



# Employment Application

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Please print and return to [trailblazers@rebeccacreek.org](mailto:trailblazers@rebeccacreek.org) or hand deliver/mail to Rebecca Creek Baptist Church at 11755 Highway 281 N., Spring Branch, TX 78070.



## Qualifications for Teacher Candidates

The following qualifications are requirements for an individual to hold a teaching position at Rebecca Creek Christian Academy. Candidates who do not meet the stated qualifications but believe there may be circumstances surrounding their situation may feel free to continue with the application process.

Rebecca Creek Christian Academy has been established as a K4-5<sup>th</sup> grade school with the intent to grow to K4-12<sup>th</sup> as the Lord provides. The school integrates academic excellence with a biblical worldview in all courses that are taught.

The successful candidate will be a born-again believer who has a vibrant relationship with God through Jesus Christ. This relationship will lead to spending time in God's Word and prayer which will then provide scriptural wisdom and godly living that is shared daily with students, their families, and other teachers and staff. The overflow of this relationship will also lead to a person who displays Christ's peace and wisdom amid difficult situations.

We look forward to having teachers that have a love for God, students, and the families at RCCA. Our teachers are responsible for developing and implementing an ongoing program of activities that promote the spiritual, social, emotional, cognitive, and physical development of each child enrolled in RCCA, while teaching a Christian and academic curriculum that reflects the Educational Philosophy, Core Values and Statement of Faith & Beliefs of RCCA.

### **SPIRITUAL QUALIFICATIONS**

In faithful living you are expected to:

- Be a born-again Christian with a vibrant relationship with God that is apparent in daily life.
- Have a clear testimony, i.e., having a personal relationship with the Lord Jesus Christ and being able to articulate that relationship both verbally and in a written form. He/she should not be a novice or a new Christian.
- Hold firm to the sufficiency, inerrancy, and authority of Scripture. **All teaching will be done from the King James Version.**
- Be committed to obeying Christ. Manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model both in and out of school to pupils and as an example to parents and fellow faculty members in judgment, respect, and Christian living. This includes but is not limited to refraining from the use of alcohol, tobacco, illicit drugs, and vulgar and profane language, or homosexual, transgender, alternative lifestyle or adulterous activity.
- Have a consistent and active devotional life.
- Practice love, joy, peace, patience, kindness, self-control, gentleness, faithfulness, and truthfulness toward all school leadership, colleagues, students, parents, and families.
- Model Biblical principles in behavior and temperament when making choices.
- Be humble in spirit but bold in Christ-like practice.
- Have a clear understanding of God's Word and agree not to teach anything contrary to it.
- Demonstrate a servant's heart.
- Be conscientious, responsible, and professional.

- Be in active, faithful church attendance and fellowship at Rebecca Creek Baptist Church or another local Bible-believing church whose doctrinal beliefs are in agreement with the doctrinal statement of this school, if an exception is granted.
- Accept without verbal or mental reservation, Rebecca Creek Baptist Church's Doctrinal Statement of Faith found at [What We Believe | Rebecca Creek Baptist Church](#), and provided with this application packet.

## **PROFESSIONAL QUALIFICATIONS**

All teachers at Rebecca Creek Christian Academy shall:

### Preferred

- Be a graduate of an accredited 4-year college or university with a Department of Education issued teaching certificate from any state in elementary education to teach grades **K** through 8, **OR**
- Hold a Department of Education teaching certificate issued from any state in early childhood to teach grades **K** through 3 and obtain an American Association of Christian Schools certification within the first year.

### Required

- Demonstrate effort to obtain a Provisional certification from the American Association of Christian Schools. Go to <https://aacs.app.box.com/s/klyq5parax9hps0lxfj951vbnjnn8cjc> for the AACCS Professional Employee Certification Program fillable pdf.
- Be in active, faithful church attendance and fellowship at Rebecca Creek Baptist Church or another local Bible-believing church whose doctrinal beliefs are in agreement with the doctrinal statement of this school, if an exception is granted.
- Have all background and child abuse clearances completed with results provided to the school board before the date-of-hire.
- Have the ability to relate positively to young children, parents, and staff.
- Have a strong working knowledge of state standards for education including monitoring and evaluation of student progress.
- Be able to demonstrate success in working as a member of a team.
- Have effective and strong communications skills (orally and written).
- Be able to demonstrate an ability to work successfully with community-based agencies and building partnerships.
- Have demonstrated supervision skills of students and possible assistant.

## **PHYSICAL QUALIFICATIONS**

- Be able to lift 25-30 lbs.
- Be able to walk, squat/kneel, sit on the floor, see, hear and speak with children to ensure children's health and safety.

## **EMPLOYMENT PROCEDURES**

1. Applicants sign and submit a completed application. All requested supporting documentation can be attached with this application.
2. The Head of School will initially screen the application and submitted documents of all prospective teachers including contacting former employers and references and a finalist group will be chosen and contacted for an interview.
3. The Head of School, with considered input from the School Board, will then make a final recommendation to the Pastor. The Pastor may ask the prospective employee to meet with him. In all cases, the Pastor shall make the final decision as to hiring.
4. The Head of School will notify applicants of the final hiring decision.



## Teacher Employment Application

### A. CONTACT INFORMATION

Full Name: \_\_\_\_\_ Application date: \_\_\_\_\_

Previous name(s): \_\_\_\_\_ Date available: \_\_\_\_\_

Complete address: \_\_\_\_\_  
(Street or P.O. Box) (City) (State) (Zip)

Length of time at above address: \_\_\_\_\_ Home phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Permanent address and phone number if different than present address: \_\_\_\_\_

### B. POSITION DESIRED

Please indicate the preferred grade level for which you are applying:

K4/5      1st      2nd      3rd      4th      5th

How did you learn of the position for which you are applying?

Please list activities or sports for which you would be capable and willing to direct, sponsor, or coach.  
(Indicate grade or ability levels.)

### C. CHRISTIAN BACKGROUND

Have you accepted Jesus Christ as your Lord and Savior?      Yes      No

If yes, please state when: \_\_\_\_\_

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth, and conduct?      Yes      No

Please carefully read the attached Statement of Faith and indicate your degree of support by checking the applicable blank.

I have read and do fully support without reservations the Statement of Faith as written.

I have read and support the Statement of Faith except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Denominational preference: \_\_\_\_\_ Local church affiliation: \_\_\_\_\_

In what church activities are you involved and to what degree of regularity?

Are you presently a member in good standing?      Yes      No      Years: \_\_\_\_\_

Please list other Christian service(s) you have performed since becoming a Christian.

To what extent do you believe you should become involved in the ministries of the church of which you are a member?

Please describe your routine of personal Bible study and prayer.

List books you have read recently that have helped you spiritually.

**D. EDUCATION**

Please list college or vocational programs you have completed. Attach additional information as needed.

College/University	Location	Major	Dates	Degree
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Cumulative grade point average: Bachelor's: \_\_\_\_\_ Graduate work: \_\_\_\_\_

Total number of semester hours completed after bachelor's degree: \_\_\_\_\_

**E. STUDENT TEACHING**

School: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Subject(s) taught: \_\_\_\_\_ Grade(s): \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**F. CERTIFICATION**

Do you have an AACSB Teaching Certificate? Yes No

Level: \_\_\_\_\_ Expiration: \_\_\_\_\_

Do you have a state teaching certificate?      Yes      No

If yes, specify which state(s): \_\_\_\_\_

Endorsements

Semester hours in concentration area

_____	_____
_____	_____
_____	_____

Have you ever had a teaching license revoked?    Yes      No

If yes, please explain.

Have you taken any courses in the Christian philosophy of education?      Yes      No

If yes, please describe, including when and where:

If no, would you be willing to take such a course by correspondence or otherwise?      Yes      No

**G. EMPLOYMENT**

Please start with your most recent employer first and account for the past ten years. You may include volunteer and paid experience. Attach additional information as needed.

Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Employer/Address: \_\_\_\_\_

Supervisor/Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Salary: \_\_\_\_\_



Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Employer/Address: \_\_\_\_\_

Supervisor/Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Salary: \_\_\_\_\_

Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Employer/Address: \_\_\_\_\_

Supervisor/Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Salary: \_\_\_\_\_

Have you ever worked under a different name for any of the employers you have listed?      Yes      No

If so, what was the name or names? \_\_\_\_\_

Have you served in the military?      Yes      No

If yes, please state branch, rank, experience, types of training or education you received:

Have you ever been released or discharged from employment or resigned to avoid such release or discharge?      Yes      No

If yes, please explain. Include date of discharge or resignation and reason for discharge or resignation.

Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave a job or volunteer position on the grounds of any unlawful sexual behavior or violation of an employer's sexual misconduct or harassment policy? Yes      No

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer? Yes      No

Have you ever been charged in civil or criminal proceedings with improprieties regarding children? Yes      No

Have you ever pleaded guilty to or been convicted of at least one violation of criminal law, or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense? Yes      No

If yes, please attach and sign a complete description of the circumstances surrounding such conviction. (This may not necessarily disqualify a person from employment.)

Have you signed a contract for next year with another educational institution? Yes      No

Do you have the legal right to work in the United States? Yes      No

Are you able, with or without reasonable accommodations to perform the functions of the job for which you are applying? Yes      No

Days absent from work last year: \_\_\_\_\_

## H. REFERENCES

Please provide current information. Individuals listed may not be family members or relatives and should be other than those who have submitted written letters of reference. List three references who are qualified to speak of your spiritual qualifications and Christian service. **Please list your current pastor first.**

	Name & Email Address	Phone	Position
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

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

	Name & Email Address	Phone	Position
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

**I. PROFESSIONAL QUALIFICATIONS**

Please list all contracted teaching experience for which licensure was required and/or a contract issued starting with the most recent. Do not list substitute teaching unless a contract was issued.

Grade(s) or Subject(s)	Dates	Number of Contracted days	Hours/FTE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please describe the degree with which you are familiar with various Christian or secular textbook series (e.g., ACSI, A Beka, Bob Jones, Saxon Math, Open Court Reading, etc.).

List books or articles you have read recently that have helped you to grow professionally.

List professional conferences or seminars that you have attended or led recently.

Describe other educational experiences that you have had including opportunities for travel.

Please list memberships or offices held in professional groups or other organizations that you consider relevant to your ability to perform this job.

Have you taken any courses giving specific training for Christian schools? Yes      No  
If yes, please describe, including when and where:

Are you trained in teaching a Bible class? Yes      No  
If yes, please state subject preferences:

Please list other pertinent qualifications, skills, or licenses.

**J. PERSONAL INFORMATION**

Hobbies and personal interests:

Please list what periodicals you read regularly:

What would you like to be doing five years from now?

#### **K. CURRENT ISSUES**

As a teacher you may be asked specific questions by your students about controversial issues. Please share your personal convictions as a Christian toward the following issues on a separate document and attach with this application:

Wine, beer, and other alcoholic beverages:

Smoking and chewing tobacco:

Marijuana and other non-prescription drugs:

Entertainment (music, dancing, movies):

Premarital sex:

Divorce and remarriage:

Abortion:

LGBTQIA+:

#### **L. PERSONAL PHILOSOPHY**

**On a separate piece of paper, please succinctly answer in one or two paragraphs each of the questions below and attach to this application.**

- A. Why do you wish to teach in a Christian school?
- B. What do you consider to be the proper classroom atmosphere for learning?
- C. What is your philosophy of discipline?
- D. What areas do you feel are your strengths? Weaknesses?
- E. Please summarize any additional information that you would like to present regarding your candidacy for this position.

#### **M. ADDITIONAL INFORMATION (Please attach with this application.)**

1. Please write out your Christian testimony.
2. What is your personal Christian philosophy of education and how you would implement it in the classroom?
3. Attach photocopies of any teaching certificates held.
4. Attach photocopies of all post-secondary transcripts. Should you be offered a position, official copies of transcripts may be requested at that time for inclusion in your personnel file.

## **N. APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that within the context of its theological convictions and mission, Rebecca Creek Christian Academy admits students and employs staff of any race, color, national and ethnic origin, and sex to all rights, privileges, programs, and activities generally accorded or made available at the school. It does not discriminate based on race, color, national and ethnic origin and sex (biological sex of man or woman as defined in Genesis 1:26-27) in administration of its educational policies, admissions policies, scholarship and loan programs, athletics and other school-administered programs, and hiring practices in the administration of its educational policies, admission policies, scholarship, and athletic and other school administered programs.

I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. 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 Rebecca Creek Christian Academy to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge of my testimony and work record. I authorize the school to thoroughly investigate my past work records and evaluations, education, and other matters related to my suitability for the position.

I authorize references and former employers to disclose any and all information of a confidential or privileged nature including employment records, performance reviews, letters, reports, and other information related to my life and employment without giving notice of such disclosure. I authorize Rebecca Creek Christian Academy and its agents to conduct a thorough criminal records check and understand that I may be required to submit fingerprints. I agree to fully cooperate in providing and recording as many sets of my fingerprints as necessary for such an investigation.

I release Rebecca Creek Christian Academy and any organization, company, institution, or person furnishing information to the school and its agents as expressly authorized above, from any and all claims, demands, or liability for damage arising from or in any way related to such investigation or disclosure. I waive the right to personally view any references given to the school.

I understand and agree that any offer of employment that I may receive from Rebecca Creek Christian Academy is conditioned upon the receipt of background information, including criminal justice information. The school may refuse employment or terminate conditional employment if the school deems any background information to be unfavorable or that could reflect adversely on the school or on me as a Christian role model.

I declare that during the past year I have not engaged in, nor am I engaging in at the current time, and promise that I will not during the term of my employment, engage in inappropriate sexual conduct, which includes but is not limited to behaviors such as heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), gay, lesbian, bisexual, and/or transgender conduct, homosexual or lesbian sexual activity, sexual harassment, use or viewing of pornographic material or websites, or sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I certify that I have carefully read and do understand the above statements and do declare that the above statements are factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of this school. I understand that this application does not constitute an agreement or contract for employment.

Applicant's Signature

Date