

# First Christian Academy



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. Please take your time and complete the application packet thoroughly. Incomplete application packets will not be reviewed or considered for job placement.

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

Please attach a copy of:

- \* Drivers License
- \* Social Security Card
- \* GED / High School Diploma
- \* College Diploma or Transcript
- \* CPR / 1<sup>st</sup> 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

E-mail 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 ? \_\_\_\_\_ Denomination \_\_\_\_\_

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 / 1<sup>st</sup> 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? \_\_\_\_\_

♥ Have you ever quit a job ? \_\_\_\_\_ Explain \_\_\_\_\_

♥ Have you ever been fired / let go from a job? \_\_\_\_\_ Explain \_\_\_\_\_

♥ How many years of experience have you had in this field of work? \_\_\_\_\_ Other fields of work? \_\_\_\_\_ Why are you changing fields of work ? \_\_\_\_\_

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

**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 Skill Evaluator (Grades 3-12)

Teaching grade preferred :     grades 3/4     grades 5/6     grades 7/8     grades 9-12

How would your previous employer rank your: ( 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?

Extra curricular activities or sports you may be interested in sponsoring     Yearbook / Writing     Drama /Speech     Art     Music     Bible Quiz     Photography     Sewing     Elem. PE     Jr/Sr High PE : basketball / volleyball / track / swimming / tennis

1. Do you prefer lecturing , teaching small groups or tutoring? Explain why \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. 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.

3. What characteristics do you have that parents would like in a teacher? \_\_\_\_\_

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4. What do you consider to be the proper classroom atmosphere for learning? \_\_\_\_\_

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5. What is your philosophy of classroom controls? \_\_\_\_\_

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6. How do you handle enforcing school policy & procedures with a parent? \_\_\_\_\_

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7. How do you handle enforcing school policy & procedures with a student? \_\_\_\_\_

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

Personally: 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

9. Describe an incident in which you took initiative and used resourcefulness in the classroom \_\_\_\_\_

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8. What do you see is the role of Administration? \_\_\_\_\_

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9. Have you ever :

Been dismissed or terminated from a teaching 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 from any school/school system with an overall rating of less than acceptable or satisfactory? If so explain:

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10. List Honors and Specialized Training

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

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

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

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14. In the space below briefly give your personal testimony. \_\_\_\_\_

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I affirm the information given 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.

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Interview Notes:

Interviewer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Interviewer's Signature \_\_\_\_\_ Date \_\_\_\_\_