



Uvita Christian Academy Uvita, Costa Rica

www.UvitaChristianAcademy.org
(317) 710-3636 ~ USA
(506) 8618-9302 ~ Costa Rica



Employment Application

Position for which you are applying: _____

A. PERSONAL INFORMATION

Name _____
(last name) (first name) (middle initial)

Home Address _____

City, State, Zip _____

Work Address _____

City, State, Zip _____

Home Phone _____ Cell Phone _____ Fax Number _____

Email Address _____

B. CURRENT POSITION (please respond to each item)

Present Title _____ Since _____

Employer _____

Employer Address _____

City, State, Zip _____

Please provide your current school's enrollment _____

Present Annual Salary \$ _____

Length of Present Contract _____ Current Contract Expires When _____

C. EDUCATIONAL BACKGROUND

Please list the colleges or universities you have attended and the degrees received. List them in order, beginning with the most recent.

Name / Location of Institution	Year(s)	Degree	Major

D. TEACHING EXPERIENCE

Please list teaching experience first, beginning with your current assignment.

Position	Name of District	City & State or Country	Specific Years Employed

Please explain gaps in employment – if any.

E. OTHER RELEVANT MINISTRY EMPLOYMENT OR EXPERIENCE

Position	Employer	City & State or Country	Specific Years Employed

F. REFERENCES

Please list four individuals who are very familiar with your professional work and who may be contacted.

Name of Individual	
Relationship / Title	Pastor (Senior, Associate or Youth)
Business Phone	
Home Phone	
Email Address	

Name of Individual	
Relationship / Title	
Business Phone	
Home Phone	
Email Address	

Name of Individual	
Relationship / Title	
Business Phone	
Home Phone	
Email Address	

Name of Individual	
Relationship / Title	
Business Phone	
Home Phone	
Email Address	

G. NARRATIVE RESPONSE

On a separate sheet(s) of paper, please respond to each of the following questions:

- Why do you want to be a teacher for Uvita Christian Academy?
- What experience do you have specific to the position you are applying for and how would you use that experience to be a success for UCA?
- What is your personal feeling about the statement “All children can learn and achieve proficiency?” Please be specific.

H. HONORS AND DISTINCTIONS

List degrees, honors, commendations, electives or appointive offices held, or other distinctions received.

I. BACKGROUND INFORMATION

If you answer ‘yes’ to any of the following questions, please attach a written response describing, in detail, an explanation of the circumstances involved:

1. Have you ever been convicted of a violation of law other than a minor traffic violation? (The term “conviction” includes any conviction, a guilty plea, a plea of nolo contendere or no contest, a suspended sentence, a deferred sentence, a deferred judgment, or a finding of guilt by a jury or judge.)
 yes no
2. Have you ever been terminated or discharged, or resigned at the request of your employer from any job related to K-12 education?
 yes no
3. In connection with your professional responsibilities, have you ever been the subject of a complaint or been disciplined by a court or a licensing board of any state?
 yes no
4. Are you currently under investigation, by any regulatory body, for any alleged misconduct or other alleged grounds for discipline?
 yes no

J. CURRENT EMPLOYMENT STATUS

Do you currently hold a valid Teachers License for any US state or Country? If so please indicate with any associated endorsements.

_____ yes _____ no

Endorsements: _____

Are you currently under contract with any school districts now or in the coming school year?

_____ yes _____ no

If yes, provide details: _____

K. AUTHORIZATION

Please read carefully and then sign your name if you agree to the terms of this understanding.

I hereby certify that the statements made by me in this application and all related information which I have provided are true, accurate, and complete to the best of my knowledge. I understand that if I provide any false, inaccurate, or incomplete information, I will not be eligible for employment, or if I am hired, I will be subject to disciplinary action or dismissal regardless of the date on which the District discovers the violation of its policy regarding application form dishonesty.

Signature of Applicant

Date