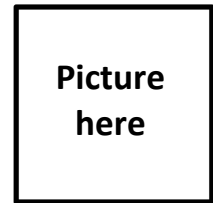




FAITH INTERNATIONAL ACADEMY

7 Jade St, Marfori Heights, Davao City
 P.O. Box 81305 8000 Davao City, Philippines
 Phone: 63-82 226-3103; Fax: 63-82 221-3559
 E-mail: recruiting@fia.edu.ph Web: www.fia.edu.ph



STAFF MEMBER APPLICATION

Please Print or Type

Faith International Academy reserves the right to conduct background checks on all applicants.

Your interest in **Faith International Academy** is appreciated. We invite you to fill out this application and return it, preferably via email. We will contact your references. Once they have responded, we will circulate your file through our Admin/Personnel team. If an opening occurs for which you may qualify, we will notify you and your mission. If your training and experience will match with our needs, we will let you know.

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 GENERAL INFORMATION

(as you enter your information electronically, boxes will expand to accommodate)

Full Name		Marital Status (S,M,D,W)	
Volunteer position applying for (list subjects and grade levels)		Citizenship & Passport Number	
Dates Available		Phone	
Application Date		Cell	
Birthdate		Email	
Present Address		How long have you been at this address?	

B. MISSION

Have you begun application with a Mission Organization?		Which one? (give contact email)	
Where are you in the process?			

C. POSITION DESIRED

Please indicate the position at Faith International you wish to apply for.			
1 st choice:			
2 nd choice:			
Indicate your preference:	Full time:		Part time:
Preferred Grade Level/Subjects			

How did you learn about the position for which you are applying?	
List activities/sports which you would be capable of and willing to direct, sponsor, advise or coach. (indicate grade or ability levels)	
What would you like to be doing five years from now?	

D. CHRISTIAN BACKGROUND

The Bible

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?		
Have you read our Statement of Faith?	yes no	Please indicate your level of agreement with our Statement of Faith.
Indicate the area(s) of the Statement of Faith with which you do not agree, or have not yet formed an opinion or conviction. Explain.		

Church

Denominational Preference?		What is your local church affiliation?	
What church activities are you involved in and with what degree of regularity?			
What other Christian service have you done since becoming a Christian?			
Describe your routine of personal Bible study and prayer.			

E. PROFESSIONAL QUALIFICATIONS

* Please fax or send photocopies of all your certificates and post-secondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.

Formal Training

Degree/Training	Major/Minor	Date Completed	Institution	Address/Location

F. PERSONAL PHILOSOPHY

Short Essays (1-2 paragraphs – box will expand as you type):

A. Why do you wish to serve in a school for the children of missionaries?
B. Why do you think a Christian education is important?
C. Serving in a missionary children's school, you will interact with employees cross-culturally. What experience have you had in this area? How do you think it will be different from working in your home country?
D. What areas do you feel are your strengths? Weaknesses?
E. Describe any conflicts you may have had with students, parents, or colleagues, and how you resolved them?
F. In your most recent position, describe what you would consider as your greatest success.
G. As you reflect on your past training and experience, please describe two changes in your professional practice that you have made that you believe have improved your work skills.
H. Why did you leave/ are you leaving your previous employment?
I. What roles did you have at that employment?
J. Please describe your teaching experience working with children—such as schools, VBS, camps, homeschool, Sunday school, etc. ?

A. EMPLOYMENT HISTORY

Work Background (List most recent first)

Employer/Address	Supervisor Name & Contact Number/Email	Dates of Employment	Position	Reason for leaving

Have you ever worked under a different name for any of the employers listed?	<input type="checkbox"/> yes	If yes, give name(s) and reason.
	<input type="checkbox"/> no	

B. PERSONAL REFERENCES

*We do require a background/criminal check. This will be processed once we have circulated your file and approved your application.

Social Insurance Number		Have you had this done previously? When and why?	
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Were you ever involved in any child safety allegations? _____

You will need to sign the Reference Release Form that follows this section. Do not list family members or relatives.

Give three references that are qualified to speak of your spiritual experience and Christian service. List your current pastor or a church leader first. One of your references must have known you for at least 5 years.

Name	Address	Phone	Email	Position

Give three references that are qualified to speak of your professional training and experience.

Name	Address	Phone	Email	Position

C. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that **Faith International Academy** does not discriminate in its acceptance of staff because of race, color, national or ethnic origin, gender, age, or disability.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or a significant omission of fact may prevent me from being accepted to serve, or if accepted, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand that I will move completely under the jurisdiction of my mission.

I authorize **Faith International Academy** to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals, which 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 job.

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, a Background Check will be completed by Faith International Academy and/or my sponsoring mission. I agree to fully cooperate in any investigation. The school may refuse acceptance or terminate my service if the school deems any background information unfavorable or to reflect adversely on the school or on me as a Christian role model.

I understand that this is only an application for acceptance as volunteer staff and that no salary is being offered. I understand I will be asked to sign the Faith International Academy Statement of Faith, Statement of Unity, Statement of Professional Conduct and Statement of Philosophy of Education.

I certify that I have carefully read and do understand the above statements.

Signature:	Date:
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AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as a teacher with **Faith International Academy**. I have authorized the school 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 all other matters related to my suitability for service.

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 **Faith International Academy**, 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 **Faith International Academy**.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

I certify that I have carefully read and do understand the above statements.

Signature:	Date: