



TEMPLE CHRISTIAN SCHOOL

Tel: (242) 325-1095

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Fourth Terrace East, Centreville

P.O. Box N-1566

Nassau, Bahamas

www.templechristianbahamas.com

"Teach Me, O Lord, The Way"...Psalm 119:33

APPLICATION FOR ADMINISTRATIVE POSITION

Instructions:

1. Complete application
2. Submit the following documents with the application:
 - a) Proof of Nationality e.g. copy of first three pages of passport
 - b) Copies of certificates/degrees
 - c) Official College/University transcript(s)
 - d) 1 Health Certificate
 - e) 3 Current references
 - f) 1 Police Certificate
 - g) 1 Photo (passport size)
 - h) Resume

NOTE: The application will not be processed if any document is missing

I.

Contact Information

Full Name _____
Last First Middle

Date of Birth _____ Place of Birth _____

Current Address _____
Number & Street P.O. Box Island/Country

Daytime Phone _____ Evening Phone _____

Email Address _____

Cell Phone _____ National Insurance No. _____

Marital Status: Married Single Divorced Separated Widow(er)

Number of Children: _____

In the event of an emergency

Name of Contact: _____ Phone: _____ Relationship: _____

II
Position Information

Position Desired _____ Full-time Part-time

- On what date would you be available to start work? _____
- Are you currently employed? Yes No
- If yes, may we contact your employer? Yes No
- What is your present position? _____ Annual Salary _____
- What salary would you expect? _____

List in order, the grades you have taught: _____

Check the following subjects which you have taught:

- | | | |
|---|--|--|
| <input type="checkbox"/> Accounts | <input type="checkbox"/> Commerce | <input type="checkbox"/> Library |
| <input type="checkbox"/> Agriculture Science | <input type="checkbox"/> Computer/Computer Studies | <input type="checkbox"/> Mathematics |
| <input type="checkbox"/> Art/Crafts | <input type="checkbox"/> Economics | <input type="checkbox"/> Music |
| <input type="checkbox"/> Bible | <input type="checkbox"/> English Language | <input type="checkbox"/> Physics |
| <input type="checkbox"/> Biology | <input type="checkbox"/> English Literature | <input type="checkbox"/> Reading Skills |
| <input type="checkbox"/> Business | <input type="checkbox"/> General Science | <input type="checkbox"/> Religious Studies |
| <input type="checkbox"/> Chemistry | <input type="checkbox"/> Geography | <input type="checkbox"/> Social Studies |
| <input type="checkbox"/> Christian Ethics(Family Life) | <input type="checkbox"/> Guidance | <input type="checkbox"/> Spanish |
| <input type="checkbox"/> Christian Science | <input type="checkbox"/> History | <input type="checkbox"/> Study Skills |
| <input type="checkbox"/> Clothing & Construction | <input type="checkbox"/> Home Economics/
Food Nutrition | <input type="checkbox"/> Technical Drawing |
| <input type="checkbox"/> Coaching/Physical Education
(List Sports _____) | <input type="checkbox"/> Journalism | <input type="checkbox"/> Other |

Why do you wish to work at Temple Christian School? _____

Please list any interests, hobbies, or special skills.

III.

Professional Qualifications

Please attach photocopies of all your college transcripts (Official transcripts will be requested if offered a position)

College, University or Professional School

Institution	Location	Dates Attended	Major/Minor	Degree Date Received	Cum. GPA

Total graduate credits (beyond BA/BS degree): Semester Credits _____

Teaching credentials held: (Please attach photocopies of valid teaching certificates or credentials)

Type	Subject	Institution	Year

Total years of full-time teaching experience: Public _____ Christian _____ Other _____

Sequentially list your teaching experience, beginning with the most recent (do not list student teaching): If you need additional space, please continue on a separate sheet of paper.

School and Address	Phone Number	Grade	Subject	Dates	We May Contact?
				From: To:	
				From: To:	
				From: To:	
				From: To:	
				From: To:	

Administrative Experience:

School	Position	Phone Number	Date
			From: To:
			From: To:
			From: To:
			From: To:

Please list any professional organization memberships, or other special mentoring, professional conference speaking and/or leadership experience:

Description	Location	Date

Describe your use of technology: _____

IV.

Personal Information

- Have you ever filed an application with us before? Yes No
- Have you ever been suspended without pay, dismissed from Employment or resigned while an investigation was in progress for possible disciplinary action? Yes No

If yes, please explain below or on a separate sheet and attach to this application.

V. Temple Christian School is an Evangelical Christian School. Only applicants who are born again Christians, who endorse without reservation our Statement of Faith, and who are prepared to comply with our Standard of Conduct will be considered (pages 7 – 8)

Christian Background

Briefly describe your salvation experience and current spiritual walk

Name and address of church you attend: _____

Are you a member? Yes No Number of years? _____

Pastor's Name: _____

What church activities and/or service are in involved in and with what degree of regularity?

References

List three references that are qualified to speak of your spiritual and professional qualifications. Do not list family members or relatives as references. **Indicate (P) for professional or (S) for spiritual reference.**

Name	Complete Address	Phone (w/ area code)	P/S

Other Experience

Please list other experiences that you feel strengthen your application. Begin with the most recent experience and proceed in reverse chronological order. Include any technology and/or computer experience/skills.

Recognitions:

Please list honors or areas of achievement.

Acknowledgment

I certify that the answers given herein are true and correct to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision, unless otherwise indicated within this document.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

MISSION STATEMENT

Our mission is to provide an innovative Christian-based curriculum embracing cutting edge technology to equip and empower our students to become lifelong learners and problem solvers in their community.

VISION STATEMENT

Temple Christian School is the premier Christian education institution in The Bahamas which expresses love of Christ to our community.

VALUES

Temple Christian School community accepts the following behaviors and attitudes at the cornerstone to advancing our school's Mission and Vision.

Christian discipline
Christ-like attitudes
Safety
Courtesy and respect
Excellence in performance
Service to others
Honesty, integrity and trust
Accountability and commitment
Openness and partnership
Cultural sensitivity

STATEMENT OF FAITH

1. We believe that the Scriptures of the Old and New Testament are the inspired, infallible Word of God, and that they are the supreme and final authority in faith and life.
2. We believe in our God, eternally existing in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of Jesus Christ, His virgin birth, His sinless life, His miracles, His death for the sins of the world, His bodily resurrection and His ascension to the right hand of the Father and His present life there for us, as High Priest and Advocate.
4. We believe that man was created in the image of God and because of disobedience all men are by nature and choice sinful and lost, and have within themselves no possible means of salvation.
5. We believe in salvation through faith; that salvation is the free gift of God, not by any virtue of man, but received only by personal faith in the Lord Jesus Christ, that all believers are born again of the Holy Spirit, and thereby become children of God.
6. We believe in the bodily resurrection of all people; the everlasting punishment of the lost and the everlasting blessedness of the saved.
7. We believe in the personal, imminent return of our Lord and Saviour, Jesus Christ.

8. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
9. We believe that moral values should be determined not by human expediency or intellectual pursuits but the determination and acceptance of the principles of righteousness found in the scriptures.

STANDARD OF CONDUCT

Temple Christian School employees are expected to serve as excellent role models, maintaining the highest level of integrity, honesty and morality.

DECLARATION

I certify that the information given in this application is correct to the best of my knowledge. I subscribe without reservation to the Statement of Faith and am prepared to comply with the Standard of Conduct.

Signature

Date