

FIRST ACADEMY PRESCHOOL AT FIRST BAPTIST OF LEESBURG  
220 N. 13<sup>TH</sup> STREET  
LEESBURG, FL 34748  
PHONE: 352-787-0155 FAX: 352-787-3298

**TEACHER APPLICATION**

Your interest in First Academy Preschool is appreciated. We invite you to fill out this initial application and return it to our Preschool office. If an opening occurs for which you may qualify, we will notify you. We will also contact your references. If we have continued interest in your candidacy, we will arrange for a personal interview.

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 the pattern of their lives, are Christian role models. Luke 6:40.

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 the lives of all applicants.

**A. APPLICANT'S NAME AND ADDRESS**

Full name: \_\_\_\_\_

Application date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Date available: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Present address: \_\_\_\_\_

\_\_\_\_\_

Phone: Days ( \_\_\_\_\_ ) \_\_\_\_\_ Evenings ( \_\_\_\_\_ ) \_\_\_\_\_

Best time to call you? \_\_\_\_\_ Length of time at this address? \_\_\_\_\_

Please list any additional addresses where you have resided at any time during the past five years:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**B. POSITION DESIRED**

Full time \_\_\_ Part time \_\_\_ Substitute \_\_\_

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

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

Please list activities or sports for which you would be capable and willing to direct, sponsor, or coach.

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

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**C. CHRISTIAN BACKGROUND**

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 \_\_\_

Denominational preference? \_\_\_\_\_

What is your local church affiliation? \_\_\_\_\_

Are you presently a member in good standing? \_\_\_\_\_ Years? \_\_\_\_\_

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

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What other Christian service have you done since becoming a Christian?

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To what extent do you believe you should become involved in Sunday and other weekday ministries of the sponsoring church or the church of which you are a member?

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**D. EMPLOYMENT HISTORY**

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may follow the same format on the reverse.

1. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

2. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

3. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

4. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Have you ever worked under a different name for any of the employers you have listed?  
If so, what was the name or names?  
\_\_\_\_\_

Have you served in the military? Yes \_\_\_ No \_\_\_. If yes, what type of training or  
education did you receive?  
\_\_\_\_\_

**E. 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 or degrees do you hold?

Degree	Date Received	Issuing Institution
_____	_____	_____
_____	_____	_____
_____	_____	_____

Sequentially list your teaching experience with most recent first.

School's Name	Grades or Subjects	Dates
_____	_____	_____
_____	_____	_____

To what degree are you familiar with various Christian or secular textbook series (i.e., ACSI, ABeka, Bob Jones, Saxon math, Open Court Reading)?

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

**\* Please attach photocopies of any certificates held.**

List any conferences or seminars that you have led or participated in recently.

\_\_\_\_\_

**F. PERSONAL REFERENCES**

Do not list family members or relatives for references. You will also need to sign the **Reference Release Form** that is attached and return it with this application.

Give two references who are qualified to speak of your spiritual experience and Christian service. **List your current pastor first.**

Name/Complete Address	Phone	Position
1. _____	_____	_____
_____	_____	_____
2. _____	_____	_____
_____	_____	_____

### G. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that First Academy Preschool 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 Academy Preschool 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 regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize references and my former employers to disclose to the school 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 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 that 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.

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Signature of Applicant

Date