



APPLICATION FOR EMPLOYMENT

7450 MEMORIAL WOODS DRIVE, HOUSTON, TEXAS 77024
713.290.2500 | FAX 713.290.2508 | FBAHOUSTON.ORG

EQUAL OPPORTUNITY EMPLOYER

APPLICANT INFORMATION

Date of Application: _____ Date Available: _____

Social Security No.: _____

Full Name: _____
FIRST MIDDLE LAST

Former Name Used: _____ Preferred Name: _____

Address: _____
STREET CITY STATE ZIP

Email Address: _____

Day Phone No.: _____ Evening Phone No.: _____

Position Desired: Administrative Staff Substitute Teacher Part-Time Coach
 Primary School Teacher - Certified Primary School Teacher - Assistant
 Lower School Teacher (K-4) Middle School Teacher (5-8)

Job Title/Subject Preference: _____

Desired Salary: _____

Have you ever been convicted of a felony or misdemeanor? Yes No

PROFESSIONAL QUALIFICATIONS

(Official transcripts from all universities attended may be requested upon employment)

HIGH SCHOOL DATE GRADUATED

COLLEGE/UNIVERSITY DATE GRADUATED

DEGREE/CREDIT HOURS: _____ MAJOR SUBJECT: _____

COLLEGE/UNIVERSITY GRADUATE WORK DATE GRADUATED

DEGREE/CREDIT HOURS: _____ MAJOR SUBJECT: _____

WORK EXPERIENCE

NAME OF BUSINESS		DATES OF EMPLOYMENT	
STREET ADDRESS	CITY	STATE	ZIP
PHONE NO.	SUPERVISOR		
REASON FOR LEAVING			

NAME OF BUSINESS		DATES OF EMPLOYMENT	
STREET ADDRESS	CITY	STATE	ZIP
PHONE NO.	SUPERVISOR		
REASON FOR LEAVING			

NAME OF BUSINESS		DATES OF EMPLOYMENT	
STREET ADDRESS	CITY	STATE	ZIP
PHONE NO.	SUPERVISOR		
REASON FOR LEAVING			

NAME OF BUSINESS		DATES OF EMPLOYMENT	
STREET ADDRESS	CITY	STATE	ZIP
PHONE NO.	SUPERVISOR		
REASON FOR LEAVING			



TEACHING EXPERIENCE

SCHOOL NAME/DISTRICT _____ DATES OF EMPLOYMENT _____

STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____

GRADE/SUBJECTS _____ SUPERVISOR _____

REASON FOR LEAVING _____

SCHOOL NAME/DISTRICT _____ DATES OF EMPLOYMENT _____

STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____

GRADE/SUBJECTS _____ SUPERVISOR _____

REASON FOR LEAVING _____

SCHOOL NAME/DISTRICT _____ DATES OF EMPLOYMENT _____

STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____

GRADE/SUBJECTS _____ SUPERVISOR _____

REASON FOR LEAVING _____

SCHOOL NAME/DISTRICT _____ DATES OF EMPLOYMENT _____

STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____

GRADE/SUBJECTS _____ SUPERVISOR _____

REASON FOR LEAVING _____

TEACHING CERTIFICATION

Do you currently possess a valid teaching certificate? Yes No

Alternative certification? Yes No

If yes, please provide the following certificate information:

STATE _____ TYPE _____ DATE ISSUED (MM/DD/YYYY) _____

AREA _____ AREA _____ AREA _____



CO-CURRICULAR & EXTRA CURRICULAR EXPERIENCE

Please indicate areas where you have experience and willingness to lead or assist in curricular or extra curricular programs.

- | | | |
|---|--|-------------------------------------|
| <input type="checkbox"/> Oratorical Contest | <input type="checkbox"/> Arts & Crafts | <input type="checkbox"/> Choir |
| <input type="checkbox"/> Baseball/Softball | <input type="checkbox"/> Drama | <input type="checkbox"/> Basketball |
| <input type="checkbox"/> Science/Math Competition | <input type="checkbox"/> Orchestra | <input type="checkbox"/> Volleyball |
| <input type="checkbox"/> Cheerleading | <input type="checkbox"/> Football | <input type="checkbox"/> Golf |
| <input type="checkbox"/> Extended Activities | <input type="checkbox"/> Track | |

CHURCH MINISTRY & ACTIVITIES

Please provide the name of the church to which you currently hold membership.

NAME OF CHURCH

LOCATION

PASTORS NAME

Please share the details of the ministries and activities that you are currently or have recently been involved in.

NAME OF CHURCH

DATES

LOCATION

PASTORS NAME

NATURE OF WORK

NAME OF CHURCH

DATES

LOCATION

PASTORS NAME

NATURE OF WORK

NAME OF CHURCH

DATES

LOCATION

PASTORS NAME

NATURE OF WORK



FIRST BAPTIST ACADEMY STATEMENT OF FAITH

The following truths are held in common agreement by all members of this organization:

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:15; 2 Peter 1:21).
2. We believe there is only one God, eternally existent in three persons - Father, Son and Holy Spirit (Genesis 1: 1; Matthew 28:19; John 10:30).
3. We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); and His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:9-10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; and 5:18).
8. We believe in a need for clearly defined goals and objectives centered in the Word of God for the development and growth of the whole person (spiritual, mental, emotional, social, and physical), and for the establishing of proper priority in an individual's life.
9. We believe that God established the family as the basic unit of society. Parents are ultimately responsible for the instruction and discipline of their children. FBA is an extension of the educational process of the family and the church providing a supportive basis of encouragement to the family and the church.
10. We believe that personal commitment to Jesus Christ and God's Work is necessary for those who are involved in the educational process (Faculty, Staff, Administration, and Board).
11. We believe a true Christian is one who has received Jesus Christ as Savior and Lord by faith. We believe good works to be the inevitable result of true faith.

SIGNATURE OF APPLICANT

I believe in the truths listed above in the First Baptist Academy Statement of Faith.

APPLICANT SIGNATURE

DATE



PERSONAL STATEMENT OF FAITH

Please tell us about the time you accepted Christ as your Savior and your ongoing personal relationship with Jesus.

How do you express your faith in your classroom or workplace on a daily basis?



PERSONAL REFERENCES

Please list two references qualified to speak of your abilities, disposition, and work ethic.

FIRST NAME

LAST NAME

STREET ADDRESS

CITY

STATE

ZIP

PHONE NO.

RELATIONSHIP

FIRST NAME

LAST NAME

STREET ADDRESS

CITY

STATE

ZIP

PHONE NO.

RELATIONSHIP

SPIRITUAL REFERENCE

Please provide a reference who can speak about your spiritual maturity and faith walk,
such as a pastor, Bible study teacher, or accountability partner.

FIRST NAME

LAST NAME

STREET ADDRESS

CITY

STATE

ZIP

PHONE NO.

RELATIONSHIP



PROFESSIONAL REFERENCES

Please list three references qualified to speak of your professional training and experience.
Include persons for whom you have worked and those who know your abilities and character.

FIRST NAME

LAST NAME

PHONE NO.

STREET ADDRESS

CITY

STATE

ZIP

COMPANY

POSITION

FIRST NAME

LAST NAME

PHONE NO.

STREET ADDRESS

CITY

STATE

ZIP

COMPANY

POSITION

FIRST NAME

LAST NAME

PHONE NO.

STREET ADDRESS

CITY

STATE

ZIP

COMPANY

POSITION



APPLICATION PROCESS

The following items must be completed and returned for an application to be considered:

1. Complete and Signed Application
2. Copy of Professional Resume
3. Copy of Teaching Certificate
4. Transcripts*
5. Professional References*
6. Waiver of Confidentiality**

* Transcripts and professional references must be sent directly from the institution, confidential reference file, or individual to First Baptist Academy. Copies of transcripts may be submitted until originals are obtained.

**This form is not completed until a later stage the interview process.

Applications will not be considered eligible unless all required information is on file. It is your responsibility to request all transcripts and references from appropriate sources. A personal interview is required before employment is considered.

Return your completed application to: Head of School
First Baptist Academy
7450 Memorial Woods Drive
Houston, Texas 77024

Or fax completed application to: 713-290-2508

Or email completed application to: renee.shaffer@hfba.org



ACKNOWLEDGMENT & AUTHORIZATION

It is the policy of First Baptist Academy not to discriminate on the basis of race, color, sex, national origin, age, physical or mental disability, genetic information, or any other protected class under federal, state, or local law except those exclusions specifically provided to Religious Organizations.

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 Academy 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, reports, letters, 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 review any references given to the school.

APPLICANT SIGNATURE

DATE

