



GENEVA ACADEMY

Distinctive Classical Christian Learning

Teacher Application Packet

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APPLICATION PROCESS

The following materials should be submitted:

- a completed application;
- a resume;
- a copy of your complete college transcript;
- a copy of any written references, confidential or public;
- a copy of the signed Statement of Faith
- separate, written responses to the questions requiring this;
- a 1 -2 page evaluation of *The Lost Tools of Learning* essay by Dorothy Sayers

Please submit all of the above information to Geneva Academy by email to bturner@genevaroseburg.com or to Geneva Academy, P.O. Box 1154, Roseburg, OR 97470. The most qualified candidates will then be invited to proceed with the application process.

Please note: We suggest that prior to writing answers to the questions, or reading and evaluating *The Lost Tools of Learning*, that applicants consider carefully the Statement of Faith and Teacher Job Description (including both the Qualifications and Responsibilities). Since Geneva Academy is a Christian organization, with a Scriptural foundation and mission, and since it springs from historic Reformation Protestantism, interested teachers should not continue with an application unless they are in accord with those documents.

APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Geneva Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability, should an applicant meet all appropriate conditions of employment.

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 its 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, if offered/eligible, only through the day of release.

I authorize Geneva Academy to thoroughly interview the primary references which I have listed, any secondary references mentioned through interview with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize Geneva Academy 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 Geneva Academy 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 Geneva Academy.

Since I will be working with children, I understand that I may be asked to submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as is necessary for such investigation. I authorize Geneva Academy to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. Geneva Academy may refuse employment or terminate conditional employment if it deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

I understand that this is only an application for employment and that no formal agreement is being offered at this time.

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

Applicant's Signature

Date

TEACHER APPLICATION

Your interest in Geneva Academy is very appreciated. Leadership on the part of teachers is essential for Geneva Academy to carry out its mission. We seek and are grateful for teachers who by the pattern of their lives in and out of the classroom exemplify Christ; who love and know children, and who are equipped to teach.

We look forward to receiving your application soon. If it appears that you may be qualified for one of our openings, a personal interview will be arranged.

I. PERSONAL INFORMATION

Date of Application		Social Security Number	
Full name		Date of Birth	Sex
Address		Home Phone	
Marital Status	If Married, Spouse's Name	Spouse's Occupation	
Are you part of a church body?	What Church?	Are you a citizen of the United States?	

Please explain any recurring illnesses or other physiological difficulties you might have that may, at any time, affect your teaching efficiency.

Have you ever been arrested or convicted of any criminal act? If so, please explain:

II. CHRISTIAN BACKGROUND/TRAINING

On a separate sheet of paper please describe the following:

1. A brief testimony of God's saving grace in your life.
2. The authority the Scriptures have in the world and in your life.
3. The unique function of a classical, Christian school.
4. Your reasons for seeking a position in a Christian school.

III. PROFESSIONAL QUALIFICATIONS

Training: List coursework and institutions attended. List most recent first

Dates	Name and address of institution	Degree or Level Completed	Major	Minor	GPA

Credentials:

Do you have a state-issued teaching certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>	State of Issuance	Expiration Date
Do you have any other teaching credentials? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please describe them and the issuing authority.		
If Geneva Academy pursues accreditation by the Association of Classical, Christian Schools (ACCS), this process will involve having our teachers become certified by ACCS. Would you be willing to work toward obtaining this certification? (at school expense.) Yes <input type="checkbox"/> No <input type="checkbox"/> If no, why? _____		
If you are seeking an elementary position, what grade would you prefer to teach? _____ What other grades and/or specialized subjects do believe you are qualified to teach in the elementary range? (Order of preference) _____		
If you are seeking a secondary (junior or senior high school) position, what courses do you believe you are qualified to teach? _____ Extracurricular activities?		
For any position; are you seeking full-time or part-time work? Full-time <input type="checkbox"/> or Part-time <input type="checkbox"/>		

Experience: List all your teaching experience (include student teaching):

LOCATION	COURSE/GRADE	#MONTHS/YEARS
What was your most recent non-teaching work position?		
Inclusive dates worked and reason for leaving last position:		

References:

Please give the names of individuals who can attest to your character and teaching abilities. Include a pastor, principal (if prior teaching experience), and a supervisor from a previous non-teaching job. Be sure at least one of these references was a direct supervisor overseeing your work, in whatever capacity.

NAME	POSITION	PHONE NUMBER
1.		
2.		
3.		
4.		

IV. INDIVIDUAL EDUCATION

Please describe any non-teaching experiences or training you have had that you believe would enhance your ability to teach at Geneva Academy:

Please list your hobbies, interests, and clubs of which you are a part.

Please list the titles of any five books you have selected to read in the past year:

1.

2.

3.

4.

5.

Approximately how many hours do you spend per week reading for pleasure (vs. required)?

Have you read the entire Bible? _____ If not, why not?

Personal Goals:

Where do you hope/plan to be in five years – what would you like to be doing, Lord willing?

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as a teacher with Geneva Academy. I have authorized Geneva Academy to thoroughly interview the primary references which I have listed, any secondary references mentioned through interview with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize Geneva Academy to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for employment.

I authorize references and my former employers to disclose to Geneva Academy 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 Geneva 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 Geneva 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 and agree to the above statements.

Applicant's Signature

Date

Applicant's Name (Print)

Applicant's Social Security Number

Faculty Statement of Faith

This is a statement of the primary doctrines Geneva Academy embraces and teaches. If it summarizes your basic Christian convictions also, please indicate this by your signature. If at any point you disagree or have questions, please state your view or questions on the back of this application.

A. I believe the Bible alone to be the word of God, the ultimate and infallible authority for faith and practice.

B. I believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit. He is omnipotent; that is, He can do all things. He is omnipresent; that is, He is present to all creation and has under His immediate authority all things which are in Heaven, in the earth, and under the earth. He is omniscient; that is, He knows all things. He readily exercises His power which is present everywhere, and to Him there is nothing that is impossible or unknown, that is, He knows what has been from eternity, what now takes place everywhere, and what will be to all eternity.

C. I believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

D. I believe that, for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.

E. I believe that salvation is by grace through faith alone.

F. I believe that faith without works is dead.

G. I believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.

H. I believe in the resurrection of both the saved and the lost; they that are saved to the resurrection of life and they that are lost to the resurrection of damnation.

I. I believe in the spiritual unity of all believers in our Lord Jesus.

J. I uphold biblical marriage as a life-long commitment between one man and one woman. All forms of sexual activity outside of marriage are sin. I believe that God wonderfully and immutably creates each person as male or female, and these distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.)

Applicant's Signature

Date

Statement of Faith: Expanded Notes

Our Statement of Faith is concise for the purposes of clarity and utility. A more detailed statement of primary doctrines, with supporting Scriptural passages, could run to many pages. For those interested in studying our positions further, expanded statements and Bible references are provided below.

Point A: The Bible. We believe that the original manuscripts of the Old and New Testament comprise the full, word-for-word, truthful, inerrant Word of God, which is the supreme and final authority in doctrine and practice. (Isa. 40:8; II Tim. 3:16-17; Heb. 4:12; II Pet. 1:20, 21)
(Please note: Geneva Academy does not believe that any single English *translation* of Scripture is inerrant.)

Point B: The Triune God. We believe that in the unity of the Godhead, there are three persons, of one substance, power, and eternity; God the Father, God the Son, and God the Holy Spirit. The Father is neither begotten, nor proceeding; The Son is eternally begotten of the Father; the Holy Spirit eternally proceeding from the Father and the Son. (I John 5:7; Matt. 3:16, 28:19; II Cor. 13:14; John 1:14, 15:26; Gal. 4:6). Concerning God the Father, we believe that as Eternal Father, He is the Father of all men in the non-salvation, Creator-creature sense, the Father of the nation Israel, the Father of the Lord Jesus Christ, and the spiritual Father of all who believe in Christ. He is the author of salvation, the One who sent the Son, and the disciplinarian of His children. (Ex. 4:22; Ps. 2:7-9; John 5:37; Acts 17:29; Gal. 3:26; Eph. 1:3-6; Heb. 12:9; I Pet. 1:3)

Point C: The Person and Work of Jesus Christ. We believe Jesus Christ is God incarnate, conceived by the Holy Spirit, born of a virgin, completely God and completely man. We believe in His pre-existence, His sinless life, His substitutionary atonement, His bodily resurrection from the grave, His ascension into Heaven, and His bodily return from Heaven. (John 1:1, 14, 18; Luke 1:35; Rom. 3:24-26, 4:25; I Pet. 1:3-5; Eph. 4:11-16; I Thess. 4:13-18; Heb. 1:3, 7:23-25; I John 2:1-2)

Point D: Regeneration by The Holy Spirit. We believe that regeneration by the Holy Spirit precedes and enables saving faith. Upon all who place their faith in Christ as Lord and Savior, the Holy Spirit then indwells, baptizes, seals, and bestows spiritual gifts. Experientially, the Holy Spirit fills, teaches, leads, assures, and prays for believers. (John 14: 26, 16:6-15; Acts 1:5, 2:1-4, 11:1-18; Rom. 8:14-16, 26-27; I Cor. 6:19, 12:7-11, 13; Eph. 1:13-14, 5:18; II Thess. 2:1-10; Titus 3:5)

Point E: Salvation. We believe man was created in the image of God; that Adam in his first sin condemned not only himself but also all mankind to an estate of sin. All of mankind in Adam is now separated from God and in need of a redeemer. (Gen. 1:1, 27, 2:17, 3:1-19; Isa. 14:12-14; Luke 20:36; Heb. 1:13-14, 2:5-8; I Pet. 2:4; Jude 6; John 12:31; Heb. 2:14; Rev. 20:10; John 1:1-3, 8:44; Col. 1:16-17; Rom. 5:12-21; Eph. 2:1-3). Concerning salvation, we read in Ephesians 1:11-14 the following: “In Him also we have obtained an inheritance, being predestined according to the purpose of Him who works all things according to the counsel of His will, that we who first trusted in Christ should be to the praise of His glory. In Him you also trusted, after you heard the word of truth, the gospel of your salvation; in whom also, having believed, you were sealed with the Holy Spirit of promise, who is the guarantee of our inheritance until the redemption of the purchased possession, to the praise of His glory.” We affirm that these believers are eternally secure, have everlasting life, will not come into condemnation, and shall never perish. We believe that assurance comes to the believer from three primary means: trusting

the Word of God's promises, the witness of the Holy Spirit, and a persevering walk with the Lord. (John 1:12, 2:3, 16; II Cor. 5:17-21; Eph. 2:8-9; Titus 3:4-7; Dan. 12:1-2; Matt. 25:31-46; John 3:16, 36, 5:24, 10:28-29, 11:25-26; Rom. 8:28-39; I John 4:11-13; Jude 1; Rev. 20:12-15)

Point F: Faith Without Works. We affirm the statement that “we are saved by faith alone but not by a faith that is alone.” In other words, genuine Christian faith will result in joyful obedience to God, love to fellow believers, and compassion to those who do not yet know Him. (James 2:14-26, Matthew 7:15-20. Our school community should be one of doers of the word, and not hearers only (James 1:21).

Point G: The Spirit's Indwelling. We believe that the Holy Spirit applies to the saved the washing of regeneration, the benefits of adoption as God's children, and all things that pertain to life and godliness (Titus 3:4-7, Eph 1:3-6, 2 Cor 1:20, 2 Peter 1:3-4).

Point H: Eternal Life. We believe in the physical resurrection of the human body (at the second coming of Christ); in the eternal conscious existence of all individuals in either Heaven or Hell; and in the rewards of the saved and the punishment of the lost for eternity. (I Cor. 15; Luke 16:19-31; II Cor. 5:8-10; I Cor. 3:11-15)

Point I: Spiritual Unity. We believe in the Church, both universally and locally, as the spiritual body of which Christ is the Head. All true believers, therefore, are united in Christ. The church (and not any school) exercises Christ's authority until His return. We also believe that only the church is entrusted with the sacraments of baptism and the Lord's Supper. (Matt. 16:18; cf. Acts 1:5, 11:15; I Cor. 12:13; Eph. 1:22-23, 4:11-16, 5:22-23; Col. 1:18) There is unity of mission amongst believers, and we believe that those whom God has saved are sent into the world by Christ, even as He was by the Father. Those so sent are ambassadors, commissioned to go make disciples and make Christ known to the whole world. (Matt. 28:18-20; John 15:8, 17:18, 20:21; Acts 1; Rom. 10:14-15; II Cor. 5:18-20; Col. 4:2-6; II Tim. 2:14-26).

Point J: Biblical Marriage & Gender. We believe 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). Any form of sexual immorality is sinful and offensive to God (Matt 15:18-20; 1 Cor 6:9-10. In regard to gender, we believe that God, without error, creates each person as male or female. These two distinct genders 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.

The Teacher Job Description below applies to all full time faculty and may or may not apply to part time staff (depending on specific responsibilities of the position). For more information, please contact the Headmaster.

Teacher Job Description

Qualifications

Spiritual. Each instructor of Geneva Academy must:

1. Fully agree with and subscribe to the Geneva Academy Statement of Faith, the Nicene Creed, and at least one of the following historic confessions: The Westminster Confession, the Articles of Religion ("The Thirty-Nine Articles"), the Heidelberg Catechism, or the London Baptist Confession.
2. Demonstrate in life, word, and deed a clear personal commitment to the Lord Jesus Christ
3. Be a faithful attender, in good standing, of a local, evangelical church
4. Not be a recent convert (a Christian for less than two years)
5. Display a working knowledge of the Old and New Testaments, especially in regard to God's creation, man's sin, Christ's redemptive work, and the Christian family
6. Subscribe to Geneva Academy's Moral Integrity Policy and abide by the Moral Integrity Statement.

Professional. Each instructor of Geneva Academy must:

1. Understand the purpose and philosophy of Geneva Academy and be in agreement with its Mission and Vision Statements
2. Teach using classical and Christian educational methods and demonstrate a willingness to be trained further in the same
3. Show educational preparation/accomplishment. A bachelor's degree is preferred
4. Have previous teaching experience (paid or unpaid)
5. Demonstrate good written and oral communication skills
6. Show exemplary personal and social skills that would foster good relations with students, parents, and staff
7. Have criminal history clearance (fingerprinting)

Responsibilities Each instructor of Geneva Academy must:

Provide Spiritual Leadership

The teacher is expected to model Christian love, joy, faith, and spiritual maturity to students, parents, and staff. The teacher must be a student of the Bible, to use and reference the Scriptures in daily lessons, to apply Biblical principles in student discipline, and to encourage in students a relationship with God nourished by His Word.

Teach Assigned Subjects with Excellence

The instructor is to plan an annual program of study using the Geneva Academy curriculum guide. Classes are to follow prescribed scope and sequence and employ materials and methods approved by the Headmaster. The teacher's knowledge, experience, and interest in the subjects are to be reflected in challenging, stimulating, and age-appropriate lessons. Individualized instruction is expected for K-5 through third grade.

Maintain a Disciplined and Focused Classroom

The teacher is expected to create an orderly, encouraging classroom environment. This includes instilling in students self-governance, recognition of and repentance of sin, and a desire to put forth best efforts. The teacher is expected to enforce school rules and deal with most corrective discipline situations within the classroom. The room itself is to be kept clean, attractive, and well-ordered. The teacher should establish daily and weekly class routines, such as submitting homework, reciting chants, recognizing accomplishments, etc.

Regularly Communicate with Parents

K-5 and Grammar level teachers are expected to communicate with the parents of their students on a weekly basis; logic and rhetoric level teachers are expected to communicate to parents at least twice a month. Regular written communication may be supplemented by phone calls and less formal conversations. Appreciation or concern about student achievement and behavior should be clearly explained to parents and pupils through grade reports, corrected assignments, personal contact, and parent/student/teacher conferences. Parents should at all times feel informed about what the class is doing and welcome to visit or be involved as chaperones, classroom volunteers, readers, etc. Teachers should respond quickly to parent or student concerns and ideas.

Keep Accurate Records

The teacher must record daily attendance, keep up-to-date accounts of student achievement, establish a pattern of returning graded assignments, and assist the Headmaster in distributing and/or collecting school notices and forms.

Participate in the Mission of the School

The classical Christian teacher renders the highest hopes of the Academy into daily lessons and interactions with children. This critical work makes the teacher a representative of the school in the classroom and in the community. The teacher, therefore, is expected to welcome the role and also to assist the Academy improve its program and instructional content.

Observe Professional Standards

The instructor is expected to attend staff meetings and special events such as soirees and graduations. The teacher must be careful to observe professional standards in punctuality, attention to duties, speech and dress, and compliance with the directions of Geneva Academy administrators.

NOTICE – CRIMINAL HISTORY BACKGROUND CHECK
Pursuant to the National Child Protection Act of 1993
As amended by the Volunteers for Children Act

To the applicant:

The National Child Protection Act of 1993 (NCPA), Public Law (Pub. L.) 103-209, as amended by the Volunteers for Children Act (VCA), Pub. L. 105-251 (Sections 221 and 222 of the Crime Identification Technology Act of 1998), codified at 42 United States Code (U.S.C.) Sections 5119a and 5119c, authorizes a state and national criminal history background check to determine the fitness of an employee, or volunteer, or a person with unsupervised access to children, the elderly, or individuals with disabilities.

Pursuant to the VCA, the entity (a) to which you have applied for employment or to serve as a volunteer; (b) by which you are employed or serve as a volunteer; or (c) which provides care to someone to whom you have or may have unsupervised access, may request a background check. Your rights and responsibilities under the VCA are as follows:

1. Provide a set of fingerprints.
2. Provide your name, address, and date of birth, as it appears on a document made or issued by or under the authority of the United States Government, a State, political subdivision of a State, a foreign government, a political subdivision of a foreign government, an international governmental or an international quasi-governmental organization which, when completed with information concerning a particular individual, is of a type intended or commonly accepted for the purpose of identification of individuals. 18 U.S.C §1028(d)(2).
3. Provide certification that you (a) have not been convicted of a crime, (b) are not under indictment for a crime, or (c) have been convicted of a crime. If you are under indictment or have been convicted of a crime, you must describe the crime and the particulars of the conviction, if any.
4. You are entitled to (a) obtain a copy of any background check report and (b) challenge the accuracy and completeness of any information contained in any such report and obtain a prompt determination as to the validity of such challenge before a final determination is made by the state government agency performing the background check. Such request for a copy of your criminal history record and any challenge to the accuracy of such record should be addressed to [state agency].
5. Prior to the completion of the background check, the entity may choose to deny you unsupervised access to a person to whom the entity provides care. The government agency shall access and review state and federal criminal history records and shall make reasonable efforts to make a determination whether you have been convicted of, or are under pending indictment for, a crime that bears upon your fitness to work with children, the disabled, or the elderly and shall convey that determination to the qualified entity. The government agency shall make reasonable efforts to respond to the inquiry within 15 business days.

Initials _____

PRE-EMPLOYMENT AND CONTINUED
EMPLOYMENT/VOLUNTEER DISCLOSURE
AUTHORIZATION AND RELEASE

I understand that in connection with my application for Employment, Volunteer Services, and/or Continuous Employment, and/or Volunteer Services, Geneva Academy, their agents, assigns, or any other authorized third parties (collectively, the "Investigators") may be performing, requesting, obtaining or conducting a background check on me. The background check may include an inquiry into my Employment History, Education, General Character or Reputation, Work Experience, Volunteer Experience, Driving, and/or Criminal History. If my position involves handling money and/or having access to monies and/or other transferable monetary instruments, my Credit History may also be checked.

I understand that Geneva Academy may rely on any part of all of this Information in determining whether to extend an offer of Employment / Volunteers' duties to me. I further understand that if any adverse action is taken by Geneva Academy, or if Geneva Academy chooses not to extend an offer of Employment / Volunteer duties to me based upon the Information, that I will be provided a copy of such Information along with a summary of my rights under the Fair Credit Reporting Act.

I understand that the background check, which may be performed by Investigators, is being performed as part of the process to evaluate me prior to Employment / Volunteer assignments, and is not conducted for any purpose other than in connection with my Application for Employment, Volunteer status and/or my eligibility for Continued Employment / Volunteer Duties.

I have read this Pre-Employment and Continued Employment / Volunteer Disclosure and by signing below, hereby authorize Investigators to conduct a background check as described herein in conjunction with my application for employment / volunteer duties. I hereby release any and all Investigators, including Geneva Academy, from any and all liability related to the procurement or disclosure of any information provided by me or obtained about me in connection with my Application with Employer / Organization to the Synod of the Sun and its affiliated churches, agencies and institutions. I further direct and authorize Investigators to conduct the background check and further authorize any third parties who may be the custodians of or in possession of the requested Information, to disclose such Information to Investigators in connection with this background check.

Although furnishing your Social Security Number is not optional, it shall be used for NO other purpose than to make the process for conducting a background search more accurate. It shall not be sold, or in any way transferred to a third party except for the express purpose of conducting the background check.

Applicant's Signature

Date

CRIMINAL HISTORY CERTIFICATION

NAME:

Last First Middle Maiden

Please list all other names or aliases that you use or have used in the past.

Date of Birth: _____ SSN: _____

Current Street Address: _____

City State Zip

List all addresses you have lived at over the past five years (attach additional sheets if needed).

1. _____
Address

City State Zip

Address

2. _____
City State Zip

I have been convicted of, or am under pending indictment for, the following crimes [include the dates, location/jurisdiction, circumstances, and outcome]:

I have not been convicted of, nor am I under pending indictment for, any crimes.

I have been provided with a copy of the *Notice – Criminal History Background Check and the Pre-Employment and Continued Employment/Volunteer Disclosure Authorization and Release*. I have read and understood these documents and provide this Certification in accordance with the terms of that Notice. I certify that the information I have provided above is true and complete.

Applicant's Signature Date