



HIRING PROCESS

1. Attend an Informational Meeting to receive an overview of the school and an application packet.
2. Read required books on Classical and Christian education and University-Model Schools®, all of which may be obtained from CCA.
 - *Character Driven College Preparation* by Dr. John Turner, Jr. (a small, 62 page book on UMS)
 - *Classical and Christian Education* by Gregg Strawbridge (a 10 page booklet by Veritas Press)
3. Read through CCA Mission, Vision, Foundational Documents, and Statement of Faith; be sure you fully concur with each of these documents.
4. Submit Application/Resume
5. Interview with Administrator(s) or representative
6. References Checked
7. Background Check
8. Second Interview with CCA Board, if appropriate
9. School Board question and answer session and 15-20 minutes of teaching, including transition into the next subject.
10. Preliminary approval
11. Offer letter
12. Acceptance letter
13. Final agreement



CHARIS CLASSICAL ACADEMY
PO Box 5642
Madison, WI 53705-3210
Phone 608-250-0551
www.charisclassical.com

APPLICATION FOR SUBSTITUTE TEACHER

Charis Classical Academy does not discriminate against applicants on the basis of race, color, national or ethnic origin

Thank you for your interest in a position at Charis Classical Academy. If you are in agreement with the school Mission, Vision, and Foundational Documents, please complete and return this application. If called for an interview, you will be asked to read the following material—*Character Driven College Preparation* by Dr. John W. Turner, Jr. and *Classical and Christian Education* by Gregg Strawbridge.

PERSONAL INFORMATION

Name _____
Last First M.I. Preferred Name/Nickname

Address _____
Street City State Zip

Cell Ph _____ Home Ph _____ Work Ph _____

Email _____ Social Security # _____ - _____ - _____

FAMILY INFORMATION (OPTIONAL)

Marital Status: Single Engaged Married Widowed Divorced* Separated* Remarried*
** Please attach a brief explanation if divorced, separated or remarried.*

Spouse's Name _____ Years Married _____

Spouse's Occupation _____

	<i>Name</i>	<i>Sex</i>	<i>Age</i>	<i>Grade</i>	<i>DOB</i>
Child	_____	_____	_____	_____	_____
Child	_____	_____	_____	_____	_____
Child	_____	_____	_____	_____	_____
Child	_____	_____	_____	_____	_____
Child	_____	_____	_____	_____	_____

TEACHING POSITION(S) SOUGHT

Classroom Assistant for Grammar School

Substitute for (check all apply):

- Grammar School: Kindergarten
- 1st Grade
- 2nd Grade
- 3rd Grade
- 4th Grade
- Upper Grammar: 5th Grade (all subjects)
- 6th Grade (all subjects)
- 5th/6th Grade Lang. Arts/History
- 5th/6th Grade Math/Science
- 5th/6th Grade Leadership

- Logic School (7th/8th Grade): Math
- Science
- History/Literature
- Lang. Arts (composition)
- Logic
- Leadership

- Rhetoric School(9th-12th Grade): Math
- Science
- History/Literature
- Lang. Arts (composition)
- Logic
- Leadership
- Executive Function Skills

Latin

Fine Arts & Individual Courses (indicate *all* subjects you desire to teach and consider yourself qualified)

- Music
- Physical Education
- Art
- Literature/Drama
- Joyful Discovery

Would you be willing to teach a combined grade level? (i.e. 3rd/4th Grades) Yes No

Please list any special talents and abilities related to teaching: _____

Do you have experience with Classical/University-Model education? Yes No If “Yes,” please describe: _____

PROFESSIONAL

On a separate sheet of paper, please answer the following questions using fewer than 300 words per question.

1. Why do you want to be a part of Charis Classical Academy?
2. Do you have experience with classical education? If yes, please explain. If no, what is your view of the classical approach?
3. What are your philosophies about how children best learn, classroom management, and discipline?
4. What do you consider to be your true strengths as a professional and a teacher?
5. Describe how you are a spiritual leader to others.
6. List any special skills, preparation, training or areas of significant experience/expertise you may have. Please address such topics as school operations, curricula development, teacher training, school accreditation experience, certifications, special areas of study, leadership, classroom &/or home school experience, etc.

College or University	City, State	Degree	Major	Dates Attended	Overall GPA

EDUCATION

Copies of all College and/or University transcripts, both undergraduate and graduate, must be filed with your application or soon after it has been submitted

CERTIFICATION

Certified Subject Area	Specify State and Cert.	Class (A – Bachelor’s; G – Master’s)	Expiration Date

EMPLOYMENT HISTORY

Please list your last three employers, beginning with your current or most recent employee

Employer _____	Employed from ___/___/___ to ___/___/___
Employer's address & phone # _____	
Position _____	Annual Salary (Starting/Ending): \$ _____ / \$ _____
Summary of Responsibilities & Experience:	
Specific Reason for Leaving:	
May we contact? <input type="checkbox"/> Yes	Name, title & direct number of contact person:
<input type="checkbox"/> No	Please indicate why not:
Employer _____	Employed from ___/___/___ to ___/___/___
Employer's address & phone # _____	
Position _____	Annual Salary (Starting/Ending): \$ _____ / \$ _____
Summary of Responsibilities & Experience:	
Specific Reason for Leaving:	
May we contact? <input type="checkbox"/> Yes	Name, title & direct number of contact person:
<input type="checkbox"/> No	Please indicate why not:
Employer _____	Employed from ___/___/___ to ___/___/___
Employer's address & phone # _____	
Position _____	Annual Salary (Starting/Ending): \$ _____ / \$ _____
Summary of Responsibilities & Experience:	
Specific Reason for Leaving:	
May we contact? <input type="checkbox"/> Yes	Name, title & direct number of contact person:
<input type="checkbox"/> No	Please indicate why not:

REFERENCES

Please provide four references with phone numbers and email addresses. Include at least two professional references and at least one reference who can comment on your Christian faith outside of the family.

Name _____	Relationship to Applicant _____
Company _____	City/State _____
Phone & Email _____	Years Known _____
Name _____	Relationship to Applicant _____
Company _____	City/State _____
Phone & Email _____	Years Known _____
Name _____	Relationship to Applicant _____
Company _____	City/State _____
Phone & Email _____	Years Known _____
Name _____	Relationship to Applicant _____
Company _____	City/State _____
Phone & Email _____	Years Known _____
Employer _____	Employed from ___/___/___ to ___/___/___
Employer's address & phone # _____	

ABILITY TO PERFORM ESSENTIAL JOB FUNCTIONS

You have read the job description and essential functions for this position. Is there any reason why you might be unable 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?

Yes No

If "Yes," please explain: _____

Our school welcomes employees, volunteers, and students of different nationalities, races and denominations. How have you demonstrated an ability to work with others who may be different from you or have beliefs different from yours? Please describe any difficulties that you may have encountered.

If you are offered a position, will you be able to verify that you are legally permitted to be employed in the United States?

Yes No If "No," why not: _____

PERSONAL BACKGROUND INFORMATION

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.

1. Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer?
 Yes No
2. Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave a job or volunteer position on the grounds of any unlawful behavior, or violation of an employer's integrity, conduct or harassment policies?
 Yes No
3. Have you ever been charged in *civil* or *criminal* proceedings with alleged improprieties regarding children or minors?
 Yes No
4. Have you ever entered a plea of guilty, a plea of "no contest" (*nolo contendere*), 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
5. Have you ever been suspended, discharged, or resigned in lieu of discharge from any position?
 Yes No

CHRISTIAN BACKGROUND

What is your denominational preference, if any? _____ Church name _____

Pastor's name _____ Phone number _____

Address _____

May we contact your pastor? ___ Yes ___ No Contact after (date) _____

Are you active in your church? ___ Yes ___ No In what capacities? _____

Give a brief account of how you became a Christian: _____

What do you think it means to be a Christian? _____

What authority do the Scriptures have in your life and in the world? _____

What is the gospel? How will the gospel impact your interaction with students, parents, faculty, and staff? _____

SIGNATURE OF ATTESTATION

I hereby attest that all information provided
in this application is complete and truthful.

Signed: _____

Printed Name: _____

Date

SCHOOL STAFF AGREEMENT

MISSION OF CHARIS CLASSICAL ACADEMY

To partner with parents in preparing students for a lifelong pursuit of learning through classical methodology and joyful discovery; developing depth of character, wisdom, and a desire to engage their world for the glory of God.

Charis Classical Academy combines four distinctive elements:

- Gospel-centered worldview
- Classical curriculum
- University-Model®
- Cultivation of joyful discovery

We strongly believe that these characteristics work in tandem to educate the whole child: mind, heart, and soul so they will live out what they learn for the benefit of their generation to the glory of God.

VISION OF CHARIS CLASSICAL ACADEMY

To inspire each member of our community to live a life empowered by the gospel.

Our Vision for Students:

- Desire to grow in knowledge, wisdom, and understanding
- Develop a God-centered, Biblical worldview
- Display Christ-honoring character and humility
- Demonstrate respect and honor for their elders and fellow classmates
- Learn to communicate persuasively and eloquently
- Cultivate creativity

Our Vision for Parents:

- Assume the responsibilities of the co-teacher for their children in each course of study
- Live out their role as the most influential spiritual advisor for their children
- Encourage one another in training children to glorify God

Our Vision for Educators:

- Display a love for God, a love for children, and a love of learning
- Demonstrate a passion for classical education and excellence in teaching
- Assist parents in their role as spiritual and academic mentors
- Cultivate effective communication skills to motivate and inspire students toward learning
- Demonstrate Christ-honoring character and humility
- Serve as a positive role model for students, parents, and the community

STATEMENT OF FAITH OF CHARIS CLASSICAL ACADEMY

Teachers and Board Members of Charis Classical Academy embrace the historic tenets of Christianity as presented in the following Statement of Faith. This Statement of Faith does not exhaust the extent of our faith. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Charis Classical Academy's doctrine, practice, policy, and discipline, our Board of Directors is the school's final interpretive authority on the Bible's meaning and application.

1. God

We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: the Father, the Son and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.

2. The Bible

We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

3. The Human Condition

We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled and renewed.

4. Jesus Christ

We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus-Israel's promised Messiah-was conceived through the Holy Spirit and born of the virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.

5. The Work of Christ

We believe that Jesus Christ, as our representative and substitute, perfectly fulfilled the law of God and shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.

6. The Holy Spirit

We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips and empowers believers for Christ-like living and service.

7. The Church

We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, and all Charis families should be vitally connected to a local church.

8. Christian Living

We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.

9. Response and Eternal Destiny

We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace.

10. Marriage and Sexuality

We believe that God has created mankind in His image, male and female, that marriage is the union of one man and one woman, and that all forms of sexual immorality inside or outside of marriage are forbidden by Scripture.

Adapted from the EFCA Statement of Faith: www.efca.org.

The above statements are based on fundamental Christian beliefs that we strongly support as the primary doctrine for teaching. Charis Classical Academy does not promote or endorse any particular denomination. It is our desire to maintain this position for the purpose of unity and fairness to each student. In the event other doctrinal issues upon which this ministry has no official stance are brought up, students will be referred back to the family and church for final authority. We desire to remain united in the salvation and love of Christ, avoiding any dissention, which may be caused by denominational distinctives.

Faculty, staff, and the Board of Directors must be in agreement with the Charis mission statement and statement of faith. Please sign below if you agree with everything included in the document, and with the following statement of Christian conciliation:

If I, or any member of my immediate family, reach a point of disagreement on an issue of a non-criminal nature with Charis Classical Academy and/or its legal corporate entity, in keeping with 1 Corinthians 6:1, I agree to submit to a board of conciliation (the members of which both I and the school will have a role in selecting) rather than take the dispute to civil court. I agree that the process and procedures to be followed, including the payment of the costs involved, will be that which is recommended by the Christian Legal Society.

Signed: _____

Date

Printed Name: _____

DECLARATION OF MORAL INTEGRITY

I understand that Charis Classical Academy expects all of its employees and its volunteers with unsupervised access to children to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for such a ministry position, in the capacity of an employee or a volunteer at this school, I recognize, understand, and agree to live by the Christian moral standards of Charis Classical Academy.

I declare that during the past year I have not engaged in, at the current time I am not engaging in, and promise that I will not during the term of my employment or volunteering, engage in inappropriate sexual conduct. Inappropriate conduct is deemed to include, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (*e.g.*, premarital sex, cohabitation, extramarital sex), homosexual or lesbian sexual activity, sexual harassment, habitual use or viewing of pornographic material or websites, or sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I declare that during the past year I have not engaged in, at the current time I am not engaging in, and promise that I will not during the term of my employment or volunteering, engage in illegal or illicit drug use or alcohol abuse. This would include but is not limited to street drugs, abuse of prescription drugs, alcohol abuse, and drunkenness.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of Charis Classical Academy.

Signed: _____

_____ *Date*

Printed Name: _____

“Honor marriage, and guard the sacredness of sexual intimacy between wife and husband. God draws a firm line against casual and illicit sex.” Hebrews 13:4 (The Message)

“Since an overseer is entrusted with God's work, he must be blameless—not overbearing, not quick-tempered, not given to drunkenness, not violent, not pursuing dishonest gain.” Titus 1:7 (New International Version)

“A pupil is not superior to his teacher, but every one [when he is] completely trained—readjusted, restored, set to rights, and perfected—will be like his teacher.” Luke 6:40 (The Amplified Bible)

AUTHORIZATION TO RELEASE INFORMATION

I _____ hereby authorize Charis Classical Academy or its agents to contact any of my previous employers, schools, individuals, educational institutions, private companies, businesses and/or corporations, credit reporting agencies, local, state, and federal law enforcement and government agencies to supply Charis Classical Academy or its agents any information maintained in their records concerning my background or character. I also hereby release any of the above from any liability and responsibility arising from doing so.

I also hereby authorize, as a condition of employment or as part of my duties relating to employment for the release of all appropriate background information regarding my Personal Credit History, Criminal Record History, Driving Record History, Workers Compensation Claim History, Educational Record History, Educational Records and/or any other applicable information permissible under the Fair Credit Reporting ACT, 15 U.S.C Sec. 1681 et seq. (FCRA), Federal Trade Commission Interpretations of FCRA, and all local, state and federal governing laws pertaining to employment, insurance and credit history.

I understand that the information will be used for the sole purpose of verifying information stated by me on my resume, application for employment and/or other documentation completed by me for the purpose of investigating and verifying my background.

I believe that to the best of my knowledge and ability that all of the information I have provided pertaining to my personal background and history is accurate, true and correct and that I fully understand the terms of this release.

(Please Print Clearly)

First Name _____	Middle Name _____	Last Name _____
Alias or Maiden Name _____		Sex: Male/Female (Circle One)
Social Security Number _____	Date of Birth * <u> </u> / <u> </u> / <u> </u>	Driver's License Number _____
		State _____
Current Address _____	City _____	State _____
		ZIP _____
Signed on this _____ day of _____, in the year _____		

Signature

*Date of birth is being requested to ensure accurate retrieval and verification of records

EMPLOYMENT APPLICATION CHECKLIST

Initial

- _____ Mail Employment Application (Include Resume)
- _____ Signed Authorization to Release Information
- _____ College transcript
- _____ Copy of diploma
- _____ Copy of certifications