

## Teacher Application Checklist

The following items are included in the Teacher Application Packet:

- Teacher Application
- Philosophy of Education
- Statement of Faith
- Professional Reference
- Personal Reference

Please complete and/or submit the following items in order to be considered for a position at BCA:

- Teacher Application (with Christian Testimony attached)
- Professional Reference
- Two Personal References (one from a pastor, one from a friend)

## Teacher Application

Your interest in **Bucharest Christian Academy** is appreciated. We invite you to fill out this application and return it to the Director via email or post.

Please also have someone submit the following references on your behalf: one professional and two personal (pastor and a friend). These forms should be submitted directly to BCA, via post or email.

### A. APPLICANT'S PERSONAL INFORMATION

Name (First, Middle, Last):

\_\_\_\_\_

Preferred Name:

\_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(mm/dd/yy)

City, State & Country of Birth: \_\_\_\_\_ Citizenship: \_\_\_\_\_

Application date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Date available: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(mm/dd/yy)

Current address:

\_\_\_\_\_  
\_\_\_\_\_

Work Phone: (\_\_\_\_\_) \_\_\_\_\_ Home/Mobile: (\_\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

*For the purpose of a criminal history/background check, please provide you social security number.*

Social Security No. (US only): \_\_\_\_\_

Permanent address and phone number (if different from current address):

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Name & Address of attending Church:

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Pastor's Name: \_\_\_\_\_ Denomination:

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Marital Status: \_\_\_\_\_

Date of Marriage (if applicable): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(mm/dd/yy)

Full Name of Spouse: \_\_\_\_\_

Please list your children who are under 23 years of age; if expecting a child, you may provide a due date.

Name	Sex	Birth Date	Place of Birth	Grade

## B. APPLICANT'S MEDICAL INFORMATION

Do you or anyone in your family have a history of mental illness? Y N

Have you been diagnosed with anything you're currently being treated for? Y N

Do you or anyone in your family have health problems? Y N

Have you ever been arrested or charged with violation of the law? Y N

Have you ever been discharged or asked to resign from a job? Y N

If you answered "Yes" to any of the above, please explain:

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In the past 5 years, or currently, have you...

Used tobacco products? Y N

Used illegal drugs? Y N

Consumed alcoholic beverages? Y N

Intentionally viewed pornographic material? Y N

If you answered "Yes" to any of the above, please explain:

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## C. POSITION FOR WHICH YOU ARE QUALIFIED/CERTIFIED

Early Childhood Education

Elementary (please list grades of certification)

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Junior High (please list subjects)

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High School (please list subjects)

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Other

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List any other subjects in which you have experience and would be willing to teach.

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We ask that applicants make a commitment to serve at BCA for a minimum of two years.

Available to teach at BCA for:  one year  two years  career  flexible

### Special Abilities

List activities, hobbies, trades or sports you would be capable of and be willing to coach or assist as part of BCA's extra-curricular clubs and afterschool programs (indicate grade).

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What are your hobbies and personal interests?

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Do you sing or play an instrument?

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If you have had cross cultural experience please describe.

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

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With which mission organization do you plan to be affiliated?

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Are you a TeachBeyond teacher? Y N

**D. PROFESSIONAL QUALIFICATIONS**

**Formal Training**

University	City	State	Date of Entry	Date of Graduation	Degree	Course Major/Minor

**Teaching Experience**

List your teaching experience with the most recent first.

School's Name

Grades / Subjects

Dates

Reason for Leaving

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Educational activities in which you have been involved that you believe would assist in a cross cultural teaching environment.

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List any professional journals you subscribe to or professional organizations you belong to.

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**Teaching Credentials**

Do you have a current teaching certificate? Y N



What kind? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years

State? \_\_\_\_\_

Do you have an Association of Christian Schools International Teaching Certificate? Y N

What level? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years

**Christian School Preparation**

Have you taken any courses in Christian Education? Y N

If so, where and when?

\_\_\_\_\_

Have you taken other courses giving specific training for Christian Schools? Y N

Please give details.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In what professional development activities have you participated during the past 5 years? (e.g. workshops, seminars, lectures, conferences)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please read our Philosophy of Education and note below any differences and/or concerns you have with it as a professional.

## E. CHRISTIAN BACKGROUND

\* On a separate paper, briefly give your Christian testimony, including how you became a Christian, how you have grown as a follower of Christ, and your daily routine of personal Bible study and prayer.

### Bible

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  Signature: \_\_\_\_\_

## Statement of Faith

Please carefully read our Statement of Faith and indicate your are in agreement by signing below.

Signature: \_\_\_\_\_

If you hold any convictions which are not in the Statement but which you believe are worth stating, please list below (e.g. Christian music, style of worship).

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

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In what other Christian service have you participated since becoming a Christian?

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Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

### **STAFF HEALTH FORM**

Please *carefully* complete the following information about your health. This is very important in case of an emergency.

Name: \_\_\_\_\_ Birth date: \_\_\_\_\_ Sex: \_\_\_\_\_

Home

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

Home Phone # \_\_\_\_\_ Other phone # \_\_\_\_\_

Email: \_\_\_\_\_

Mission

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Policy # \_\_\_\_\_ Contact Person: \_\_\_\_\_

Telephone # \_\_\_\_\_

**AUTHORIZATION:**

In the event that I cannot make a decision for myself in an emergency situation, I hereby give permission for the school to secure treatment for me and I assume financial responsibility for treatment.

\_\_\_\_\_

SignatureDate

Physician (local): \_\_\_\_\_

Telephone: \_\_\_\_\_

In case of an emergency, please contact my family in \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone # \_\_\_\_\_ (Please include the complete number to be dialed from Bucharest (country code).)

Relationship: \_\_\_\_\_

(parent, sibling, etc.)

Family history of illness – specify illness and approximate dates, i.e. TB, diabetes, asthma, heart disease, cancer.

Father:

\_\_\_\_\_

Mother:

\_\_\_\_\_

Siblings:

\_\_\_\_\_

What was the date of your last DPT or tetanus shot/booster? \_\_\_\_\_

Have you received a measles vaccine or measles/mumps/rubella combined vaccine?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, when? \_\_\_\_\_

Do you now have, or have you ever had, any of the following?

Yes	No	(please check each item)	Yes	No	(please check each item)
		Bronchitis			asthma
		ear infections			rheumatic fever

		convulsions/seizures			diabetes
		nose bleeds			heart problems
		hearing/speech/vision difficulties			measles
		learning disability			mumps
		food allergy			rubella
		drug allergy			pertussis (whooping cough)
		bee sting allergy			tuberculosis
		insect bite allergy			chicken pox
		other allergies			other (specify)

If you responded "yes" to any of the above, please make specific comments as to approximate dates of illnesses and specify any other chronic or recurring illnesses not on the list:

List any medications you take on a regular basis and the reason for taking the medication:

Will medication be self-administered during the school day?

Yes \_\_\_ No \_\_\_

Have you ever had any operations or serious injuries?

Yes \_\_\_ No \_\_\_ If yes, please explain:

Please list any specific activities that need to be restricted and the reason:

Please comment on any conditions that could affect your activities at school:

## Statement of Faith

From its founding the students, teachers, and leadership of Bucharest Christian Academy, though from varied denominational and cultural backgrounds, have exhibited a unique spirit of harmony. Recognizing and welcoming our diversity, we call one another to continued unity in Christ, affirming together that we believe:

1. The Scriptures, both Old and New Testament, to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of men. It is the supreme and final authority in all matters on which it speaks. (Matthew 5:17-19; II Peter 1:21; Acts 17:11; II Tim. 3:16)
2. In one God, Creator of all things, infinitely perfect and eternally existing in three persons, Father, Son, and Holy Spirit. (Exodus 20:3; Deut. 6:4; Matthew 28:19)
3. That Jesus Christ is true God and true man, having been conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross as a sacrifice for our sins according to the Scriptures. Further, He arose bodily from the dead, and ascended into heaven, where at the right hand of God the Father, He now is our High Priest and Advocate until His return to earth in power and glory. (Matthew 1:23-25; John 1:1-4; Rom. 5:8,9; Acts 2:23,33; Phil. 2:6-8; Heb. 7:25)
4. That the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and includes convicting men of sin, regenerating the repentant, and indwelling, guiding, instructing, and empowering the believer for godly living and service. (John 16:7-15; 1 Cor. 2:1-16; Rom. 8 & 12; 1 Cor. 12-14; Eph. 5:18)
5. That man was created in the image of God but because of sin is now lost and can obtain salvation and spiritual life only through regeneration by the Holy Spirit. (Gen. 1:27; Rom. 3:9-20, 5:12; Eph. 2:8,9)
6. That the shed blood of Jesus Christ and His resurrection provide the only ground for justification and new life for all who believe. Only those who receive Jesus Christ are born of the Holy Spirit and thus become children of God. (1 Peter 3:18; John 1:12,13; Rom. 6:4,5)
7. That all such believers are united together in the body of Christ, of which He is the head. (1 Cor. 12:12,13; Eph. 4:15,16; Col. 2:19)
8. In the bodily resurrection of the dead: the believer to everlasting blessedness and joy with the Lord, the unbeliever to everlasting judgment and condemnation. (Rev. 20:12)

## Philosophy of Education

The philosophy of BCA is based on a God-centered view that the Bible is the inspired word of God as affirmed in our Statement of Faith. The educational process touches every area of life - physical, emotional, moral, intellectual, social, and spiritual - in training the student to live wisely in an increasingly complex world. BCA affirms and encourages the pursuit and examination of ideas, knowledge and truth in an open forum, evaluating these by the biblical principles. The Bible speaks to all areas of life, and is essential in the development of an educated person.

Our school motto from Philippians 2:15-16a says, 'So that you may become blameless and pure, children of God without fault in a crooked and depraved generation, in which you shine like stars in the universe as you hold out the word of life'.

Our goal is to prepare our students to be creative, critical thinkers, academically prepared for the post-secondary education of their choice, fulfilling God's purpose for their lives personally and vocationally, with their own sense of worth and acceptance of the worth of others.

In order to accomplish the goal BCA recognizes that:

- Parents are responsible for the education and training of their children.
- BCA becomes a partner with the parents by providing formal education in accordance with the Statement of Faith, policies and curriculum.
- Learners are precious individuals with God-given uniqueness who are encouraged to develop to their full potential. (Matt. 19:13-14; Psalms 149:13-17)
- The Director, teachers, administrators, and other staff members are vital contributors to the growth and learning process of the individual child. (2 Tim. 2:1,2)

#### **BCA Endeavors to:**

- Maintain high academic standards and goals (Col. 3:23)
- Create a nurturing environment with sufficient structure and discipline to promote effective learning.
- Create an environment conducive to developing a feeling of worth in each individual.
- Foster an appreciation of and respect for Romania as well as for ethnic diversity within the school. (Rev.7:9)
- Weave biblical principles throughout the whole school experience. (2 Tim. 2:15; 3:16,17)
- Utilize the best-integrated curriculum available.
- Employ or permit activities that are congruent with our philosophy.
- Encourage each student to develop physically, socially, and spiritually, as Jesus grew in wisdom and stature, and in favor with God and man. (Luke 2:52)
- Create an awareness of the different Christian ministries of the BCA community. (1 Cor. 12:12)
- Care for the well-being of the teaching staff. (John 13:34)

## Professional Reference Form

Our school has received an application for a teaching position from:

\_\_\_\_\_

We would appreciate your opinion on the applicant's ability to fill this position. The applicant has agreed that we have the right to keep your reference confidential. Thank you for your honest assessment of their skills and abilities.

Your name: \_\_\_\_\_

Position: \_\_\_\_\_

Name of school/church/organization: \_\_\_\_\_

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

\_\_\_\_\_

Phone: Daytime: (\_\_\_\_\_) \_\_\_\_\_ Evenings: (\_\_\_\_\_) \_\_\_\_\_

Position(s) held by applicant:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates of service: \_\_\_\_\_ [ ] Full time [ ] Part time

Reason for leaving (if applicable):

\_\_\_\_\_

Would you have any reservations about rehiring this applicant?

\_\_\_\_\_ How would you rank this person as compared to others that  
you have supervised?

[ ] Top 5% [ ] Next 20% [ ] Middle 50% [ ] Low 25%

### **A. TEACHER PERFORMANCE**



Please write the number that most closely applies:

**1 – Outstanding, 2 - Above Average, 3 – Satisfactory, 4 - Improvement Needed, 5 - No Opportunity to Observe**

- \_\_\_ a. Plans subject material thoroughly and to meet the understanding and needs of individual students
- \_\_\_ b. Caters for individual learning requirements by using a variety of teaching styles, techniques and resources
- \_\_\_ c. Demonstrates a sound knowledge of subject matter
- \_\_\_ d. Communicates and relates effectively with students
- \_\_\_ e. Has the skills to support students with learning needs as well as challenge students of high intellectual potential
- \_\_\_ f. Exhibits ability to arouse interest and to stimulate intellectual growth.
- \_\_\_ g. Is fair, firm and consistent with students
- \_\_\_ h. Maintains effective classroom control
- \_\_\_ i. Compliments teaching with a well-organized, attractive classroom

## **B. PROFESSIONALISM**

Please write the number that most closely applies:

**1 – Outstanding, 2 - Above Average, 3 – Satisfactory, 4 - Improvement Needed, 5 - No Opportunity to Observe**

- \_\_\_ a. Follows ethical and professional practices within the school community
- \_\_\_ b. Interacts sensitively with the wider school colleagues, support staff, community, parents and administration
- \_\_\_ c. Follows through on assignments
- \_\_\_ d. Is accurate and prompt in record keeping and in responding to communications
- \_\_\_ e. Is punctual to work each day and misses very few days of work
- \_\_\_ f. Makes good decisions after considering necessary information
- \_\_\_ g. Dresses appropriately within the dress code guidelines
- \_\_\_ h. Is reliable and dependable in carrying out assigned tasks

Should Bucharest Christian Academy have any reservations about BCA hiring this applicant?

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Additional comments:

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Please provide the name, and phone number or email address of one other reference we could contact with regard to this applicant.

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Please email this form to the BCA Director at [director@bcaromania.org](mailto:director@bcaromania.org), not to the applicant.

Thank you for your assistance!

## Personal Reference Form

Our school has received an application for a teaching position from:

\_\_\_\_\_

We would appreciate your comments on the applicant's ability and suitability to fill this position. We will keep your reference confidential. Please seal and post or email this reference form back to BCA. Thank you for your help.

Your name: \_\_\_\_\_ Relationship to the applicant: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

Please provide the name, and phone number or email address of one other reference we could contact with regard to this applicant.

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Has this applicant demonstrated a strong commitment to Christian living?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would he / she be a good Christian role model for students?

\_\_\_\_\_  
\_\_\_\_\_

Are there areas of concern that would affect this applicant's effectiveness as a Christian

teacher and role model?

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### A. Applicant's Ability to Interact in Relationship

Please write the number that most closely applies to this candidate:

**1 – Always, 2 – Often, 3 – Rarely, 4 – Never, 5 - No Opportunity to Observe**

**This person is:**

- a. withdrawn
- b. timid
- c. reluctant to express an opinion
- d. vivacious
- e. thoughtful of others' needs
- f. critical of others/colleagues
- g. complaining
- h. supportive of authority
- i. honest and fair
- j. sensitive to the feelings of others
- k. patient with others
- l. self controlled in all circumstances
- m. easily depressed

### B. Applicant's Relationship to the Work Environment

Please write the number that most closely applies to this candidate:

**1** – Always **2** – Often **3** – Rarely **4** – Never **5** - No Opportunity to Observe

**Does this person?**

- a. Present creative ideas
- b. Contribute to a positive work environment
- c. Work collaboratively
- d. Relate to young people / children
- e. Listen and respond to the opinions of others
- f. Behave rationally when under stress
- g. Initiate positive ideas and activities for the benefit of others
- h. Demonstrate willingness to accept a range of responsibilities
- i. Demonstrate energy and enthusiasm
- j. Demonstrate a positive attitude to life
- k. Have a sense of humor
- l. Adjust to new situations

Should Bucharest Christian Academy have any reservations about hiring this applicant?

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Additional comments?

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Please email this form to the BCA Director at [director@bcaromania.org](mailto:director@bcaromania.org), not to the applicant.

Thank you for your assistance!