



# FACULTY APPLICATION

## Application Submission Instructions

Please return this application, a current resume, and a copy of all college transcripts (these may come independently of your application) to Copiah Academy, Attn: Curt McCain, via:

- postal mail to: 1144 Gallman Road  
Hazlehurst, MS 39083
- fax to: 601-643-4009
- email to: cmccain@copiahedu.org

**Position Applying For:**

**School/Grade Level:**

- |                                             |                                                                            |
|---------------------------------------------|----------------------------------------------------------------------------|
| <input type="checkbox"/> Teacher            | <input type="checkbox"/> Upper School (9 <sup>th</sup> -12 <sup>th</sup> ) |
| <input type="checkbox"/> Administrator      | <input type="checkbox"/> Middle School (5 <sup>th</sup> -8 <sup>th</sup> ) |
| <input type="checkbox"/> Substitute Teacher | <input type="checkbox"/> Lower School (1 <sup>st</sup> -4 <sup>th</sup> )  |
| <input type="checkbox"/> Counselor          | <input type="checkbox"/> Kindergarten (K3-K5)                              |

Subject/Grade: \_\_\_\_\_

### SCHOOL USE ONLY

Date Received: \_\_\_\_\_  
Personal Statements: \_\_\_\_\_ Resume: \_\_\_\_\_ Transcripts: \_\_\_\_\_  
Head of School: \_\_\_\_\_  
Divisional Principal: \_\_\_\_\_

Name \_\_\_\_\_

Phone Numbers: Home \_\_\_\_\_ Cell \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Present Church Membership: \_\_\_\_\_

Are you legally authorized to work in the United States? \_\_\_\_\_

Have you ever been convicted of, or pled guilty or no contest to, any violation of the law that has not been expunged by a Court of Law? \_\_\_\_\_

If yes, please attach a complete explanation.

Current Employer: \_\_\_\_\_ Earnings \_\_\_\_\_

**Certification:** I certify that the facts contained in this application are true and complete to the best of my knowledge and belief. I acknowledge and understand that the Head of School (and/or designee) and the Board of Trustees will be relying on the information contained in this application, and that the information is complete and accurate. I further understand and agree that, if employed, any falsified statement or any material half-truths, material misstatements or omissions on this application, without full disclosure of all relevant facts, shall be grounds for Copiah Academy to immediately terminate my employment.

**Authorization:** I authorize Copiah Academy and its administrators to fully investigate all statements contained herein. Further, I authorize all references listed and all previous employers to give Copiah Academy any pertinent information they may have, personal or otherwise, relative to me and/or my prior employment. I hereby release all parties from all liability for damages I may claim to suffer because of their furnishing such information to the school's representative(s).

**Signature of Applicant** \_\_\_\_\_

*Copiah Academy does not discriminate based on race, gender, age, disability, or national origin in the employment of teachers, administrators or staff members. Any offer of employment will be subject to a background check.*

EDUCATION (List all schools attended. Include any degree work in progress.)

| School and Location |  | Major, Degree, and Date Awarded |
|---------------------|--|---------------------------------|
| Secondary:          |  |                                 |
| Undergraduate:      |  |                                 |
| Graduate:           |  |                                 |
| Other:              |  |                                 |

TEACHING EXPERIENCE (List most recent first.)

| From<br>(Mo/Yr) | To<br>(Mo/Yr) | School/Company<br>and Location | Name | Subject/Grades | Reason for Leaving | Salary |
|-----------------|---------------|--------------------------------|------|----------------|--------------------|--------|
|                 |               |                                |      |                |                    |        |
|                 |               |                                |      |                |                    |        |
|                 |               |                                |      |                |                    |        |
|                 |               |                                |      |                |                    |        |
|                 |               |                                |      |                |                    |        |

Are you certified? \_\_\_\_\_ Type: \_\_\_\_\_ State: \_\_\_\_\_ Grade: \_\_\_\_\_

OTHER WORK EXPERIENCE (List most recent first.)

| From<br>(Mo/Yr) | To<br>(Mo/Yr) | Company Name<br>and Location | Position | Reason for Leaving | Salary |
|-----------------|---------------|------------------------------|----------|--------------------|--------|
|                 |               |                              |          |                    |        |
|                 |               |                              |          |                    |        |
|                 |               |                              |          |                    |        |

## EXTRACURRICULAR ACTIVITIES

List extra-curricular activities you are qualified to advise. Possible areas include athletics (specify), band, chorus, community service, debate, drama, language clubs, literary magazine, newspaper, outdoor adventures, photography, student government, travel, etc.

| Activity | Details of experience |
|----------|-----------------------|
|          |                       |
|          |                       |
|          |                       |

## REFERENCES

Please supply the required information for five references from whom we may solicit information regarding your professional work experience, personal characteristics, and Christian life. Three references must be an immediate supervisor (e.g., principal, assistant principal, department chair, etc.).

| Name | Title | Address | Phone | Relationship and dates acquainted with your work |
|------|-------|---------|-------|--------------------------------------------------|
|      |       |         |       |                                                  |
|      |       |         |       |                                                  |
|      |       |         |       |                                                  |
|      |       |         |       |                                                  |
|      |       |         |       |                                                  |

## PERSONAL STATEMENTS

**Using additional paper, please respond to the following statements or questions:**

1. Detail your Christian faith and experience.
2. Please explain who Jesus Christ is.
3. If you were asked by a student to explain how to become a Christian, how would you respond?
4. In a paragraph or two, explain how you go about making your teaching distinctively Christian.
5. Please include any additional information that might help us better evaluate your application for employment.