to _____ School.

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 name (print)

Applicant signature

Date