



New Hope Christian Academy

STAFF APPLICATION

Position desired (check where appropriate):

- Administrative/Front Office Accounting/Bookkeeping Admissions Office Bus Driver
- Facilities/Maintenance & Custodial Kitchen/Food Service After Care Instructor
- Other: _____

PERSONAL INFORMATION

Name _____ Home Phone _____
First Middle Last

Address _____ Cell Phone _____

City _____ State _____ Zip _____

Email Address _____

Social Security Number _____ (Used for background check)

Marital Status _____ Spouse's Name _____

Children (names/ages) _____

Are you a professing Christian? _____ Church Membership _____

How are you involved at your church? _____

PROFESSIONAL PREPARATION

Please list all colleges or universities attended. Include any degree work presently in progress.
Please submit a copy of official transcripts to New Hope Christian Academy.

| COLLEGE/UNIVERSITY & LOCATION | DATES | MAJOR | MINOR | DEGREE EARNED |
|-------------------------------|-------|-------|-------|---------------|
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PROFESSIONAL EXPERIENCE

Please list professional experience starting with your present or last full-time or part-time position.

| Place of Employment | Dates Employed | Position | Reason for Leaving |
|---------------------|----------------|----------|--------------------|
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REFERENCES

Please list three references (**one must include a church leader**), who are qualified to speak of your character, Christian life, training and professional experience.

| Name | Address | Phone | Occupation | Relationship |
|------|---------|-------|------------|--------------|
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CRIMINAL HISTORY AFFIDAVIT

I affirm that I have never been convicted of any of the following offenses involving children in Tennessee or any similar offense in any other jurisdiction:

1. Rape (as defined in T.C.A. 39-13-502, 503)
2. Child Sexual Abuse/Molesting/Solicitation (as defined in T.C.A. 37-1-602)
3. Child Exploitation (as defined in T.C.A. 37-17-1001 through 39-17-1105)
4. Incest (as defined in T.C.A. 39-15-302)
5. Sexual Battery (as defined in T.C.A. 39-13-502, 505)
6. Statutory Rape (as defined in T.C.A. 39-13-506)
7. Indecent Exposure (as defined in T.C.A. 39-13-511)
8. Vicarious Sexual Gratification (as defined in T.C.A. 37-1-602)

Furthermore, I also affirm that I have never been charged with any of the crimes listed above or any similar offense in any jurisdiction. My signature below also indicates my willingness for New Hope Christian Academy to initiate an appropriate background check.

Signature

Date

PERSONAL STATEMENTS

1. Please explain your belief about the Bible and its contents, and how you view the authority of scripture in the Bible as the inspired word of God?

2. In 250-300 words, share the story of your relationship with Jesus Christ. This should include how you came to know Christ personally, as well as how you see the Lord working in your life now.

3. What is your understanding of the Trinity?

4. How do you respond to a student who asks the question "how do I become a Christian?"



New Hope Christian Academy

MISSION STATEMENT

New Hope Christian Academy is an urban, college-preparatory elementary school providing students with a challenging intellectual and Christ-centered education.

VISION STATEMENT

The goal of New Hope Christian Academy is to ground students in the knowledge of God as uniquely revealed in Jesus Christ and attested to in the Scriptures. The Academy places a unique emphasis on the immediate community in which the school is located, and it seeks to provide the highest standards for intellectual and Christ-centered learning through the development of lasting relationships with students, families, and the church community. Through relevant learning and a student-centered culture of thinking, the New Hope education strives to equip every child with the tools necessary to serve as God's image-bearers while effectively pursuing high school graduation and a college education.

STATEMENT OF FAITH

Believing that salvation comes by Christ alone (John 14:6), and trusting in Him as my Savior, I believe in:

- One God, eternally existent in three persons, Father, Son and Holy Spirit.
- The Bible as the inspired Word of God.
- The Deity of our Lord, Jesus Christ, God's only Son, who was conceived of the Holy Spirit and born of the virgin Mary. Having lived a sinless life, He died for our sins through which we receive eternal life. He was resurrected after death and will return to be with all who believe in Him.
- The presence and power of the Holy Spirit who indwells every believer, comforting us in need and empowering us to live in accordance with His word.

Because of my faith in Christ and being mindful of my constant witness in a community of children,

- I believe that the Bible, God's written word, is the ultimate guide for my values, attitudes, and behaviors.
- I seek spiritual maturity by maintaining a personal devotional life, participating in worship and prayer with others, and being involved in the life and ministry of a local church.
- I seek to respect all people, as each bears God's image.
- I seek to exhibit and cultivate the attitudes and behaviors of love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.
- When conflict arises, I commit to following a biblical process for correction, forgiveness, reconciliation, and restoration.

By signing below, I acknowledge that I have read and understand the principles of the Mission Statement, Vision Statement, and Statement of Faith of New Hope Christian Academy. I understand that, as an applicant for a position in this organization, I represent the school to others and that my life should reflect the principles upon which the school operates.

Signature

Date

PROFESSIONAL CODE OF CONDUCT

Because New Hope Christian Academy is committed to the teachings and principles of the Bible, our staff must consistently strive to maintain a standard of excellence to which we believe God calls us. We believe that teachers are extremely influential in the lives of our students. We are looking for teachers who are not just Christians, but mature, growing, passionate followers of Christ who desire to make a spiritual as well as an academic impact. We believe that quality Christian teachers have a living faith, are competent, and work well with others within the New Hope community.

The tenets contained in the Professional Code of Conduct are intended to define the high behavioral standards that can reasonably be expected of all employees at a Christian school.

CREDIBILITY – LIVING FAITH

- Evidence of the Spirit of God living in her/him by displaying a living faith expressed by the Fruit of the Spirit (Love, Joy, Peace, Patience, Kindness, Goodness, Faithfulness, Gentleness & Self-Control)
- Passion to share the love of Jesus with her/his students
- Willingness to serve in any capacity to help students, teachers, and staff
- Evidence of a growing relationship with the Lord
- Views teaching at New Hope as more than a “job” – but a ministry and calling to serve God by challenging, serving, disciplining, and loving His children
- Treats others in a manner consistent with Jesus’ command to love God and love people
- Instruction is filtered through a Biblical worldview rooted in Christianity
- Happy and positive – views life with optimism and not pessimism
- Willingness to share their lives with their students and fellow teachers – willingness to “be known” by others
- Teaching is not bound to curriculum or books – life experiences are employed to create a meaningful learning environment
- Strives to learn the unique abilities, qualities and characteristics of each student understanding that all children are uniquely created by God
- Actively involved in a local Christian church

COMPETENCY

- Displays the qualities of good teaching/classroom instruction
- Displays an understanding of subject matter being taught
- Follows curriculum and standards set by the School
- Displays good classroom management utilizing appropriate techniques to discipline students
- Creates an environment in which learning is active, exciting, engaging, and challenging
- Sets high expectations for students and holds them accountable
- Willing to put in extra time both at school and away from school to prepare for maximum effectiveness
- Prepared for each day
- Strives for excellence both in and out of the classroom
- Adheres to school-wide and office procedures
- Always interested in learning more and growing in the field of effective teaching by reading, attending conferences, and learning from others
- Communicates effectively and openly
- Maintains proper relationships with students as the authority figure and leader of the class
- Understands and fully supports the mission and vision of the School

COMMUNITY/COHESIVENESS/COMPATIBILITY

- Works well with others
- Demonstrates a commitment to the “team”
- Living Faith and Educational Philosophy are compatible with the mission of the School
- Trustworthy
- Displays a spirit of humility and service
- Appreciates the differences and diversity of coworkers while maintaining positive & friendly relationships
- Willing to openly communicate with students, parents, fellow workers, and supervisors directly
- Maintains a positive and optimistic attitude
- Approachable
- Utilizes the Matthew 18 principle of going directly to the person and working out problems

CHRISTIAN CODE OF CONDUCT

As an employee of New Hope Christian Academy (NHCA), I recognize that I am a representative of NHCA at any time that I am functioning within the scope of my responsibilities. I further recognize that even outside my job responsibilities my actions reflect upon NHCA due to my employee status, thus such actions have a bearing on the reputation and name of NHCA and, more importantly, the Christ we are called to represent.

Based upon that understanding, I commit to maintain my actions as an employee in a manner compliant with the laws of the land and with conservative Biblical standards in the areas of financial dealings, sexual propriety, drunkenness, illegal drug usage, electronic media usage (computer, internet, or any other such), racial prejudice, or any other area that might have a negative legal, ethical or public perception effect upon NHCA or Christ.

Recognizing the seriousness of maintaining the integrity of NHCA and Whom we represent, I further commit to immediately bring to the attention of NHCA's leaders any and all concerns or suspicions that I might have regarding any employee's conduct that might be detrimental to NHCA or Christ.

Understanding the importance of conduct to NHCA, I freely commit to the above.

I have read, understand, and agree to abide by the provisions of the Professional Code of Conduct and Christian Code of Conduct.

Signature

Date