



EMPLOYMENT APPLICATION FOR TEACHING AND ADMINISTRATIVE POSITIONS

Please use this form if you are applying for any of the following positions: full-time teacher, part-time teacher, substitute teacher, teacher's aide, principal, secretary, or other administrative position. Attach additional sheets as necessary to answer each question.

If offered a position, you are required by law to complete FBI and BCII background checks and to show proof of your eligibility to work in the USA before commencing employment.

SECTION I: PERSONAL INFORMATION

Name: _____
First
Middle Initial
Last

Address: _____
Street
City
State
Zip

Preferred Phone: _____ Alternate Phone: _____

Preferred Email: _____ Date Available: ____/____/____

Position(s) Applying for: _____

Grade Level Preference(s): K 1 2 3 4 5 6 7 8 Subject Preferences: _____

How did you hear about this position? _____

SECTION II: PROFESSIONAL EXPERIENCE

Please list any experience related to the position(s) for which you are applying, beginning with your current or most recent position. Attach additional sheets as necessary.

1. Current or Most Recent Position

Name of School/Employer:		
Address:		
Position:	Salary:	Dates Employed:
Reason For Leaving:		

2. Next Previous Position

Name of School/Employer:	
Address:	
Position:	Dates Employed:
Reason For Leaving:	

3. Next Previous Position

Name of School/Employer:	
Address:	
Position:	Dates Employed:
Reason For Leaving:	

4. Next Previous Position

Name of School/Employer:	
Address:	
Position:	Dates Employed:
Reason For Leaving:	

SECTION III: EDUCATION

Most Recent School

Institution Name:	
Location:	
Degree:	Date Received:
Major/Minor:	

Previous School

Institution Name:	
Location:	
Degree:	Date Received:
Major/Minor:	

Previous School

Institution Name:	
Location:	
Degree:	Date Received:
Major/Minor:	

SECTION IV: CHRISTIAN BACKGROUND AND BELIEFS

Briefly explain how and when you became a Christian. _____

Briefly describe your present relationship with the Lord. _____

Do you have a denominational preference? _____

What is your local church affiliation? _____

Pastor's Name: _____

Church or Pastor's Address: _____

Are you active in your church? Yes / No If so, in what capacity? _____

Please list and discuss any doctrinal positions that you feel may affect your ministry at Summit Academy. _____

SECTION V: REFERENCES

Please include your student teaching supervisor or most recent principal or supervisor.

Reference #1:

Name:	Title/Position:
School or Employer:	
Address:	
Email:	Phone:

Reference #2:

Name:	Title/Position:
School or Employer:	
Address:	
Email:	Phone:

Reference #3:

Name:	Title/Position:
School or Employer:	
Address:	
Email:	Phone:

SECTION VI: QUESTIONS FOR APPLICANTS FOR ADMINISTRATIVE POSITIONS

Please describe your knowledge and experience with Microsoft Word and Excel: _____

If Summit Academy's administrative needs do not require your full-time effort, would you be willing to also serve as a teacher or teacher's aide on a regular basis? Yes / No If so, please also complete the portion of this application for teaching positions, and describe your availability here: _____

SECTION VII: QUESTIONS FOR APPLICANTS FOR TEACHING POSITIONS

Teaching Certificate details (include state, grades, subjects, expiration date, and certification number): _____

Have you received any academic honors? _____

Have you received any civic or professional honors or achievements? _____

Are you a member of any professional organizations? _____

Have you had experience outside of a school in working with young people on a personal basis (church, camp, etc.)? _____

If you were asked by a student to explain what a Christian is and how one can become a Christian, how would you respond? _____

Briefly describe your philosophy of Christian education: _____

What do you consider to be the important functions of a Christian school and the distinctive characteristics of its educational practice? _____

To which classroom subjects is the Bible relevant? _____

How would you integrate Biblical truth into your teaching on those subjects? _____

To what extent do you believe that the theory of evolution is compatible with the Bible? _____

Please summarize your beliefs concerning the origin of the universe and of mankind. _____

Why do you enjoy teaching the subject or grade level for which you are applying? _____

What are your strengths in this subject or grade level? _____

What do you feel are the most important goals for this subject or grade level (please list three to five)? _____

What texts or supplemental materials do you find valuable at this grade level? _____

What techniques do you find useful to motivate students? _____

What techniques do you find useful for discipline? _____

Do you possess specific talents or skills which may be of use at Summit Academy (i.e. music, computers, art, foreign language, sports instruction etc.)? What has been your experience in these? _____

Do you have any special training, experience, or interests that will enhance your teaching at Summit Academy? _____

Do you have any specialized training or experience working with children with: learning disabilities
 language processing difficulties ADHD/ADD emotional difficulties physical disabilities

If yes, please explain. _____

Please use this space to tell us anything else we should know about you or any questions you have regarding employment at Summit Academy. _____

SECTION VIII: QUESTION FOR ALL APPLICANTS

Have you ever been arrested for a crime (other than minor traffic violations)? Yes / No If Yes, please explain: _____

SECTION IX: RÉSUMÉ

Please submit your résumé with this application. (You may also include a cover letter, if you choose.)

SECTION X: OPTIONAL RACE AND ETHNICITY DESIGNATION

Ohio Administrative Code Chapter 3301-39 requires us to give you the option to specify, or to choose not to specify, your race and ethnicity.

Race:	<input type="checkbox"/> African American	<input type="checkbox"/> Alaskan Native/Native American	<input type="checkbox"/> Asian/Pacific Islander
	<input type="checkbox"/> Caucasian / White	<input type="checkbox"/> Mixed Race	<input type="checkbox"/> Other <input type="checkbox"/> I prefer not to specify
Ethnicity:	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Not Hispanic	<input type="checkbox"/> I prefer not to specify

Nondiscriminatory Policy: Summit Academy of Southwest Ohio recruits and admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. In addition, the school does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school-administered programs. Summit Academy of Southwest Ohio will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

EMPLOYMENT DISCLOSURE

I hereby authorize previous employers to furnish Summit Academy of Southwest Ohio with verification of my work record, position held, reason for leaving and all other work-related information they may retain concerning me, and for educational institutions and law enforcement agencies to give any information they may have regarding me and furnish copies of any existing documents.

I understand that any job offer made in conjunction herewith is contingent upon the results of FBI and BCII background checks, which are required for school employees under Ohio law. I further release previous employers, institutions and agencies, and Summit Academy of Southwest Ohio from all liability for any damage whatsoever arising therefrom.

I hereby acknowledge that Jesus Christ is my Lord and Savior, and I declare my agreement with Summit Academy's Mission Statement and Statement of Faith. *(Please Note: Summit Academy of Southwest Ohio is a Christian community that hires teachers, aides, and other personnel who possess a growing and vibrant faith. Working in such a community requires that our employees strive to live a life congruent with the Bible's teachings.)*

To the best of my ability, I have provided complete and accurate information on this application.

Signature _____ Date _____

Printed Name _____

EMPLOYMENT APPLICATION SUBMISSION OPTIONS

Please submit your completed application, résumé, and any attachments by one of the following means:

1) Office Drop-off

You may drop off your completed application at the Summit Academy office (10400 Carolina Trace Rd., Harrison, Ohio 45030). Please call us in advance at (513) 202-4646 to ensure that someone will be present to receive your application at the time you intend to deliver it.

2) Mail

Please send completed application to: Summit Academy of Southwest Ohio
Attention: Human Resources
10400 Carolina Trace Rd.
Harrison, Ohio 45030

3) Email

If you have an electronic version of your completed application (either completed in your PDF-reader software or scanned from a hard copy), you may email it, along with your résumé and any other attachments, to info@SummitAcademy.us. Please include your name and the words "Employment Application" in the email's subject line.