

FBCA Teacher Application

Your interest in First Baptist Christian Academy is appreciated. We invite you to fill out this initial application and return it to our school office. We realize that the key to a successful Christian school is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by pattern of their lives, are Christian role models.

We look forward to receiving your application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in all applicants.

APPLICANT'S INFORMATION

Full Name: _____

Application Date: ____/____/____ Date Available: ____/____/____

Phone: _____

Best Time to Call: _____

Current Address: _____

POSITION DESIRED

Please indicate 1st, 2nd, 3rd, choice in parentheses.

() Preschool Teacher () Preschool Aide () Elementary Teacher

() MS/HS Teacher () After School Care () Teacher's Aide () Coaching

Full Time _____ Part Time _____ Substitute _____

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

Can you submit verification of your legal right to work in the US? Yes _____ No _____

EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past 10 years.

Position _____ Dates of Employment _____

Address _____

Supervisor's Name and Phone Number _____

Reason for Leaving _____

Pay _____

Position _____ Dates of Employment _____

Address _____

Supervisor's Name and Phone Number _____

Reason for Leaving _____

Pay _____

Position _____ Dates of Employment _____

Address _____

Supervisor's Name and Phone Number _____

Reason for Leaving _____

Pay _____

Have you ever worked under a different name for any of the employers you have listed? If so, what other name(s)? _____

Are you holding or have you already signed a contract for next year with any other educational institution? Yes _____ No _____

PERSONAL REFERNECES

Give three references that are qualified to speak of your spiritual experience and Christian service. List your current Pastor first. Do not list family members or relatives for references.

<u>Name & Position</u>	<u>Email</u>	<u>Address</u>	<u>Phone</u>
Pastor _____			

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

<u>Name & Position</u>	<u>Email</u>	<u>Address</u>	<u>Phone</u>

PROFESSIONAL QUALIFICATIONS

Please attach photocopies of all your postsecondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.

What degree(s) do you hold?

<u>Degree</u>	<u>Date Received</u>	<u>Issuing Institution</u>

Major(s) _____

Minor(s) _____

Cumulative GPA average: Bachelor's _____ Graduate Work _____

PROFESSIONAL QUALIFICATIONS CONTINUED

Sequentially list your teaching experience with most recent first.

School Name

Grade or Subject

Date

Do you have a state teaching certificate? _____ State? _____

What kind? _____ Expires _____

Endorsement(s)

List semester hours in endorsement area(s)

If you do not hold a certificate, what requirements do you lack? _____

*Please attach photocopies of any certificates held.

Personal Follow-Up Questions

[If you answer “Yes” to any of the questions in this section, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition or other appropriate explanation. A conviction record will not automatically be a bar to employment. Factors such as your age at the time of the crime, seriousness, and nature of the violation, time elapsed since the crime, job relatedness, and subsequent rehabilitation will be considered.]

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

Has any employer ever subjected you to a 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 _____

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

Have you ever entered a plea of guilty, a plea of “no contest,” 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 _____

Have you ever been suspended, discharged, or resigned in lieu of discharge from any position? Yes _____ No _____

You have read the job description and essential functions for this position. Is there any reason why you might not be able to perform the essential duties and responsibilities of the position for which you are applying? Yes _____ No _____ If yes, please explain.

If you answered yes to the above question, is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position?

Do you have any personal responsibilities or other commitments that may prevent you from meeting this position’s requirements for on-time arrival, attendance, or work schedules?

APPLICANTS CERTIFICATION AND AGREEMENT

I understand that First Baptist Christian Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability.

I hereby certify that the facts set forth in this application process 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 First Baptist Christian Academy to thoroughly interview the primary references which I have listed, and any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate any work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize references, my former employers, and any person listed in this application to disclose to the school and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notices of such disclosure. In addition, I hereby release the school, 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 the school.

Since I will be working with children, I understand I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

I understand that this is only an application for employment and that no employment contract is being offered at this time. I certify that I have carefully read and do understand the above statements.

Signature of Applicant

Date

Applicant Name

Daytime Phone Number

SAMPLE Instructor Employment Agreement

This Instructor employment agreement (the "Agreement") is entered into by and between FBCA (First Baptist Christian Academy) and _____ on the terms and conditions set forth below for the position of _____. **This contract offer shall be null and void if the original is not signed by the Instructor and returned by 5/26/17.**

FBCA desires to employ you as an **instructor for the 2017-2018** school year, and in so doing, FBCA recognizes and affirms the ministry of teaching for you as a God-ordained vocation, and we rejoice that God has brought you to us as a "fellow laborer" in this ministry; now in consideration of the agreement of the parties and the employment relationship, the parties agree as follows.

1. Employment

- 1.1 FBCA hereby employs the Instructor, and the Instructor hereby accepts and agrees to such employment, subject to the general supervision and pursuant to the orders, advice and direction of FBCA's Headmaster and Board of Directors (the "Board"). The Instructor shall provide instruction to FBCA students in the courses of study assigned by The Headmaster, perform other duties as indicated below, and perform such other duties as are customarily performed by one holding the Instructor's position in same or similar schools.

2. Term of Employment

- 2.1 The term of this Agreement shall be for the period commencing on **Monday, July 31, 2017**, and ending **Friday, June 1, 2018**, (190 contracted work days), unless this Agreement terminated earlier pursuant to Section 7 of this Agreement.
- 2.2 The parties agree that no rights of tenure, presumption of continued employment, or right of renewal beyond this current contract term are conferred or implied by this Agreement, by any pattern of prior renewals, any FBCA policies, or any other course of conduct between the parties.

3. Compensation/Payroll Deductions

- 3.1 Gross wages for this employment period will be \$ _____ **annually**, payable every two weeks over the course of 10 months for hourly or 12 months for salary. Salary payments shall be subject to all applicable withholding taxes and other authorized deductions or withholdings. Additional deductions may be withheld by FBCA from the Instructor's pay when agreed to by FBCA and authorized by the Instructor in writing. No additional compensation will be provided for attendance at additional School events, unless otherwise agreed in writing by FBCA.

4. Benefit Program

- 4.1 In addition to the compensation the Instructor receives pursuant to Section 4 of this Agreement, the Instructor is eligible for participation in the benefit programs established by FBCA upon fulfillment of the eligibility requirements for each program.
- 4.2 Additional Benefits Provided to Instructor:
- a. Sick Leave
Instructor may receive up to 5 (five) days of paid sick leave during the school year, to be used for self and immediate family only (not as a Personal Day). Should additional one-year contracts be offered in ensuing years, unused sick leave may be allowed to accumulate to ten (10) days, to be used for serious, extended illnesses only. A pro-rated payroll deduction will be made for each day absent over the allotted days for both full and part-time Instructors. FBCA will compensate Instructor for unused sick leave if all 5 days remain at the end of the year. The amount will be \$300. Accepting this amount will not allow the days to roll over and those days will be forfeited.
 - b. Personal and Professional Leave
One personal days may be taken by full-time Instructors with advance coordination and approval by the Headmaster. One professional day may be taken as approved by the Headmaster to attend a conference or visit another school for professional growth and development. Personal days may accumulate up to a maximum of three days.
 - c. Vacation Days
Instructors will receive all standard school holidays including Christmas and Spring Vacation. Instructors will avoid taking days off immediately before or after scheduled school vacation periods.
 - d. Tuition Discount
Full time licensed instructors will receive full tuition benefits for all children if they have applied for Step Up and are not awarded funding. This also assumes that a spot is available for the desired grade levels for each child. All students of licensed staff are expected to attend FBCA unless granted a unique waiver by the School Board of Directors.

- e. Other Benefits

FBCA may provide additional benefits to Instructors outlined generally in the Staff and Faculty Handbook.

5. **Representations**

- 5.1 Instructor affirms that, as part of the qualifications for this position, he or she is a “born again” Christian who knows the Lord Jesus Christ as Savior. (I John 3:3; I Peter 1:23).
- 5.2 Instructor gives testimony that he or she has a sense of God’s will, that teaching is his or her calling, and that teaching in a Christian school is God’s direction for him or her.
- 5.3 Instructor accepts without verbal or mental reservations both the FBCA Statement of Faith and the General Purpose and Philosophy, and is committed to upholding them.
- 5.4 Instructor will faithfully attend and support FBCPC, unless a previous membership at a local church was already established. Special provisions can be made with the approval of Headmaster.
- 5.5 Instructor accepts without verbal or mental reservations all applicable policies outlined in the FBCA Staff and Faculty Handbook and or FBCA Policy Manual.

6. **Duties of the Instructor**

- 6.1 Instructor acknowledges and agrees to remain fully committed to the pursuit of a lifestyle, on and off the job, consistent with the mission and vision of FBCA, compatible with historical biblical standards of morality, reflecting the message, mission, and character of Jesus Christ as determined solely at the discretion of the Headmaster and/or Board.
- 6.2 The Instructor will manifest by precept and example the highest Christian virtue and personal decorum, serving as a **Christian role model** (I Timothy 4:12) both in and out of school to pupils (Luke 6:40), parents, fellow faculty members and employees in judgment, dignity, respect, and Christian living. This includes avoiding “Gross Misconduct” which includes, but is not limited to: the use of illicit drugs; excessive (in the view of the Headmaster and/or Board) amounts of alcohol or prescription drugs; the use of pornography; and the use of vulgar and profane language as defined by the Headmaster and/or Board; and anything that violates the tenets of Scripture as exclusively defined and interpreted by the Board (Colossians 3:17; Titus 2:7-8; I Thessalonians 2:10; Ephesians 5:4; I Thessalonians 5:18, 22-23; and James 3:17-18).
- 6.3 The Instructor agrees that the Scripture dictates standards of sexual behavior. Any form of sexual immorality is forbidden and as such violates the bona fide occupational requirement of being a Christian role model. The unique roles of the male and female are clearly defined in Scripture (Romans 1:24-32). Deviation from Scriptural standards is grounds for termination. (Romans 12:1-2; I Corinthians 6:9-20; Ephesians 4:1-11, 5:3-5; I Thessalonians 4:3-8; I Timothy 4:12; II Timothy 2:19-22; I Peter 1:15-16, 2:15-17; I John 3:1-3).
- 6.4 The Instructor will strive at all times to understand, appreciate, love, and serve the pupils entrusted to him or her for instruction, and will to the best of the Instructor's ability provide for their fullest spiritual, intellectual, physical and emotional development.
- 6.5 The Instructor will maintain a classroom atmosphere that is conducive to learning. This includes maintaining a professional appearance.
- 6.6 Instructor will cooperate to the fullest extent with his or her fellow workers and FBCA administration. The Instructor will consciously promote unity and harmony among the staff and faculty of FBCA. Concerns and complaints will be made to the proper person in a prompt manner in an attempt to follow biblical principles (Matthew 18: 15-17).
- 6.7 The Instructor acknowledges Headmaster's exclusive authority (subject to the authority of the Board) to assign duties to the Instructor. This includes, but is not limited to, assignment to room, grade, subject, and extracurricular duties. The Instructor agrees to accept all other duties assigned by the Headmaster or the elimination of any or all duties as directed by the Headmaster.
- 6.8 The Instructor shall be required to provide instruction for up to 180 school days and 10 additional days to be designated by the Headmaster. Instructor agrees to arrive at school 30 minutes prior to the school day and to remain at the school 45 minutes after classes have been dismissed (7:30am-3:30pm). Instructor also agrees to attend weekly faculty meetings, Off Balance, Chapel, morning faculty prayer time and other such meetings, Orientation, Open Houses, Spring Expo, institutes, workshops, parent/Instructor conferences, and other professional meetings required by the administration. No additional compensation will be provided for attendance at these events.
- 6.9 The Instructor understands his or her obligations under Florida law regarding child abuse reporting requirements and the Instructor agrees to fulfill those obligations.

- 6.10 All licensed instructors must sponsor a club, or coach a sport, each year, in an effort to help advance student involvement with FBCA extracurricular offerings.

7. **Termination**

- 7.1 Any Instructor new to FBCA will be given an orientation period of up to ninety (90) teaching days in which to demonstrate his/her teaching ability to the satisfaction of the Headmaster. If any areas need improvement, such will be communicated to the Instructor in a timely fashion so that an effort may be made to correct the deficiency before the expiration of the ninety days. Should such teaching and corrective attempts prove unsatisfactory, as determined by the Headmaster, this contract may be terminated at any point within the ninety days without further obligation by either party.
- 7.2 The Instructor may terminate his or her employment under this Agreement at any time by giving at least 60 days prior written notice to the Headmaster or Board unless a different termination date is mutually agreed upon in writing.
- 7.3 The Board or Headmaster may terminate the Instructor's employment under this Agreement at any time, with or without cause, by giving at least 30 days written notice.
- 7.4 Notwithstanding anything else in this agreement, the Board and/or Headmaster may immediately terminate the Instructor's employment, for cause, under this agreement without prior notice if at any time if Instructor engages in any conduct deemed by the Board and/or Headmaster, in their sole discretion, to be detrimental to the ministry, reputation, operations, or activities of FBCA. The term "cause" shall mean, but is not be limited to, any of the following as determined by the Board or Headmaster:
- a. Instructors unwilling or unable to perform his or her duties (except as provided by applicable laws and regulations related to disabilities or medical leave);
 - b. Instructor commits any act of fraud or dishonesty;
 - c. Instructor engages in any criminal conduct;
 - d. Instructor engages in any form of gross misconduct or sexual misconduct as defined in sections 6.2 and 6.3 above.
 - e. Instructor engages in insubordination;
 - f. Instructor engages in any conduct deemed by the Board, in its sole discretion, to be detrimental to its ministry, reputation, operations, or activities;
 - g. Instructor disagrees with the FBCA Mission Statement or our Statement of Faith;
 - h. Instructor breaches any of the covenants set forth in this Agreement; and
 - i. The Instructor commits any act or engages in any conduct deemed to constitute cause for termination under Florida law.
- 7.5 Upon termination of employment, the Instructor's right to all further compensation under this Agreement shall cease, except that the Instructor will be entitled to receive his or her salary computed on a pro rata basis for the period ending on the last day of employment. Any benefits end on the last day of employment unless otherwise required by Florida law.
- 7.6 FBCA reserves the right to relieve Instructor of his or her duties without prior notice and without cause, and pay the remainder of compensation due under this Agreement.
- 7.7 In the event of termination of the Instructor's employment, whether by the Instructor or FBCA or at the end of the Agreement term, the Instructor must return all property owned by FBCA including, but not limited to, documents, records, lesson plans, and computer data relating to the Instructor's duties under this Agreement. Instructors entitled to copies of documents, lesson plans, and computer data related to his or her duties at FBCA.

8. **Conflict Resolution**

- 8.1 The parties to this Agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of I Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Any conflict or disagreement shall be referred to the Board for initial adjudication.
- 8.2 The Instructor agrees to follow the Biblical pattern of Matthew 18:15-17 and Galatians 6:1 and always give a good report concerning all school matters. The Instructor agrees that all differences are to be resolved by utilizing Biblical principles – always presenting a united front with FBCA. The Instructor agrees that appropriate confidentiality will be observed by the Instructor in regard to pupil, parent, and school matters, unless otherwise required by Florida law. (Titus 3:2; Galatians 5:15, Exodus 20:16).

8.3 If after complying with the Biblical injunctions mentioned in Sections 8.1 and 8.2, the parties cannot resolve a dispute arising out of or relating to this Agreement or to any aspect of the employment relationship, including statutory claims, the parties agree they will settle the dispute by binding arbitration. The parties may agree to mediate prior to arbitration in accordance with the following terms. Mediation/arbitration shall be before a mutually acceptable person who: (i) is a practicing attorney with a minimum of ten years' experience or a retired judge; and (ii) is in general agreement with the FBCA Statement of Faith. In the event that the parties cannot agree on such a person, each shall suggest two qualified persons and the two shall agree on one such qualified person to be the sole mediator or arbitrator. The arbitrator need not be the same person as the mediator. Additionally, the arbitrator shall have the authority to order such discovery, by way of deposition, interrogatories, document production, or otherwise, as the arbitrator considers necessary to full and fair exploration of the issues in dispute, consistent with the expedited nature of arbitration. The parties shall evenly split the costs of both mediation and arbitration. In the event this clause is breached, the prevailing party shall be entitled to attorney's fees and the costs of enforcing this clause.

9. **Deductions from Final Paycheck**

9.1 If the Instructor owes any amounts to FBCA at the earlier of the termination of the Agreement or the termination of the Instructor's employment, the Instructor hereby expressly authorizes FBCA to deduct from the Instructor's final paychecks any amounts owed to FBCA by the Instructor.

10. **Complete Agreement**

10.1 This Agreement constitutes the full and complete Agreement of the parties regarding the employment relationship between them, and supersedes all prior understandings and Agreements, including, but not limited to, any and all prior employment Agreements, and all prior, current or future employment policies or handbooks. The Agreement and the employment relationship created herein can only be changed by an Agreement in writing signed by the party against whom enforcement of any waiver, change, modification or discharge is sought.

11. **Acknowledgment**

11.1 The Instructor acknowledges that the Instructor has read, understands, and will abide by the terms and conditions of the Agreement. The Instructor understands and agrees that the Instructor's employment by FBCA may be terminated before the end of the school year, with or without cause, and that the Instructor has no right to renewal of this Agreement. The Instructor understands that this Agreement represents the total Agreement between the parties and that no rights arise under policies or handbooks distributed by FBCA past or present.

By: _____
Headmaster Date

By: _____
Instructor Date