



PO Box 91314
Albuquerque, New Mexico 87199-1314
Phone 505-269-2696
www.oakgroveclassical.com

HIRING PROCESS

1. Prayer
2. Concurrence with Oak Grove's Mission, Vision, School Distinctives, and Statement of Faith.
3. Submit Application / Resumé
4. Interview with Administrator(s) or representative
5. References checked
6. Background check
7. Second Interview with school board, if appropriate
8. Question and answer session / 15-20 minutes of teaching (including a transition into the next subject)
9. Preliminary approval
10. Offer letter
11. Acceptance letter
12. Final Agreement

TEACHING POSITION(S) SOUGHT

Core Courses (indicate all subjects you desire to teach and consider yourself qualified)

<u>Grade Level</u>	
Pre-Grammar School: Pre-K	<input type="checkbox"/>
Grammar School: Kindergarten	<input type="checkbox"/>
Grammar School: 1 st Grade	<input type="checkbox"/>
Grammar School: 2 nd Grade	<input type="checkbox"/>
Grammar School: 3 rd Grade	<input type="checkbox"/>
Grammar School: 4 th Grade	<input type="checkbox"/>
Grammar School: 5 th Grade	<input type="checkbox"/>
School of Logic: 6 th Grade	<input type="checkbox"/>
School of Logic: 7 th Grade	<input type="checkbox"/>
School of Logic: 8 th Grade	<input type="checkbox"/>
Latin	<input type="checkbox"/>

Particular subjects or areas of expertise within the core curriculum (e.g., reading specialist, chemistry/physics, etc.): _____

Elective Courses (indicate all subjects you desire to teach and consider yourself qualified)

<u>Foreign Languages</u>	<u>Fine/Performing Arts</u>	<u>Computer Tech.</u>	<u>Physical Education</u>	<u>Team Sports</u>	<u>Student Activities</u>
<input type="checkbox"/> Spanish	<input type="checkbox"/> Music	<input type="checkbox"/> Keyboarding	<input type="checkbox"/> PE/Gym	<input type="checkbox"/> Football	<input type="checkbox"/> Yearbook
<input type="checkbox"/> _____	<input type="checkbox"/> Theatre	<input type="checkbox"/> Applications	<input type="checkbox"/> Dance	<input type="checkbox"/> Basketball	<input type="checkbox"/> Newspaper
<input type="checkbox"/> _____	<input type="checkbox"/> Art	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> Volleyball	<input type="checkbox"/> Government
<input type="checkbox"/> _____	<input type="checkbox"/> Speech & Debate	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> Soccer	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

Please list any special talents and abilities related to teaching: _____

Do you have experience with Classical/University-Model education? Yes No If "Yes," please describe: _____

PROFESSIONAL

On a separate sheet of paper, please answer the following questions using fewer than 300 words per question.

1. Why do you want to be a part of Oak Grove Classical Academy?
2. What do you believe is the unique role of the Christian school?
3. Do you have experience with classical education? If yes, please explain. If no, what is your view of the classical approach?
4. What is your view of parents' role in the educational process?
5. What are your philosophies about how children best learn, classroom management, and discipline?
6. What do you consider to be your true strengths as a professional and a teacher?
7. Describe how you are a spiritual leader to others.
8. List any special skills, preparation, training or areas of significant experience/expertise you may have. Please address such topics as school operations, curricula development, teacher training, school accreditation experience, certifications, special areas of study, leadership, classroom &/or home school experience, etc.
9. What is your vision for Oak Grove Classical Academy?
10. What are your favorite books on education?

EDUCATION

Copies of all College and/or University transcripts, both undergraduate and graduate, must be filed with your application or soon after it has been submitted.

College or University	City, State	Degree	Major	Dates Attended	Overall GPA

CERTIFICATION

Certified Subject Area	Specify State and Cert.	Class (A – Bachelor's; G – Master's)	Expiration Date

EMPLOYMENT HISTORY

Please list your last four employers, beginning with your current or most recent employer.

Employer _____ Employed from ___/___/___ to ___/___/___

Employer's address & phone # _____

Position _____ Annual Salary (Starting/Ending): \$ _____ / \$ _____

Summary of Responsibilities & Experience:

Specific Reason for Leaving:

May we contact? Yes *Name, title & direct number of contact person:*

No *Please indicate why not:*

Employer _____ Employed from ___/___/___ to ___/___/___

Employer's address & phone # _____

Position _____ Annual Salary (Starting/Ending): \$ _____ / \$ _____

Summary of Responsibilities & Experience:

Specific Reason for Leaving:

May we contact? Yes *Name, title & direct number of contact person:*
 No *Please indicate why not:*

Employer _____ Employed from ___/___/___ to ___/___/___

Employer's address & phone # _____

Position _____ Annual Salary (Starting/Ending): \$ _____ / \$ _____

Summary of Responsibilities & Experience:

Specific Reason for Leaving:

May we contact? Yes *Name, title & direct number of contact person:*
 No *Please indicate why not:*

Employer _____ Employed from ___/___/___ to ___/___/___

Employer's address & phone # _____

Position _____ Annual Salary (Starting/Ending): \$ _____ / \$ _____

Summary of Responsibilities & Experience:

Specific Reason for Leaving:

May we contact? Yes *Name, title & direct number of contact person:*
 No *Please indicate why not:*

REFERENCES

Please provide four references with phone numbers and email addresses. Include at least two professional references and at least one reference who can comment on your Christian faith outside of the family.

Name _____	Relationship to Applicant _____
Company _____	City/State _____
Phone & Email _____	Years Known _____
Name _____	Relationship to Applicant _____
Company _____	City/State _____
Phone & Email _____	Years Known _____
Name _____	Relationship to Applicant _____
Company _____	City/State _____
Phone & Email _____	Years Known _____
Name _____	Relationship to Applicant _____
Company _____	City/State _____
Phone & Email _____	Years Known _____

ABILITY TO PERFORM ESSENTIAL JOB FUNCTIONS

You have read the job description and essential functions for this position. Is there any reason why you might be unable to perform the essential duties and responsibilities of the position for which you are applying?

Yes No

If "Yes," please explain: _____

If you answered "Yes" to the above question, is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position?

Do you have any personal responsibilities or other commitments that may prevent you from meeting this position's requirements for on-time arrival, attendance, or work schedules?

Yes No

If "Yes," please explain: _____

Our school welcomes employees, volunteers, and students of different nationalities, races and denominations. How have you demonstrated an ability to work with others who may be different from you or have beliefs different from yours? Please describe any difficulties that you may have encountered.

If you are offered a position, will you be able to verify that you are legally permitted to be employed in the United States?

Yes No If "No," why not: _____

PERSONAL BACKGROUND INFORMATION

If you answer "yes" to any of the questions in this section, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition or other appropriate explanation. A conviction record will not automatically be a bar to employment. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job relatedness, and subsequent rehabilitation will be considered.

1. Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer?
 Yes No
2. Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave a job or volunteer position on the grounds of any unlawful behavior, or violation of an employer's integrity, conduct or harassment policies?
 Yes No
3. Have you ever been charged in *civil* or *criminal* proceedings with alleged improprieties regarding children or minors?
 Yes No
4. Have you ever entered a plea of guilty, a plea of "no contest" (*nolo contendere*), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense?
 Yes No
5. Have you ever been suspended, discharged, or resigned in lieu of discharge from any position?
 Yes No

INTERESTS

Using a separate sheet of paper, please answer the following questions.

1. Please list your travel experiences.
2. What periodicals do you read regularly?
3. What books have you read in the past 12 months? Please provide a complete list of titles and authors. Include a brief report (2-3 paragraphs) on the one book that had the greatest impact on you and why.
4. What are your favorite television programs?
5. Please list the last three movies you have attended.
6. What are your hobbies?
7. What are your favorite forms of recreation?

CHRISTIAN BACKGROUND

What is your denominational preference, if any? _____ Church name _____

Pastor's name _____ Phone number _____

Address _____

May we contact your pastor? ____ Yes ____ No Contact after (date) _____

Are you active in your church? ____ Yes ____ No In what capacities? _____

Give a brief account of how you became a Christian: _____

What do you think it means to be a Christian? _____

What authority do the Scriptures have in your life and in the world? _____

CURRENT ISSUES

We live in a pluralistic society with many conflicting beliefs and values. As the school leader, your students and/or parents may ask you specific questions about controversial issues. Your answers will come from your personal convictions. We need to know the view of those who would be Christian role models for our children. Please share your personal convictions as a Christian toward:

Wine, beer, and other alcoholic beverages

Smoking and chewing tobacco

Marijuana and other non-prescription drugs

Entertainment (music/dancing)

Premarital sex

Divorce and remarriage

Abortion

Homosexuality

Sexual activity outside Christian marriage

Personal debt

Gossip

Lying/cheating

If you have a personal testimony regarding any of the above items that you would like to share, please do so here or on a separate sheet.

SIGNATURE OF ATTESTATION

I hereby attest that all information provided in this application is complete and truthful.

Signed: _____

_____ *Date*

Printed Name: _____

SCHOOL STAFF AGREEMENT

MISSION OF OAK GROVE CLASSICAL ACADEMY

We strive to partner with parents in providing a Christ-centered, classical education utilizing a university model. We seek to inspire our students to love learning, to face life's challenges with courage and character, and to apply God's truth in their spheres of influence.

VISION OF OAK GROVE CLASSICAL ACADEMY

Our Vision for Students:

- Develop a love of learning
- Desire to grow in understanding and wisdom
- Cultivate personal expression and creativity
- Develop a biblical worldview and a heart for those who have yet to hear the gospel
- Display Christ-honoring character and humility
- Learn to communicate persuasively and eloquently
- Demonstrate respect and honor for their elders and fellow classmates

Our Vision for Parents:

- Assume the responsibilities of the co-teacher for their children in each course of study
- Live out their role as the most influential spiritual advisor for their children
- Encourage one another in training children to glorify God

Our Vision for Educators:

- Display a love for God, a love for children and a love of learning,
- Demonstrate a passion for classical education and excellence in teaching
- Assist parents in their role as spiritual and academic mentors
- Cultivate effective communication skills to motivate and inspire students toward learning
- Demonstrate Christ-honoring character and humility
- Serve as a positive role model for students, parents, and the community

STATEMENT OF FAITH OF OAK GROVE CLASSICAL ACADEMY

Staff, faculty, and Board Members of Oak Grove Classical Academy embrace the historic tenets of Christianity as presented in the following Statement of Faith. Beyond these primary doctrines, we respect and acknowledge many secondary doctrinal questions exist among the true Body of Christ. We defer to parents and their local evangelical churches to clarify these issues.

The Bible: We believe the Bible to be the only inerrant, authoritative Word of God, and that it is, therefore, the final authority in matters of faith and practice. (*2 Timothy 3:16, 2 Peter 1:20-21*)

The Trinity: We believe that there is one God, eternally existent in three persons: the Father, Son, and Holy Spirit. (*Deuteronomy 6:4; Matthew 28:19; John 10:30; Colossians 2:9; 2 Corinthians 13:14*)

- **God the Father:** We believe the Father is fully God, and His fatherhood is eternal and personal. He is the Father of our Lord Jesus Christ, and of all who believe in Christ. (*Genesis 1:1; 2 Corinthians 1:3; Ephesians 4:4-6; 2 Corinthians 6:18*)
- **God the Son:** We believe in the deity of Christ, His virgin birth, His sinless life, His miracles, His substitutionary and atoning death, salvation through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His coming return. (*Matthew 1:18-25; John 1:1-2, 14; 3:16-18; Acts 1:9-11; Romans 5:8-11; 2 Corinthians 5:21; Ephesians 1:20-23; Philippians 2:5-11; Hebrews 4:14-15; 7:25; 1 Thessalonians 4:16-17*)
- **God the Holy Spirit:** We believe that the Holy Spirit indwells all believers. He, likewise, convicts of sin, increases desires for righteousness and obedience, leads in truth, brings assurance, empowers, and gives spiritual gifts to the church. (*John 3:3-8; 14:16-17; 16:7-11; 1 Corinthians 2:13; 12:11-13; 2 Peter 1:20-21*)

Human Nature: We believe all people are created in the image of God, to be like Him in character. Our sin alienates us from God, makes us liable for His judgment, and ultimately results in eternal death apart from God's salvation. (*Genesis 1:26-27; Romans 1:18-23; 3:23; 5:12; 6:23; Ephesians 2:1-3*)

Salvation: We believe it is through Christ's death on the cross, where He took our sin upon Himself, that we can be made right with God on the basis of Christ's righteousness and atoning death. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ alone can we be forgiven for our sin, overcome our separation from God, and be saved from God's judgment. At salvation, we are justified by God; meaning that we are declared positionally righteous before God because of our identification with Jesus Christ. (*John. 1:12-13; 6:37-40; 10:28-30; Ephesians 1:7, 13; 2:8-9; 1 John 5:11-13*)

The Christian Life: We believe it is God's will that through the Holy Spirit, we continually grow in grace, in obedience, and in our love for Him until we get to heaven and are made perfect in Christ. (*Romans 6:1-8; 1 Corinthians 6:11; Philippians 1:6, 2:13*)

Eternity: We believe in the bodily resurrection of all people. We believe in a literal heaven and hell, and that all men will either spend eternity under God's just and holy judgment or in His glorious presence. (*Daniel 12:2; Matthew 25:31,46; John 5:28-29; 1 Corinthians 15:51-52; 2 Thessalonians 1:9*)

The Church: We believe that believers comprise the Church which is the Family of God, the Body of Christ and the Temple of the Holy Spirit, and that it is expressed in local churches. It was created by God to display His glory on the earth by reaching out to people who do not know Him, lifting up worship to Him, loving one another as His family, growing in maturity to be like Christ, and serving others in His name. (*Matthew 26:26-29; 28:18-20; Acts 2:42-47; 1 Corinthians 12:1-27; Ephesians 1:22-23; 3:10; Colossians 1:18; 1 John 3:14-18*)

The above statements are based on fundamental Christian beliefs that we strongly support as the primary doctrine for teaching. Oak Grove Classical Academy does not promote or endorse any particular denomination. It is our desire to maintain this position for the purpose of unity and fairness to each student. In the event other doctrinal issues upon which this ministry has no official stance are brought up, students will be referred back to the family and church for final authority. We desire to remain united in the salvation and love of Christ, avoiding any dissention, which may be caused by denominational distinctives.

Faculty, staff, and the Board of Directors must be in agreement with the Oak Grove mission statement and statement of faith. Please sign below if you agree with everything included in the document, and with the following statement of Christian conciliation:

If I, or any member of my immediate family, reach a point of disagreement on an issue of a non-criminal nature with Oak Grove Classical Academy and/or its legal corporate entity, in keeping with 1 Corinthians 6:1, I agree to submit to a board of conciliation (the members of which both I and the school will have a role in selecting) rather than take the dispute to civil court. I agree that the process and procedures to be followed, including the payment of the costs involved, will be that which is recommended by the Christian Legal Society.

Signed: _____

_____ Date

Printed Name: _____

DECLARATION OF MORAL INTEGRITY

I understand that Oak Grove Classical Academy expects all of its employees and its volunteers with unsupervised access to children to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for such a ministry position, in the capacity of an employee or a volunteer at this school, I recognize, understand, and agree to live by the Christian moral standards of Oak Grove Classical Academy.

I declare that during the past year I have not engaged in, at the current time I am not engaging in, and promise that I will not during the term of my employment or volunteering, engage in inappropriate sexual conduct.

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

I declare that during the past year I have not engaged in, at the current time I am not engaging in, and promise that I will not during the term of my employment or volunteering, engage in illegal or illicit drug use or alcohol abuse. This would include but is not limited to street drugs, abuse of prescription drugs, alcohol abuse, and drunkenness.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of Oak Grove Classical Academy

Signed: _____

Date

Printed Name: _____

“Honor marriage, and guard the sacredness of sexual intimacy between wife and husband. God draws a firm line against casual and illicit sex.” Hebrews 13:4 (The Message)

“Since an overseer is entrusted with God's work, he must be blameless—not overbearing, not quick-tempered, not given to drunkenness, not violent, not pursuing dishonest gain.” Titus 1:7 (New International Version)

“A pupil is not superior to his teacher, but every one [when he is] completely trained—readjusted, restored, set to rights, and perfected—will be like his teacher.” Luke 6:40 (The Amplified Bible)

Employment Application Checklist

Initial

- _____ Mail Employment Application (Include Resume)
- _____ Signed Authorization to Release Information
- _____ College transcript
- _____ Copy of diploma
- _____ Copy of certifications

Authorization to Release Information

I _____ hereby authorize Oak Grove Classical Academy or its agents to contact any of my previous employers, schools, individuals, educational institutions, private companies, businesses and/or corporations, local, state, and federal law enforcement and government agencies to supply Oak Grove Classical Academy or its agents any information maintained in their records concerning my background or character. I also hereby release any of the above from any liability and responsibility arising from doing so.

I also hereby authorize, as a condition of my employment or as part of my duties relating to employment for the release of all appropriate background information regarding my Criminal Record History, Driving Record History, Workers Compensation Claim History, Educational Record History and/or any other applicable information permissible under all local, state, and Federal governing laws pertaining to employment.

I understand that the information will be used for the sole purpose of verifying information stated by me on my resume, application for employment and/or other documentation completed by me for the purpose of investigating and verifying my background.

I believe that to the best of my knowledge and ability that all of the information I have provided pertaining to my personal background and history is accurate, true, and correct, and that I fully understand the terms of this release. If the information I provide is in anyway incorrect, I will be charged for a second background check if

Name _____
Last First Middle (Full Name, NOT Initial)

Previous Name(s) _____
Last First Middle Preferred Name/Nickname

Address _____
Street City State Zip Code

Cell Ph _____ Home Ph _____ Work Ph _____

Driver's License _____ State _____ Social Security # _____ - _____ - _____

Date of Birth* _____ Email: _____

Signed: _____ Date _____

Printed Name: _____

*Date of birth is being requested to ensure accurate retrieval and verification of records