

TRINITY CHRISTIAN ACADEMY

902 SW A Avenue
Lawton, OK 73501
(580) 250-1900

INFORMATION FOR NON-CERTIFIED POSITIONS

APPLICATION

Thank you for your inquiry concerning a Support position at Trinity Christian Academy of Lawton. We are pleased to learn of your interest in becoming part of the Lord's educational ministry here.

Applicants for Support positions in any support area must be a high school graduate or have earned a GED.

Your complete application packet will remain active for one year from the date your application is received in our office. If you would like your file to remain active past that date, please contact (580)250-1900, or in writing at 902 SW A Avenue, Lawton, OK 73501. Updated information will be required if you are considered for employment at a later time after the date of your initial application.

Listed below are job categories for non-certified positions. Choose your top three choices. Place a "1" in the box by your first choice, a "2" by your second choice, and a "3" by your third choice.

- CUSTODIAN** positions are part-time with no benefit package, while school is in session. Hours and pay may vary.
- CHILD NUTRITION** positions are assigned to the Academy cafeteria as cooks, while school is in session. The cafeteria is closed during the summer months. A Food Handlers Permit is required. Positions are part-time with no benefit package. Hours and pay may vary.
- SECRETARY** positions are full-time with benefits and part-time with no benefits during the school year. Applicants must be proficient with Microsoft Office XP, Microsoft Word, Excel, and QuickBooks. Hours and pay may vary.
- TEACHER ASSISTANT** positions are assigned to a classroom or a variety of situations. Some positions are full-time with benefits while others are part-time with no benefit package. Hours and pay may vary.
- SUBSTITUTE TEACHER** is an "as needed" position with no benefit package. Hours and pay may vary.
- EXTENDED CARE** positions are assigned to care for students who arrive from 7:30 a.m. to 8:20 a.m. and/or 2:30 p.m. to 5:30 p.m. Positions are part-time with no benefit package. Hours and pay may vary.

REFERENCES

When the completed application is returned, we will make inquiries of persons you have listed as your Pastor/Minister, peer, school administrator, supervisor, and others. Please return the reference forms with your signature and we will forward them to the references listed on your application.

INTERVIEWS AND EMPLOYMENT PROCEDURE

When a vacancy exists, the file of qualified applicants will be reviewed. The Headmaster will schedule a selection of applicants to be interviewed. This interview may be specific, dealing with a particular teaching position. The Headmaster and Personnel Committee will make up the interview team. A second interview may be scheduled if additional information is needed. A follow-up letter will be sent to all applicants who were not selected for the position.

SELECTION

The following criteria, as evidenced by application, personal interview, references, and school or teaching experience, are used as guides for the selection of employees:

Spiritual Condition	Character
Training for the position	Health (mental & physical)
Experience	Competencies (personal & professional)
Special abilities or skills	Requirements of the position

Assignment is made, unless otherwise specified, for one school year or the balance of the school year.

NON-DISCRIMINATION

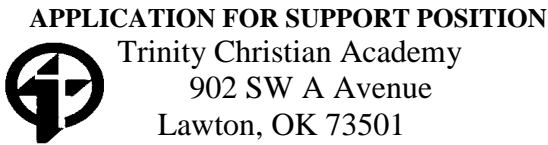
Trinity Christian Academy does not knowingly discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, age, disability, nationality or ethnic origin. This policy encompasses recruitment, selection, assignment, promotion, transfer, termination, compensation, training and apprenticeship, as well as all other terms, conditions, benefits, and privileges associated with employment. This policy also extends to special educational programs and activities operated by the Academy.

Thank you for your interest in Trinity Christian Academy of Lawton. We sincerely appreciate your efforts in helping us obtain the information we need to consider you as a prospective employee.

NOTICE TO ALL APPLICANTS

When submitted, all certified and classified applications for employment become the sole property of Trinity Christian Academy. The application, references, transcripts, and other information are confidential and will be reviewed only by the Headmaster of Trinity Christian Academy and appropriate, authorized school personnel.

You may keep this page for your records.



FOR OFFICE USE ONLY:	
Date Rec'd:	_____
Recommendation Forms Mailed:	
_____	_____
Name	Date
_____	_____
Name	Date
_____	_____
Name	Date
_____	_____
Name	Date

ⓅPlease complete in ink or typewritten form. All information will be held in confidence.Ⓟ

NOTICE TO APPLICANT:

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on the basis of race, color, age, sex, disability, nationality or ethnic origin. Consistent with the Americans with Disabilities Act, applicants may request accommodation needed to participate in the application process.

PERSONAL INFORMATION

_____		_____	
Last Name	First Name	MI	Social Security Number
Date of Application	_____	Date Available	_____

PERMANENT ADDRESS

_____	_____	_____	_____
House Number	Street - P.O. Box - Apartment Number	City	State Zip Code

TEMPORARY ADDRESS (if applicable) Please state length of time to be at this address

_____	_____	_____	_____
House Number	Street - P.O. Box - Apartment Number	City	State Zip Code

HOME TELEPHONE	_____	WORK TELEPHONE OR OTHER	_____
	Area Code Local Number		Area Code Local Number

Dates/Times you can be reached here _____ Dates/Times you can be reached here _____

_____	_____
State	Driver's License Number

What is your driving record? List offenses, if any _____

MARITAL STATUS

- Single
- Married
- Divorced, not remarried
- Widowed, not remarried
- Engaged
- Separated
- Divorced, remarried
- Widowed, remarried

Is your spouse a Christian? Yes No

Is your spouse in complete sympathy with your possible employment of Trinity Christian Academy? Yes No

If you have been divorced, briefly describe the circumstances

EMPLOYMENT PREFERENCE

- Full-time
- Part-time
- Substitute

Have you applied with Trinity Christian Academy previously? Yes No When? _____

List your top three job choices from page 1:

1. _____ 2. _____ 3. _____

Job Related Skills (experience with children, typing, computers, etc.)

WORK EXPERIENCE

PRESENT (OR MOST RECENT) EMPLOYER:

May we contact your present employer about this application? Yes No

Company _____ Type of Business _____		
Address _____ Phone _____		
<p style="text-align: center;">WHEN YOU STARTED</p> <p>Date _____</p> <p>Description of the job: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p style="text-align: center;">CURRENTLY OR WHEN YOU LEFT</p> <p>Date _____</p> <p>Description of the job: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Name of last supervisor: _____</p> <p>Title _____</p> <p>Reason for leaving: _____</p> <p>_____</p> <p>_____</p>

PREVIOUS EMPLOYER:

Company _____ Type of Business _____		
Address _____ Phone _____		
<p style="text-align: center;">WHEN YOU STARTED</p> <p>Date _____</p> <p>Description of the job: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p style="text-align: center;">WHEN YOU LEFT</p> <p>Date _____</p> <p>Description of the job: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Name of last supervisor: _____</p> <p>Title _____</p> <p>Reason for leaving: _____</p> <p>_____</p> <p>_____</p>

PREVIOUS EMPLOYER:

Company _____ Type of Business _____		
Address _____ Phone _____		
<p style="text-align: center;">WHEN YOU STARTED</p> <p>Date _____</p> <p>Description of the job: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p style="text-align: center;">WHEN YOU LEFT</p> <p>Date _____</p> <p>Description of the job: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Name of last supervisor: _____</p> <p>Title _____</p> <p>Reason for leaving: _____</p> <p>_____</p> <p>_____</p>

EDUCATION INFORMATION

Graduate of what High School: _____
School City State

Colleges Attended: (Use separate line for each degree. Use back of this form, if needed.)

College, University, Trade	Location (City, State)	Dates of Attendance	Grade Average	Major Field of Study	Type of Degree Completed

HONORS

Honors/Activities/Extra-Curricular Activities	Office Held

INTERESTS

Travel Experiences _____

What periodicals do you read regularly? _____

What are your favorite television programs? _____

Please list the last three movies you attended _____

Of the books you have read recently, which do you most esteem? _____

What are your hobbies? _____

What are your favorite forms of recreation? _____

CHRISTIAN SCHOOL PREPARATION

Have you had any courses in Christian Philosophy of Education dealing with general school subjects?

When? _____ Where? _____

Would you regularly follow a reading program or correspondence course on this topic? _____

Have you had other courses giving specific training for Christian schools? _____

When? _____ Where? _____

Name of Course _____ Instructor _____

SPIRITUAL PREPARATION

In your own handwriting on separate paper, give the details of your own Christian testimony, explaining when and how you became a Christian. Also, describe your present relationship with the Lord (Bible study, devotional, prayer, etc.). Please be specific about your stance on the birth, life, death, and resurrection of Jesus Christ. This application is not complete without this testimony.

What church are you now attending? _____

Are you a member? _____ How long have you been a member/attending? _____

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

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

Are you prepared to lead a student to accept Christ as his/her personal Savior? Yes No

What differences do you expect being employed in a Christian School vs. Public School?

Please comment on the Lord's leading in your life toward Christian school employment.

Please share with us your personal attitude as a Christian toward liquor, tobacco, and matters of recreation and entertainment which some good Christians practice and other good Christians do not?

Do you use alcoholic beverages? _____ Do you use tobacco? _____

Why do you desire to make a change from your present position?

REFERENCES

List six persons who know you well. Include your Pastor/Minister and a current or former supervisor.

Name	Street Address City State Zip	(Area Code) Phone	Occupation Position
	-----		-----
	-----		-----
	-----		-----
	-----		-----
	-----		-----
	-----		-----

OTHER INFORMATION

Since I may have contact with or may be working with children, I understand that I must disclose any criminal records. Have you ever been convicted of, pled guilty to, received a deferred sentence or a deferred judgment for, or pled "no contest" to a felony or misdemeanor (other than a misdemeanor traffic offense)? Yes No

Do you currently have any felony or misdemeanor charges (other than for a misdemeanor traffic offense) pending against you? Yes No

If the answer to either of these questions is "Yes," for each crime (or alleged crime in the event of pending charges) attach a written explanation that includes the date(s) of occurrence, the nature of the conduct involved, and the disposition or status of the case. (An affirmative response to either or both questions will not automatically preclude hiring; the facts and circumstances of each case will be individually considered.)

Have you ever been dismissed, asked to resign, or refused re-employment? Yes No

If Yes, please

explain _____

Please give any further information about yourself which you feel would be of importance in arriving at a fair evaluation of your qualification.

DOCTRINAL STATEMENT

Have you read and agreed with the doctrinal statement of Trinity Christian Academy? _____ (If there are areas of disagreement with our doctrinal statement, state which areas and explain your position, using a separate sheet of paper.)

Are there areas of doctrine on which you have not formed an opinion? _____ If so, which ones?

I understand that Trinity Christian Academy does not discriminate in its employment practices against any person because of race, color, gender, age, disability, nationality or ethnic origin. I authorize TCA to make a thorough investigation of my entire work history and to verify all data given in my application for employment, related papers, and oral interviews. I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that any misrepresentation, falsification, omission, or information discovered as a result of investigation will be sufficient cause for cancellation of the application or immediate dismissal if I have been employed. I understand that this is only an application for employment and that no employment contract is being offered at this time.

Date _____
Month Day Year

Legal Signature of Applicant

**TRINITY CHRISTIAN ACADEMY
DOCTRINAL STATEMENT**

1. We believe in the verbal, plenary inspiration of both the Old and New Testaments, i.e. that the very words of the original Scriptures are infallible and inerrant and that they are our final and absolute authority in every area of life and knowledge.
2. We believe in one God, eternally existing in three co-equal persons: Father, Son, and Holy Spirit.
3. We believe that Jesus Christ was conceived by the Holy Spirit, born of the Virgin Mary, and that He is both undiminished deity and genuine humanity in one person forever.
4. We believe that God the Holy Spirit is a personal Being who convicts the world of sin and who regenerates, indwells, empowers, guides, and bestows spiritual gifts on believers, and who seals them eternally for God.
5. We believe that man was created by a direct act of God in His image, not from previously existing life, that all men sinned in Adam (the historical father of the entire human race) and thus incurred both physical and spiritual death; and that all men have inherited a sinful nature.
6. We believe that Jesus Christ died as a substitutionary sacrifice for our sins and that through faith in Him as Lord and Savior, we are declared righteous by God and are eternally secure in Christ.
7. We believe that salvation is by grace through faith in Jesus Christ, totally apart from human merit, and that the experience and regeneration produces a new creature in Christ.
8. We believe that Jesus Christ rose from the dead, physically and bodily, and that He ascended in like form into heaven, where He continually ministers as our Great High Priest and Advocate.
9. We believe that this age will be consummated by the literal, visible and bodily return of Jesus Christ to this Earth.
10. We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.
11. We believe that all believers are under the mandate of Jesus Christ to proclaim the Gospel to all the world.

Date _____
Month Day Year

Legal Signature of Applicant

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a employment with **Trinity Christian Academy of Lawton, Inc.** I have authorized the Academy to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals that know me and have knowledge regarding my testimony and work record. I also authorize the Academy 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 Academy 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 Trinity Christian Academy of Lawton, Inc., 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.

I waive the right to ever personally view any references given to Trinity Christian Academy.

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's Name (Print)

Date

Applicant's Signature

**CONSENT TO PERFORM CRIMINAL HISTORY BACKGROUND CHECK IN COMPLIANCE WITH THE FCRA
(FAIR CREDIT REPORTING ACT)**

Date: _____ Driver Lic.# (if checking driving record) _____ Driver Lic. State _____

Last Name First Name Middle Name

Maiden and/or Other Last Names Used

City* County* State*

Date of Birth** Social Security Number** Circle One**:
Male /Female

This authorization and consent for release of personal information acknowledges that Trinity Christian Academy (Hereafter referred to as "Company") and/or its agent, Trak-1 Technology, may now, or at any time I am assigned to, volunteer with or am employed by this Company, conduct investigations whether the records are of a public, private or confidential nature. These investigations might include, but are not limited to, searches of educational institutions attended; state driving records; financial or credit institutions, including records of loans; records of commercial or retail credit agencies; other financial statements; records of previous employment, including work history, efficiency ratings, complaints and grievances filed by or against me; records and recollections of attorney-at-law or of other counsel, whether representing me or any other person (in either a civil or criminal case in which I have been involved); records from the U.S. Veterans' Administration; criminal history information of file in local, state or federal agencies; and motor vehicle records, and following an employment offer, workers' compensation reports from either the Department of Labor, National Personnel Records or the Industrial Commission or similar agencies under the provisions of the Fair Credit Reporting Act 15, USC section 1681 et seq. I also authorize the National Personnel Records Center, or other custodian of my military service record, to release to Trak-1 Technology, the following information and/or copies of documents from my military service record: DD214, service record, and any disciplinary records.

I understand that these searches will be used to determine work assignment or employment eligibility under the company's employment or volunteer policies. Therefore, I authorize and consent for full release of records (either orally or in writing) to the authorized representatives of the company. In addition, I release and discharge the company and its agent and associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs expenses or any other charge or complaint filed with any agency arising from retrieving and reporting this information. I understand that according to the Federal Fair Credit Reporting Act, I am entitled to know whether employment was denied based upon the information obtained and to receive, upon written request, a disclosure of the background report. I also understand that I may request a copy of the report from **Trak-1 Technology / PO Box 130159 / Houston, Texas 77219** at telephone number **1-800-600-8999**. After reading this document, I fully understand its contents and authorize the background verification.

Are you applying for employment in California, Minnesota or Oklahoma? Yes ___ No ___
If so, do you want a copy of any Consumer Report prepared concerning you? Yes ___ No ___

I understand that California law required Company to give me a copy of any report requested within seven (7) days of the date the information was obtained and that failure to do so will expose Company to liability (Section 1786.29).

*** AS SHOWN ON THE ORIGINAL APPLICATION**
**** TO BE USED ONLY FOR CRIMINAL HISTORY SEARCHES, AND NOT A PART OF THE PERSONNEL FILE.**

I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THIS AUTHORIZATION IS TRUE, CORRECT AND COMPLETE. I UNDERSTAND THAT IF ANY INFORMATION PROVES TO BE INCORRECT OR INCOMPLETE THAT GROUNDS FOR THE CANCELING OF ANY AND ALL OFFERS OF EMPLOYMENT WILL EXIST AND MAY BE USED AT THE DISCRETION OF _____.

Signed this _____ day of _____, 20 _____

Applicant (Print Name) _____

Applicant Signature _____

PASTOR/MINISTER'S RECOMMENDATION

Trinity Christian Academy
of Lawton, Inc.
902 SW A Avenue
Lawton, OK 73501

APPLICANT: Only fill out the top portion and return to Trinity Christian Academy with your application.

Name of Applicant _____ Position Applied For _____

This questionnaire is to be completed by a member of your pastoral staff who knows you well (nonrelative). If a relative is your pastor, your church is without a pastor, or there is some other reason why the pastor is unable to complete the form, it may be completed by another staff member or Sunday School teacher.

I willingly waive the right to review the information that will be shared in this form to better enable the person completing this form to do so without reservation. I understand that information shared in this form will only be viewed by authorized personnel of Trinity Christian Academy.

Signature of Applicant _____ Date _____

PASTOR/MINISTER: Applicants cannot meet screening qualifications without your completed recommendation.

The above named Applicant is required to submit a Pastor/Minister's Recommendation. Trinity Christian Academy requests your evaluation of this applicant's spiritual character. **Please complete and return promptly to Trinity Christian Academy, 902 SW A Avenue, Lawton, OK 73501.**

This form will not be shown to the applicant

1. How long have you known the applicant? _____
2. What are the first words that come to mind to describe him/her? _____
3. How well do you know the applicant?

<input type="checkbox"/> Close personal relationship	<input type="checkbox"/> Fairly well, many personal contacts
<input type="checkbox"/> Casually, few personal contacts	<input type="checkbox"/> Just by name and sight
4. To the best of your knowledge, has this applicant made a personal commitment to Jesus Christ?

Yes No I Don't Know

If Yes, to the best of your knowledge is this applicant striving to live a Christian life? Yes No

If No or I don't know, please comment:

5. How long has this applicant been a member of this church? _____
6. What spiritual gifts are evident in this applicant's life? _____
7. Describe this applicant's pattern of church attendance: Weekly Monthly Holiday's
8. Please rate this applicant's involvement in church activities:

<input type="checkbox"/> Enthusiastically involved	<input type="checkbox"/> Attends regularly and somewhat involved
<input type="checkbox"/> Attends, but shows little interest	<input type="checkbox"/> Seldom attends
9. Area's of church involvement: Youth Group Sunday School Music Leadership Other
10. Has this applicant held a leadership position in the church? Yes No I don't know

If yes, please explain: _____

11. If applicable, is this applicant's family member(s) active in the programs of the church? _____

12. Has this applicant demonstrated a real commitment to Christian living both in and out of church?

13. Personality Traits: Place a check in the box in front of the comment which best applies:

Spiritual life

- | | | |
|---|--|--|
| <input type="checkbox"/> Deeply spiritual | <input type="checkbox"/> Shows growth and separated living | <input type="checkbox"/> Average spiritually |
| <input type="checkbox"/> Small evidence of spiritual growth | <input type="checkbox"/> No interest in spiritual growth | <input type="checkbox"/> Do not know |

Industry

- | | | |
|---|--|---|
| <input type="checkbox"/> Goes beyond what is required | <input type="checkbox"/> Performs assigned tasks | <input type="checkbox"/> Needs prodding |
| <input type="checkbox"/> Irresponsible | <input type="checkbox"/> Do not know | |

Responsibility

- | | | |
|---|---|---|
| <input type="checkbox"/> Conscientiously reliable | <input type="checkbox"/> Usually reliable | <input type="checkbox"/> Some dependability |
| <input type="checkbox"/> Irresponsible | <input type="checkbox"/> Do not know | |

Emotional Qualities

- | | | | | |
|--|--|-----------------------------------|------------------------------------|--------------------------------------|
| <input type="checkbox"/> Highly Stable | <input type="checkbox"/> Consistently Stable | <input type="checkbox"/> Unstable | <input type="checkbox"/> Apathetic | <input type="checkbox"/> Do not know |
|--|--|-----------------------------------|------------------------------------|--------------------------------------|

Purposefulness

- | | | | | |
|---|----------------------------------|--------------------------------------|----------------------------------|--------------------------------------|
| <input type="checkbox"/> Self-motivated | <input type="checkbox"/> Average | <input type="checkbox"/> Vacillating | <input type="checkbox"/> Aimless | <input type="checkbox"/> Do not know |
|---|----------------------------------|--------------------------------------|----------------------------------|--------------------------------------|

Influence on others

- | | | | | |
|--|----------------------------------|--|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Consistently good | <input type="checkbox"/> Varying | <input type="checkbox"/> No real influence | <input type="checkbox"/> Detrimental | <input type="checkbox"/> Do not know |
|--|----------------------------------|--|--------------------------------------|--------------------------------------|

Leadership

- | | | | | |
|---|--|---------------------------------------|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Outstanding leadership | <input type="checkbox"/> Good leadership | <input type="checkbox"/> Some ability | <input type="checkbox"/> Not a leader | <input type="checkbox"/> Do not know |
|---|--|---------------------------------------|---------------------------------------|--------------------------------------|

14. Please list the most obvious strength and weakness that comes to mind when you think of this applicant.

Strength: _____

Weakness: _____

15. Has this applicant had any disciplinary, criminal or social problems: If yes, please comment:

16. Would this applicant be a good Christian role model for students? _____

17. Are there matters that you feel would be helpful to us, as a school, to know influencing the hiring of this applicant?

18. Overall Recommendation:

- _____ I recommend this applicant with enthusiasm
- _____ I recommend this applicant with confidence
- _____ I recommend this applicant with reservations
- _____ I do not recommend this applicant
- _____ I do not know the applicant well enough to make a recommendation

Information provided by:

_____ Name _____ Date

_____ Church Name _____ Position

Thank you for taking the time to complete this form. Your observations will assist us in our evaluation of this applicant. Please return this form to the address above.

APPLICANT: *Only fill out the top portion and return to Trinity Christian Academy with your application.*

Name of Applicant _____ Position Applied For _____

Signature of Applicant _____ Date _____

REFERENCE: *Applicants cannot meet screening qualifications without your completed recommendation.*

The person named above has applied for employment with Trinity Christian Academy. Please give us your honest opinion of this applicant’s personal and professional qualifications. Several other references will be compared with yours to develop an overall profile. ***This form will not be shown to the applicant***

The following phrases describe attitudes or personality characteristics. Please record a number (1 – 6 from list below) that most closely represents how well each phrase describes the person. Think carefully about each item. Please comment regarding any concerns about this person’s potential for successful service in Christian education.

Use the following definitions to guide your evaluations:

- 1 Strongly Agree** – This is an outstanding characteristic of this person
- 2 Agree** – This phrase describes this as a normal/usual characteristic. I have seen nothing to indicate a concern.
- 3 Undecided** – Indicates some doubts but not having a strong enough impression to feel comfortable making a definitive statement.
- 4 Disagree** – This behavior is not a good description of this person. I do have some concerns in this area.
- 5 Strongly Disagree** – This is clearly/definitely a problem area.
- 6 No Observation** – No observation of characteristics related to this statement.

INTERPERSONAL RELATIONSHIPS

Is tactful	1	2	3	4	5	6
Is not argumentative	1	2	3	4	5	6
Listens to others, is sensitive to their problems/needs	1	2	3	4	5	6
Willingly shares in others’ needs	1	2	3	4	5	6
Shows patience and tolerance of differing viewpoints	1	2	3	4	5	6
Goes out of the way to be helpful	1	2	3	4	5	6
Relates well to peers	1	2	3	4	5	6
Relates appropriately to opposite sex	1	2	3	4	5	6
Relates well to Christians of a different doctrinal position	1	2	3	4	5	6
Relates well to parents	1	2	3	4	5	6
If married: Communicates with and understands spouse	1	2	3	4	5	6
If married: Agrees with spouse on respective roles – work vs. family	1	2	3	4	5	6
As parent: Uses appropriate control and discipline of children	1	2	3	4	5	6
As parent: Expresses love and appreciation toward children	1	2	3	4	5	6
Comments: _____						

WORKING RELATIONSHIPS

Respects and acknowledges those in authority	1	2	3	4	5	6
Cooperates with others	1	2	3	4	5	6
Willingly accepts direction, correction and advice	1	2	3	4	5	6
Seeks advice when needed	1	2	3	4	5	6
Is an effective team member	1	2	3	4	5	6
Does not inappropriately criticize fellow workers’/associates	1	2	3	4	5	6
Is not a workaholic to detriment of family, fellow workers, or self	1	2	3	4	5	6
Comments: _____						

SPIRITUAL MATURITY

Applies Biblical principles to his/her own personal life	1	2	3	4	5	6
Regularly fellowships with other Christians	1	2	3	4	5	6
Willingly serves in accordance with his/her spiritual gifts	1	2	3	4	5	6
Shows concern for personal spiritual growth	1	2	3	4	5	6
Practices personal Bible study and prayer	1	2	3	4	5	6
Willingly shares with others from his/her faith experience	1	2	3	4	5	6
Supports others through prayer and encouragement from the scriptures	1	2	3	4	5	6
Maintains relationship to God in difficult circumstances	1	2	3	4	5	6
Trusts God for personal/family needs	1	2	3	4	5	6

Comments: _____

PHYSICAL/EMOTIONAL HEALTH

Has generally good health, sufficient energy and stamina	1	2	3	4	5	6
Has a sense of personal fulfillment and accomplishment	1	2	3	4	5	6
Has self-confidence	1	2	3	4	5	6
Is emotionally balanced; not irritable, nervous, depressed, etc.	1	2	3	4	5	6
Is productive in stressful situations	1	2	3	4	5	6
Has balanced self-discipline	1	2	3	4	5	6
Gives professional appearance	1	2	3	4	5	6

Comments: _____

WORK QUALITIES

Has good work attendance , punctual	1	2	3	4	5	6
Grasps details, does accurate, thorough, neat work	1	2	3	4	5	6
Manages use of time well, organized	1	2	3	4	5	6
Shows perseverance to fulfill commitments	1	2	3	4	5	6
Self-starter, works well alone	1	2	3	4	5	6
Completes tasks according to instructions, without close supervision	1	2	3	4	5	6
Knowledgeable of methods, materials, objectives, etc.	1	2	3	4	5	6
Willing to learn new things	1	2	3	4	5	6
Performs well in emergencies	1	2	3	4	5	6
Produces work that satisfies or surpasses job requirements	1	2	3	4	5	6

Comments: _____

LEADERSHIP & TEACHING ABILITIES

(If applicant is without experience, please give estimate of promise.)

Stands out as a leader, motivates other people	1	2	3	4	5	6
Is trusted by others	1	2	3	4	5	6
Oral communication is clear	1	2	3	4	5	6
Written communication is clear	1	2	3	4	5	6
Makes sound/common sense decisions	1	2	3	4	5	6
Does not procrastinate in decision making	1	2	3	4	5	6
Has personality suited to teaching, enjoys children/teenagers	1	2	3	4	5	6
Can teach others what he/she knows	1	2	3	4	5	6
Provides and implements creative teaching techniques and activities	1	2	3	4	5	6
Maintains classroom control	1	2	3	4	5	6

Comments: _____

APPLICANT: *Only fill out the top portion and return to Trinity Christian Academy with your application.*

Name of Applicant _____ Position Applied For _____

Signature of Applicant _____ Date _____

REFERENCE: *Applicants cannot meet screening qualifications without your completed recommendation.*

The person named above has applied for employment with Trinity Christian Academy. Please give us your honest opinion of this applicant’s personal and professional qualifications. Several other references will be compared with yours to develop an overall profile. ***This form will not be shown to the applicant***

The following phrases describe attitudes or personality characteristics. Please record a number (1 – 6 from list below) that most closely represents how well each phrase describes the person. Think carefully about each item. Please comment regarding any concerns about this person’s potential for successful service in Christian education.

Use the following definitions to guide your evaluations:

- 1 Strongly Agree** – This is an outstanding characteristic of this person
- 2 Agree** – This phrase describes this as a normal/usual characteristic. I have seen nothing to indicate a concern.
- 3 Undecided** – Indicates some doubts but not having a strong enough impression to feel comfortable making a definitive statement.
- 4 Disagree** – This behavior is not a good description of this person. I do have some concerns in this area.
- 5 Strongly Disagree** – This is clearly/definitely a problem area.
- 6 No Observation** – No observation of characteristics related to this statement.

INTERPERSONAL RELATIONSHIPS

Is tactful	1	2	3	4	5	6
Is not argumentative	1	2	3	4	5	6
Listens to others, is sensitive to their problems/needs	1	2	3	4	5	6
Willingly shares in others’ needs	1	2	3	4	5	6
Shows patience and tolerance of differing viewpoints	1	2	3	4	5	6
Goes out of the way to be helpful	1	2	3	4	5	6
Relates well to peers	1	2	3	4	5	6
Relates appropriately to opposite sex	1	2	3	4	5	6
Relates well to Christians of a different doctrinal position	1	2	3	4	5	6
Relates well to parents	1	2	3	4	5	6
If married: Communicates with and understands spouse	1	2	3	4	5	6
If married: Agrees with spouse on respective roles – work vs. family	1	2	3	4	5	6
As parent: Uses appropriate control and discipline of children	1	2	3	4	5	6
As parent: Expresses love and appreciation toward children	1	2	3	4	5	6
Comments: _____						

WORKING RELATIONSHIPS

Respects and acknowledges those in authority	1	2	3	4	5	6
Cooperates with others	1	2	3	4	5	6
Willingly accepts direction, correction and advice	1	2	3	4	5	6
Seeks advice when needed	1	2	3	4	5	6
Is an effective team member	1	2	3	4	5	6
Does not inappropriately criticize fellow workers’/associates	1	2	3	4	5	6
Is not a workaholic to detriment of family, fellow workers, or self	1	2	3	4	5	6
Comments: _____						

SPIRITUAL MATURITY

Applies Biblical principles to his/her own personal life	1	2	3	4	5	6
Regularly fellowships with other Christians	1	2	3	4	5	6
Willingly serves in accordance with his/her spiritual gifts	1	2	3	4	5	6
Shows concern for personal spiritual growth	1	2	3	4	5	6
Practices personal Bible study and prayer	1	2	3	4	5	6
Willingly shares with others from his/her faith experience	1	2	3	4	5	6
Supports others through prayer and encouragement from the scriptures	1	2	3	4	5	6
Maintains relationship to God in difficult circumstances	1	2	3	4	5	6
Trusts God for personal/family needs	1	2	3	4	5	6

Comments: _____

PHYSICAL/EMOTIONAL HEALTH

Has generally good health, sufficient energy and stamina	1	2	3	4	5	6
Has a sense of personal fulfillment and accomplishment	1	2	3	4	5	6
Has self-confidence	1	2	3	4	5	6
Is emotionally balanced; not irritable, nervous, depressed, etc.	1	2	3	4	5	6
Is productive in stressful situations	1	2	3	4	5	6
Has balanced self-discipline	1	2	3	4	5	6
Gives professional appearance	1	2	3	4	5	6

Comments: _____

WORK QUALITIES

Has good work attendance, punctual	1	2	3	4	5	6
Grasps details, does accurate, thorough, neat work	1	2	3	4	5	6
Manages use of time well, organized	1	2	3	4	5	6
Shows perseverance to fulfill commitments	1	2	3	4	5	6
Self-starter, works well alone	1	2	3	4	5	6
Completes tasks according to instructions, without close supervision	1	2	3	4	5	6
Knowledgeable of methods, materials, objectives, etc.	1	2	3	4	5	6
Willing to learn new things	1	2	3	4	5	6
Performs well in emergencies	1	2	3	4	5	6
Produces work that satisfies or surpasses job requirements	1	2	3	4	5	6

Comments: _____

LEADERSHIP & TEACHING ABILITIES*(If applicant is without experience, please give estimate of promise.)*

Stands out as a leader, motivates other people	1	2	3	4	5	6
Is trusted by others	1	2	3	4	5	6
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Maintains classroom control	1	2	3	4	5	6

Comments: _____

GENERAL LIFE ATTITUDES

Maintains a positive attitude in difficult circumstances	1	2	3	4	5	6
Adapts well to new situations	1	2	3	4	5	6
Does not evidence ethnic, sexual or other prejudices	1	2	3	4	5	6
Is eager to grow; open to new ideas and ways of doing things	1	2	3	4	5	6
Spends money wisely within means	1	2	3	4	5	6
Dresses modestly and appropriately	1	2	3	4	5	6

Comments: _____

SUMMARY COMMENTS

Traits, qualities, characteristics, etc. that make this person a *good* candidate:

Traits, qualities, characteristics, etc. that are possible problem areas:

Estimated degree of the problem: Serious Moderate Slight

Please list any other information you would like us to know about this applicant.

Could you work with this person in a close working relationship? _____ Yes _____ No

- Do you recommend acceptance? _____ YES
 _____ YES, with some reservation as suggested by above comments
 _____ NO, but could become acceptable with growth in areas mentioned
 _____ NO

Information provided by:

Name and Title

Date

Relationship to Applicant (Employer, Co-worker, Relative, Acquaintance, Roommate, etc)

How long have you known this person? _____

Thank you for your assistance! Please return this form to the address above.