



"...like a tree firmly planted by streams of water, which yields its fruit in its season"
Psalm 1:3 (NASB)

TRINITY OAKS CHRISTIAN ACADEMY

Thank you for your interest in Trinity Oaks Christian Academy. I believe that the information in this packet will help answer your questions about ministry at Trinity Oaks. I count it a great privilege to be part of this wonderful school that has been "partnering with the Christian home and church in the training of children" for the past 26 years. You will note in the information enclosed that we require that all our teachers hold, or obtain in their first year of employment, a valid Illinois teaching certificate.

If after reading this information and praying about the possibility of joining us here at Trinity Oaks you believe the Lord is leading you to proceed further, I would encourage you to begin the application process by completing and submitting the enclosed application. We desire to equip our growing school with godly faculty who are committed to partnering with families in the training and nurturing of their children.

Our timeline for staffing for the 2017-18 school year is as follows:

- Late March – contracts are issued to current teachers for the coming school year
- Mid-April - we will know *exactly* what positions will need to be filled for next year (check our website open positions and recent postings)
- Late April/Early May - we will begin reading application packets, contacting references and arranging interviews
- Mid/Late May - we will be conducting interviews and, Lord willing, extending contract offers to new teachers

I trust this material will be of assistance as you consider the ministry the Lord has for you in the coming years. If you have additional questions or would like more information, I would encourage you to explore our school website: www.trinity-oaks.org. You are also welcome to write or call me at the address listed below, or via e-mail at pwrobbel@trinity-oaks.org.

I will be praying for you as you consider teaching here at Trinity Oaks.

Applicants should submit a **cover letter, resume, transcripts**, and the **teacher application** to:

Dr. Paul Wrobbel
Trinity Oaks Christian Academy
233 Trinity Oaks Way
Cary, IL 60013

pwrobbel@trinity-oaks.org

Sincerely,

Paul Wrobbel, Ed. D.
Head of School



**TRINITY OAKS
CHRISTIAN ACADEMY**

TEACHER APPLICATION

(Please use black ink when completing this form)

A. Applicant's Name and Address

Full name: _____

Application date: ____/____/____ Date available: ____/____/____

Present address: _____

Phone: Days (____) _____ Evenings (____) _____

Best time to call you? _____ Length of time at this address? _____

Permanent address and phone number if different than present address:

Please list any additional addresses where you have resided at any time during the past five years:

B. Position Desired

Teaching preference: () Kindergarten () Elementary () Junior High

() Full-time () Part-time () Substitute

How did you learn about the position for which you are applying?

Can you submit verification of your legal right to work in the US? ____ Yes ____ No

Please list activities or sports for which you would be capable and willing to direct, sponsor or coach. (Indicate grade or ability levels).

C. Christian Background

Please carefully read our Statement of Faith and indicate your degree of support.

_____ I fully support the Statement as written without mental reservations.

_____ I support the Statement except for the area(s) listed and explained on a separate paper. The exceptions may represent either disagreements or items for which I have not yet formed an opinion or conviction.

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? _____ Yes _____ No

What is your local church affiliation? _____

Are you presently a member in good standing? _____ Years? _____

In what church activities are you involved and with what degree of regularity?

D. Professional Qualifications

*** Please attach photocopies of all your postsecondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.**

What degree or degrees do you hold?

Degree	Date Received	Issuing Institution
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Major(s): _____

Minors(s): _____

Total semester or quarter units **after** date of bachelor's degree _____

Do you have a state teaching certificate? _____ State? _____

What kind? _____ Remains valid for _____ years.

Endorsement(s): _____ List semester hours in endorsement area(s): _____

If you do not hold a state certificate, what requirements do you lack?

Do you have an ACSI Teaching Certificate? _____

What level? _____ Remains valid for _____ years.

*** Please attach photocopies of any certificates held.**

E. Employment History

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may follow the same format on a separate sheet of paper.

1. Employer Name and Address _____

Position _____ Dates of employment _____

Teaching position? _____ If yes, grades or subjects taught _____

Supervisor's name and phone number _____

Reason for leaving _____

2. Employer Name and Address _____

Position _____ Dates of employment _____

Teaching position? _____ If yes, grades or subjects taught _____

Supervisor's name and phone number _____

Reason for leaving _____

3. Employer Name and Address _____

Position _____ Dates of employment _____

Teaching position? _____ If yes, grades or subjects taught _____

Supervisor's name and phone number _____

Reason for leaving _____

Have you served in the military? Yes ___ No ___ If yes, what type of training or education did you receive?

Are you holding or have you already signed a contract for next year with any other educational institution? Yes ___ No ___

F. Personal References

Do not list family members or relatives for references. You will also need to sign the Applicant's Certification and Agreement and the Authorization to Release Reference Information forms that are a part of this application package.

Give two references who are qualified to speak of your spiritual experience and Christian service. **List your current pastor first.**

	Name, Address, City, State, Zip	EMAIL	Phone	Position
1.	_____			
2.	_____			

Give two references who are qualified to speak of your professional training and experience. **List your current or most recent principal or supervisor first.**

	Name, Address, City, State, Zip	EMAIL	Phone	Position
1.	_____			
2.	_____			

G. Spiritual Life and Educational Philosophy

*** On separate paper, please label and succinctly respond to each of the following:**

1. Tell how you came to know Jesus Christ as your personal Savior and Lord.
2. Describe your present relationship with the Lord and any other significant spiritual experiences.
3. Tell us about your habit of personal Bible study and prayer.
4. Briefly state your philosophy of education.
5. What is Christian education? What distinguishes a Christian school from a public school?
6. How would you define a biblical worldview?
7. Describe your philosophy of student discipline and some of the methods you use.
8. What do you consider to be the proper classroom atmosphere for learning?
9. What does it mean to integrate the Word of God with what you are teaching?
10. What do you hope your students will remember about you in twenty years?
11. What led you to pursue teaching?
12. Why are you seeking a position at Trinity Oaks Christian Academy?

H. Applicant's Certification and Agreement

I understand that Trinity Oaks Christian Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability.

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 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 only through the day of release.

I authorize Trinity Oaks Christian Academy 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 other matters related to my suitability for the position.

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, I understand that I must 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 are necessary for such an investigation. I authorize the school 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. The school may refuse employment or terminate conditional employment if the school 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 employment contract is being offered at this time.

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

Signature of Applicant

Date



TRINITY OAKS
CHRISTIAN ACADEMY

Authorization to Release Reference Information

I have made application for a position as a _____ with **Trinity Oaks Christian 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 that 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 employment.

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 **Trinity Oaks Christian 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 **Trinity Oaks Christian 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.

Applicant's Name (Print) _____ Date _____

Applicant's Signature _____

Applicant's Social Security Number _____



TRINITY OAKS CHRISTIAN ACADEMY

Statement of Faith

WE BELIEVE in the Scriptures of the Old and New Testaments as inspired by God and inerrant in the original writing, and that they are the supreme and final authority in faith and life.

WE BELIEVE in one God, eternally existing in three persons: Father, Son and Holy Spirit.

WE BELIEVE that Jesus Christ was begotten by the Father, born of the Virgin Mary, and is true God and true man.

WE BELIEVE that man was created in the image of God, that he sinned and thereby incurred not only physical death but also that spiritual death which is separation from God, and that all human beings are born with a sinful nature.

WE BELIEVE that the Lord Jesus Christ died for our own sins according to the Scriptures as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the ground of His shed blood.

WE BELIEVE in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for us as High Priest and Advocate.

WE BELIEVE in "that blessed hope", the personal, and imminent return of our Lord and Savior Jesus Christ.

WE BELIEVE that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God.

WE BELIEVE in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.



TRINITY OAKS CHRISTIAN ACADEMY

Statement of Christian Philosophy of Education

“My purpose is that they may be encouraged in heart and united in love, so that they may have the full riches of complete understanding, in order that they may know the mystery of God, namely, Christ, in whom are hidden all the treasures of wisdom and knowledge.” (Colossians, 2:2,3)

A Christian Philosophy of Education must begin, have as its continual frame of reference, and end with the eternal God. Based upon the assertions listed in the Trinity Oaks Christian Academy **STATEMENT OF FAITH, CORE VALUES, AND DISTINCTIVES**, it is possible to establish certain definitive statements in regard to the education process. Christian education will recognize that:

God is the ultimate source of all truth (John 14:6), therefore His Word (revealed truth) holds a position of priority over human reason and enables all of life, in both its temporal and eternal aspects, to be viewed from the perspective of the centrality of God rather than the centrality of man (Psalm 14:1, Romans 1:18-32). Any distinction between “sacred truth” and “secular truth” is therefore a false dichotomy.

A differentiation must be made between human knowledge and Godly wisdom and truth (1 Corinthians 1-2, James 3:13 & 17), acknowledging that the source of all true wisdom and understanding is God Himself (Proverbs 1:7, 9:10, 15:33).

The purpose of Christian education is to guide the student to the awareness of his/her need of a personal, saving relationship with the Lord Jesus Christ, to nurture, admonish, and encourage the student to live in conformity with the revealed will of God through a life of service, wholly dedicated to and dependent upon God (Romans 12).

The process of Christian education requires the natural integration and consistent application of God’s Word into every area of the child’s life so that he may achieve his maximum individual learning potential: academic, extra-curricular, administrative, etc. (Ephesians 4:4-6).

While Scriptures permit Christian parents to delegate the authority to teach their children, God’s Word holds parents responsible for the godly education of their children (Deuteronomy 4:10, 6:6-7, 20:17-18, Psalm 106:34-37, Jeremiah 10:2, Matthew 12:30, 2 Corinthians 6:17, Ezekiel 44:5, Proverbs 22:6). Trinity Oaks Christian Academy partners with the home and church in the fulfilling of this God-mandated mission to parents.

Therefore, we desire to establish an Academy that will promote reverence and love for the Lord and one another, encouraging inquiry into all areas of creation and culture from a Christian worldview as we prepare students to serve the Lord in their society.