

Southern Maryland Christian Academy
 9805 Faith Baptist Church Road
 P.O. Box 1668
 White Plains, Md. 20695
www.SouthernMarylandChristianAcademy.com

For Office Use Only
Fill in Date: _____
Application Rec'd _____
Interview _____
Fingerprint & Medical Forms Given _____

An application is incomplete unless part one and part two are completed

APPLICATION FOR EMPLOYMENT (Part 1 of 2)

PERSONAL INFORMATION	Today's Date
Full Legal Name	Home Phone:
Mailing Address:	Cell Phone:
City, State, Zip:	Email Address:
Are you 18 years or older? Yes No	

POSITION DESIRED:	
Full-Time Availability:	Date Available to Start:
Pay / Salary Desired:	

EDUCATION (List most recent degree in first column)			
<i>Include a copy of your college and graduate transcripts with this application.</i>			
	College/University	College/University	High School
Name of School			
City, State			
Phone Number			
Degree/Major/Minor			
From – To (Year to Year)			
Certifications			

PAST EMPLOYMENT HISTORY	
<i>Please list your past work experience beginning with your most recent job.</i>	
Current or Most Current Previous Employer #1	
This Employer was a School Yes No	
Employment involved Direct Contact with Children Ages 0- 18 years old Yes No	
Company Name:	Phone:
Address:	City, State, Zip:
Employment Dates (mo/yr-mo/yr):	Specific Reason for Leaving:
Starting Job Title:	Ending Job Title:
Immediate Supervisor:	Supervisor's Phone #:
May We Contact Him/Her: yes no	Supervisor's Email:
Duties Performed / Responsibilities:	
Skills Used or Learned:	

Advancements / Promotions (while working for this employer):	
PAST EMPLOYMENT HISTORY - continued	
<i>Please list your past work experience beginning with your most recent job.</i>	
Previous Employer #2	
This Employer was a School Yes No	
Employment involved Direct Contact with Children Ages 0- 18 years old Yes No	
Company Name:	Phone:
Address:	City, State, Zip:
Employment Dates (mo/yr-mo/yr):	Specific Reason for Leaving:
Starting Job Title:	Ending Job Title:
Immediate Supervisor: May We Contact Him/Her: yes no	Supervisor's Phone #: Supervisor's Email:
Duties Performed / Responsibilities:	
Skills Used or Learned:	
Advancements / Promotions (while working for this employer):	

Previous Employer #3	
This Employer was a School Yes No	
Employment involved Direct Contact with Children Ages 0- 18 years old Yes No	
Company Name:	Phone:
Address:	City, State, Zip:
Employment Dates (mo/yr-mo/yr):	Specific Reason for Leaving:
Starting Job Title:	Ending Job Title:
Immediate Supervisor: May We Contact Him/Her: yes no	Supervisor's Phone #: Supervisor's Email:
Duties Performed / Responsibilities:	
Skills Used or Learned:	
Advancements / Promotions (while working for this employer):	

Previous Employer #4 *			
This Employer was a School		Yes	No
Employment involved Direct Contact with Children Ages 0- 18 years old		Yes	No
Company Name:		Phone:	
Address:		City, State, Zip:	
Employment Dates (mo/yr-mo/yr):		Specific Reason for Leaving:	
Starting Job Title:		Ending Job Title:	
Immediate Supervisor:		Supervisor's Phone #:	
May We Contact Him/Her: yes no		Supervisor's Email:	
Duties Performed / Responsibilities:			
Skills Used or Learned:			
Advancements / Promotions (while working for this employer):			

*Note to Applicant: If additional Previous Employer application blocks are required to enable you to list additional previous places of employ that you either worked at a school or worked directly with children ages 0-18 years old, include an additional sheet and attach to this application.

Please read the below statement carefully and answer appropriately:

SMCA Signature Statement: By signing here, I attest to have listed all current and previous employers that employ(ed) me at a school or involved direct contact with minor children. I give my consent for Southern Maryland Christian Academy (SMCA) to investigate with any and all previous employers which may include the release of any records relating to sexual abuse or sexual misconduct involving me, the employee, while employed by any previous employer. I further understand that by signing here, I am allowing SMCA to request of my current employer, each former school employer, and each former employer that while I was employed in a position which involved direct contact with minor children (0-18 years of age) any information relating to my involvement in child sexual misconduct or child sexual abuse while employed by same previous employer.

-----Applicants Signature & Date

-----Applicants Name

STATE OF MARYLAND REQUIRED DOCUMENTATION

This section is designed to comply with Maryland Law (Md Code, Educ. Section 6-113.2) and is effective as of July 1, 2019.

Read the below following three (3) statements and agree by signing BELOW THE WRITTEN STATEMENT that you agree to have never been engaged through your employment history as each statement is written.

(To comply with Maryland Law and to confirm your below statement, SMCA will require you to pre-sign a Review Form that will be sent to your current and former employer(s) that was a school or an employment engagement where you were employed in a position involving direct contact with minors. Certifying current and previous employers will verify your signed statement below.)

I have never:

- 1.) Been the subject of a child sexual abuse or sexual misconduct investigation by any employer, arbitrator, county board, state licensing agency, law enforcement agency, or child protective services agency (unless certain exceptions, detailed in law, are met)
- 2.) Been disciplined, discharged, non-renewed, or asked to resign from an employer, or has ever resigned or otherwise separated from employment while allegations of child sexual abuse or sexual misconduct were pending or were under investigation, or due to an adjudication or findings of child sexual abuse or sexual misconduct;
- 3.) Ever had a license or certificate suspended, surrendered, or revoked while allegations of child sexual abuse or sexual misconduct were pending or under investigation or due to an adjudication or findings of child sexual abuse or sexual misconduct.

Signed _____ Date _____

Southern Maryland Christian Academy

Philosophy of Faith

WE BELIEVE:

That “All Scripture is given by inspiration of God, – by which we understand the whole book called THE BIBLE: that it is inerrant in the original writing and that its teaching and authority are absolute, supreme and final; that the Holy Spirit guided the holy men of old in all that they wrote.

The Godhead eternally exists in three persons—the Father, the Son and the Holy Spirit. These three are one God, having the same nature, attributes and perfection.

In the Personality and Deity of the Lord Jesus Christ, begotten of the Holy Spirit, born of the Virgin Mary, truly God and truly man.

That man was created in the image of God, after His likeness, as stated in the word of God, but the whole human race fell in the fall of the first Adam. Not only was his moral nature grievously injured by the fall but also he totally lost all spiritual life, becoming dead in trespasses and sins, and subject to the power of the devil. “The carnal mind is enmity against God; for it is not subject to the law of God, neither indeed can be. Therefore, he cannot enter the kingdom of God until he is born again by the Holy Spirit.

That Jesus Christ became the sinner’s substitute before God, and died as a propitiatory sacrifice for the sins of the whole world.

In the resurrection of the crucified body of Jesus Christ: that His body was raised from the dead according to the Scriptures, and that He ascended into Heaven and sitteth on the right hand of God as the believer’s high priest and advocate.

That Christ in the fullness of the blessings He has secured by His death and resurrection is received by faith alone, and that the moment we trust in Him as Saviour, we pass out of death into everlasting life. At the time of acceptance of Christ as Saviour, He comes to dwell within the believer and to live out His life of holiness and power through Him.

That the Church is composed of all those who truly believe on the Lord Jesus Christ as Saviour. It is the body and bride of Christ. Every believer, whether Jew or Gentile, is baptized into the body of Christ by the Holy Spirit, and having become members of one another we are responsible to keep the unity of the Spirit in the bond peace, rising above all sectarian prejudices and denominational bigotry and loving one another with a pure heart.

That all believers in our Lord Jesus Christ are called into a life of separation from worldly and sinful practices. In the evangelization of the world, that the supreme mission of the people of God in this age is to preach the Gospel to every creature. That special emphasis should be placed upon the evangelization of children. In the personal return of our Lord and Saviour Jesus Christ, that the coming again of Jesus Christ is the “Blessed Hope” set before us, for which we should be constantly looking. Our citizenship is in Heaven from whence we look for the Saviour.

That the souls of those who have trusted in the Lord Jesus for salvation do at death immediately pass into His presence, and there remain in conscious bliss until the resurrection of the body at His coming, when soul and body shall be reunited with Him forever in glory.

That the souls of the lost remain after death in misery until the final judgment of the great white throne. In the reality and personality of Satan, “that old serpent, called the Devil, and Satan, which deceiveth the whole world.”

That God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27) Rejection of one’s biological sex is a rejection of the image of God within that person.

That the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25) We believe that God intends sexual intimacy to occur only

between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

That any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10)

That in order to preserve the function and integrity of Southern Maryland Fellowship Church and Southern Maryland Christian Academy as the local Body of Christ, and to provide a biblical role model to the members and community, it is imperative that all persons employed by Southern Maryland Fellowship Church and Southern Maryland Christian Academy in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thes. 5:22)

That God offers redemption and restoration to all who confess and forsake their sin, seeing His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11)

That every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Southern Maryland Fellowship Church and Southern Maryland Christian Academy.

The statement of Faith does not exhaust the extent of our beliefs. 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 Southern Maryland Fellowship Church and Southern Maryland Christian Academy's faith, doctrine, practice, policy, and discipline, our School Board is the final interpretive authority on the Bible's meaning and application.

THE SMCA CHARACTER

As a member of the SMCA staff, through Jesus Christ, I hereby pledge that I will:

1. put my relationship with the Lord first in my life, seeking Him and His Kingdom above all else. (Matt. 6:33).
2. demonstrate the like of a growing scholar by growing in knowledge of God's Word. (I Peter 3:15)
3. speak the truth in love with the express purpose of building other up. (Eph. 4:15-16)
4. learn to listen to others; know when to remain silent. (James 1:19)
5. arrive at my duty post and meetings on time. (Ecc. 3:1)
6. maintain confidentiality concerning school matters. (Prov. 21:33)
7. walk in love, unity, and humility with coworkers, students and parents. (Psalm 133)
8. not be a complainer, but will work heartily unto the Lord. (Col. 3:23-24)
9. treat every student as an individual made in the image of God, not preferring one over the other. (I Cor. 12:25)
10. exhibit the servant-leadership of Jesus in my daily work and walk. (Matt. 20:25-28, Luke 6:40)
11. put my whole trust in the Lord, realizing that all things are working together for my good. (Prov. 3:5-6; Phil. 4:28)
12. demonstrate the same Godly character traits I want to see in my students, such as, diligence, perseverance, steadfastness, loyalty, meekness, etc. (II Peter 1:5-8)
13. demonstrate an elevated view of scholarship and learning, seeing hard work as indispensable to producing things of lasting value and worth. (II Tim. 2:15)
14. operate in the proper framework of authority, lifting up my superiors and submitting in Christian love and service. (Heb. 13:17)
15. in summary, walk in a manner worthy of my calling, keeping a clear conscience before my Lord as I walk in His mercies that are new every morning through the blood of Jesus. (Eph. 4:1; Heb. 10:19-23)
16. not engage in and commit to not engage in inappropriate sexual conduct.* (Heb 13:4)
17. not engage in any form of social media, whether by initiating or finding acceptance of others' expression (Pictures, Text, Liking, etc), that departs from expected behavior as outlined in SMCA's employee handbooks and related documents, not limited to but specifically reflected in employee handbook: section 2.6. (Psalm 19:14, Phil 4:8)

* Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual activity, sexual harassment, use of (including the viewing of) pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

NONDISCRIMINATION POLICY

SMCA does not discriminate based on race, national or ethnic origin, color, gender or age in its administrative policies or hiring.

Application for Employment – Part Two of Two – (Teacher)

Complete the following questions and attach this form along with answers to Part One of Application

SPIRITUAL

1. Describe how you came to know Jesus Christ as your personal Lord and Savior.
2. Explain your relationship with Jesus within the past five years.
3. Describe your personal spiritual growth methods.
4. List your church involvement (past to present). Include church membership, and degree of regular attendance.

PERSONAL

5. How do you view Christian education vs. public education?
6. Describe your personal attitude as a Christian toward dancing, entertainment and recreation (media, music, internet) matters, gambling, tattoos, liquor and tobacco.
7. List what you know about Southern Maryland Christian Academy. Based on what you know about SMCA, do you agree with its mission and methods?

PROFESSIONAL

8. Describe your personal style of instruction and attach a sample lesson plan or unit plan (if available) that demonstrates how you use your strengths in classroom teaching.
9. In what ways are you able to meet the various learning styles of students?
10. Describe your normal methods of assessing student learning?
11. Describe your personal philosophy of student discipline and specific method(s) you use.
12. How do you use and incorporate technology into your instruction and classroom?
13. What types of feedback do you give students?
14. What type of work environment do you work best in?
15. Are there any factors or considerations that may keep you from being able and available to complete your responsibilities?
16. What are your expectations from your colleagues and supervisors? What can help you be successful?
17. Why have you chosen to work in a Christian ministry? Why have you chosen to work at SMCA?
18. Describe how you research and remain current with new teaching techniques/trends as an educator?

REFERENCES

1. PASTORAL Pastor of the church you are now attending

Pastor's Name:	Email Address:
Church Name:	Telephone #:
Street Address:	
City, State, Zip:	

2. SPIRITUAL A spiritual leader, not your present pastor, who knows you well

Name:	Email Address:
Relationship to you:	Telephone #:
Street Address:	
City, State, Zip:	

3. PROFESSIONAL Someone who has supervised your work

Name:	Email Address:
Relationship to you:	Telephone #:
Street Address:	
City, State, Zip:	

4. FRIEND A non-relative who has known you for 2 or more years

Name:	Email Address:	
Telephone #:		
Home:	Cell:	Work:
Street Address:		
City, State, Zip:		

Extra-curricular interests including coaching experience

Are there any sports in which you have experience coaching?
Interests and/or talents- (example-musical abilities such as choir or playing an instrument)

PERSONAL CHARACTERISTICS		
Rate yourself using the following list below:		
5 = outstanding	4 = strong	3 = average 2 = fair 1 = poor
Rating	Please explain why:	
	Customer service	
	Professional attitude	
	Relating to people	
	Safety awareness	
	Honesty	
	Ability to handle pressure	
	Personal appearance awareness	
	Resourcefulness	
	Cooperative attitude / Team player	
	Desire for personal growth	
	Initiative	
	Attention to detail	
	Management of time	
	Commitment to excellence	
	Flexibility	
	Prioritizing	
	Communication	
	Problem Solving	
	Friendliness	
	Follow through	
	Organizational abilities	

Please initial beside each statement in the gray box below:			
I certify that the answers submitted are true and complete to the best of my knowledge.		I am aware that withholding or falsifying information on this application is grounds for immediate dismissal.	
I also verify that all answers are mine and I have completed this application myself.		I authorize SMCA to contact my previous employers and my list of references.	
I authorize SMCA to investigate all statements contained in this application in order to make an employment decision.		I have read and fully agree to the attached documents, SMCA's Philosophy of Faith, Character & Nondiscrimination Policy.	
I am aware that a criminal background check and medical physical will be necessary to be completed.		I am aware that all SMCA full-time employees must enroll their school-aged child(ren) at SMCA.	
I am aware that if I am hired, I will labor to do all I can to bring honor and glory to the Lord Jesus Christ.		I am aware that if I am hired, I will promote the philosophy and mission of Southern Maryland Christian Academy.	

Signature

Date

Please complete and return the forms by mail or fax to:

Southern Maryland Christian Academy
P. O. Box 1668 White Plains, MD 20695
FAX (301) 934-2855