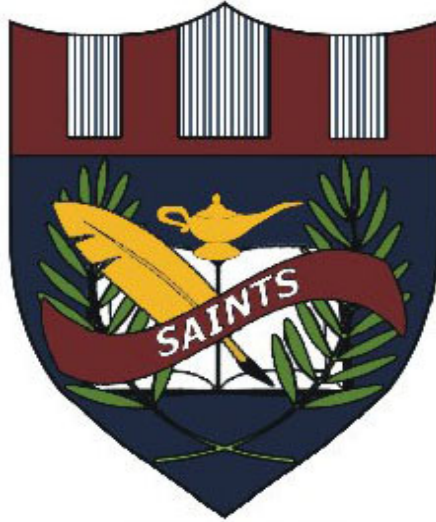


First Christian Academy

Early Childhood Division



FCA desires to offer a quality academic education, as well as a Christian environment. We understand staff selection is a major part of having a quality school. Therefore, our Employment Application is a questionnaire, Skill evaluator and an application. Feel free to type out answers or use additional paper. Please take your time and complete the application packet thoroughly. If you are unsure about an answer, write unsure. Please do not leave any blanks. Incomplete application packets will not be reviewed or considered for job placement.

FCA's application process in three parts:
application packet, one or two interviews, and observation

Please attach a copy of:

- * Drivers License
- * Social Security Card
- * GED / High School Diploma
- * College Diploma or Transcript
- * CPR / 1st Aid Card

10950 Highland Meadow Village Dr.* Houston, Texas 77089
4205 W. Broadway * Pearland, Texas 77581
Office Phone: 281-412-5182 Fax: 281-484-3695

**First Christian Academy
Application for Employment**

*Application must be filled out
completely for consideration*

Last Name Middle First Name

Address City Zip Code
() ()
Primary Contact Alternate / Cell Contract
Email Address: _____
Social Security Number _____ - _____ - _____ Drivers License # _____ State _____

Are you between 18yrs and 65 yrs old? _____ Personal Transportation ? _____ Are you taking college classes? _____
If so, what is your major ? _____ Are you wanting: fulltime part time What hours are you available _____

List days available : M T W TH F * FCA is open from 6am-6:30pm.*

FCA is a non-denominational Christian-based school / Daycare. Do you attend church regularly ? _____
Name of Church _____ Phone () _____
List areas of church involvement _____

Position Desired

____ Office Staff ____ Kitchen Staff ____ Janitor / Maintenance ____ Teacher ____ Teacher Aid
Experience / Skills to be considered _____

Education and Academic Skill

♥ Do you have your CPR / 1st Aid Card? _____ ** If not -- all staff must have within 2 days of hiring. **
 Copy of High School Diploma Name of High School _____
City / State _____ Years Attended _____ Graduated _____
 Copy of College Transcript Name of College _____
City / State _____ Years Attended _____ Graduated _____
 Copy of College Transcript Name of College _____
City / State _____ Years Attended _____ Graduated _____

Work Desires / History

♥ What was the worse job you ever had? _____ ♥What was the best job best job you ever had? _____
♥ How many years of experience have you had in this field of work? _____ Other fields of work? _____ Why are you changing
fields of work ? _____
♥ Where do you see yourself in 5yrs from now? _____ 10yrs from now _____
♥ What range of salary are you looking for? \$5.25 - \$ 6.00 \$6.00-\$7.00 \$ 7.00 - \$8.00 \$8.00 - \$10.00 Other \$ _____
♥ Have you ever been arrested or convicted of a crime surrounding theft / child / family? _____

Name of Employer _____ Dates Worked _____ Phone Number () _____ Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____ Supervisor _____ Reason for Leaving:
Name of Employer _____ Date s Worked _____ Phone Number () _____ Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____ Supervisor _____ Reason for Leaving:

Name of Employer _____ Dates Worked _____
Phone Number (____) _____ Job Title _____
Starting Salary \$ _____ Ending Salary \$ _____ Supervisor _____
Reason for Leaving:
Name of Employer _____ Date s Worked _____
Phone Number (____) _____ Job Title _____
Starting Salary \$ _____ Ending Salary \$ _____ Supervisor _____
Reason for Leaving:

Please read and initial :

___ All staff are hired on a 90 day-Probation Status. During this time, teaching staffs are observed for teaching abilities, classroom management skills, ability to manage a difficult child or situation, as well as cleanliness, organization and bulletin board /décor abilities. Any absences will require doctor’s note outside verification. See Staff Handbook for detailed information

___ We have a strict dress code policy that includes no visible body tattoos, piercing (except one stud earring). Uniforms must be clean, neat and pressed. Teachers working with small children should wear their hair up or pulled away from the face. Would you have a problem compiling with this policy? _____

___ FCA strives to be a Quality School – *Academics and Christ-like character* ar of the utmost importance. . All staff is expected to read and support all policies and procedures in the Staff & Student Handbook – by signing this application you are agreeing to read and support the policies and procedures. If for any reason a staff is found in violation, management will give a verbal notice and additional training.

___ Teachers and supportive staff are expected to perform their duties in a professional, Christ-like manner. Staff of FCA may not discuss immoral act while at school or school functions, engage in smoking, drinking, foul language or any other non Christ-like behavior. Staff will not be permitted to come to work smelling of alcohol or cigarettes. Failure to abide by these policies will result in termination of employment.

___ Skill evaluator is required for all positions.

Teacher & Asst. Teacher Skill Evaluator (Grades: Infants – PK 3)

* Teaching Preference / Skill Level : score yourself (1-4 ; 1- being inexperienced / 4- being proficient)

_____ Infants/ Toddlers ___ PK3 ___ PK4 ___ Kindergarten ___ Grade 1 ___ Grade 2 ___ Grade 3

* How would your previous employer rank you: (1 excellent 2 fair 3 poor)

___ Attendance ___ Classroom Management ___ Parent Opinion ___ Co-worker Opinion ___ Personal Character

___ Organization ___ Personal Hygiene / Dress ___ Room Décor ___ Team Spirit ___ Preparation

___ Does he / she love his / her children and go the extra mile ?

___ Does he / she see his/her job “as unto the Lord” or is it just a job?

1. Dept. of Minimum Standards sets a maximum number of children allowed per class. Example: PK3 class is 12 students. Do you believe your skill level is sufficient to teaching and maintain student control of a class with maximum enrollment? _____

2. What characteristics do you have that parents would like in a teacher? _____

3. What do you consider to be the proper classroom atmosphere for learning? _____

4. What is your philosophy of classroom controls? _____

5. How do you handle enforcing school policy & procedures with a parent ? _____

6. How do you handle enforcing school policy & procedures with a student? _____

7. Circle the adjectives that describe you and your work-style:

Personality: free-spirited or detailed oriented / end results or systematic / spontaneous or planner / relaxed or professional

Classroom: voice tone: quiet or loud control: very controlled or loose control style: structured & planned or impulsive & natural

Student Discipline: firm or soft / strict or tolerant / rule enforcer or lenient / organized or liberal

8. Describe an incident in which you took initiative and used resourcefulness in the classroom _____

9. What do you see is the role of Administration? _____

10. Have you ever:

Been dismissed or terminated from a position?

Been given the opportunity to resign in lieu of termination, dismissal or non-renewal?

Had your teaching credential or license denied, revoked or suspended in any state?

Received an unsatisfactory review or performance evaluation?

Been placed on administrative leave or suspended pending an investigation?

Been returned to probationary status, suspended with or without pay or placed on disciplinary probation?

Received a performance evaluation with an overall rating of less than acceptable or satisfactory?

Explain: _____

Had unresolved conflict with supervision? Explain _____

11 List Honors and Specialized Training: _____

12. Language Skills (Speaking (S) / Written (W) / Score 1-5 ; 5 being fluent)

13. Computer Software (1-5 ; 5 being expert)

14. In the space below briefly write your Career / Education Philosophy and state your reasons for desiring a teaching position at First Christian Academy? _____

15. In the space below briefly give your personal testimony. _____

Teaching and Classroom Management

Please answer the remaining questions based on the desired age or grade level you prefer

1. Sketch out an age appropriate bulletin board for the classroom on the backside on this paper. Give details and explain the purpose and value of the boards.

2. Do you believe and if so why, are bulletin boards are important? _____

3. Do you rate yourself as creative or can't cut out a stencil letter? _____

4. List 3 activities you go do with a class to teach small motor skills
a. _____
b. _____
c. _____

5. List 3 activities to teach language arts: phonics, letter recognition, pre writing and writing skills
a. _____
b. _____
c. _____

6. List 3 activities teach math or science concepts
a. _____
b. _____
c. _____

7. Is participation in circle-time mandatory or optional? How would you handle a child that refuses to come to circle time? _____

8. What characteristics do you have that parents would like in a teacher? _____

9. Define : Developmentally Appropriate _____

10. Explain Transitions, and give an example _____

11. You are in the playground with a class . What is a teacher to do while the children are outside? _____

12. Infant / Toddler Applicants Only:

* Explain the hand washing procedures: _____

* Explain the proper procedure for changing diapers. _____

* List 5 activities an caregiver can do with an infant: 1. _____ 2. _____

3. _____ 4. _____ 5. _____

I affirm all information is true and accurate.

Signature _____ Date _____

Nondiscriminatory Policy

First Christian Academy admits students and hires employees of any race, color, national and ethnic origin. Students and staff are given equal access to all the rights, privileges, programs and activities generally accorded or made available to students and staff at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its hiring policies, educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Interviewers Notes:

Interviewers Signature _____ Date _____

Interviewers Signature _____ Date _____