



COPTIC ORTHODOX DIOCESE OF THE SOUTHERN UNITED STATES

ST. CLEMENT COC ACADEMY OF NASHVILLE, TENNESSEE

Full name _____ Date _____

Address _____

Phone _____
(days) _____ (evenings) _____ (cell) _____

Date available to start work _____ Social Security # _____

Current or most recent salary _____ Expected Salary _____

Professional Qualifications

Education					Cumulative
<u>Dates</u>	<u>Institution</u>	<u>Degree(s)</u>	<u>Major</u>	<u>Minor</u>	<u>GPA</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Please provide photocopies of college transcripts if available; official copies will be required if you are offered the position.

Teaching Experience

<u>Dates</u>	<u>School</u>	<u>Grades and/or subjects taught</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Years teaching experience: Public schools _____ Private (secular) schools _____ Christian schools _____

Administrative Experience

<u>Dates</u>	<u>School</u>	<u>Position held</u>	<u>Grades</u>
_____	_____	_____	_____
_____	_____	_____	_____

Years administrative experience: Public schools _____ Private (secular) schools _____ Christian schools _____

If additional space is needed to answer any question on this or the following pages, please use a separate sheet of paper and key your answers to the appropriate page and question.



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Applicant Name _____

Personal Information

Marital Status

Single Engaged Married Remarried Divorced Separated Widow(er)

Spouse's Name _____ Years Married _____

Spouse's occupation _____

Names and ages of children _____

Memberships and Honors

List memberships, offices held and honors received in school, college, graduate school and as an educator. _____

Educational Experiences

To what degree are you familiar with various Christian curriculums?

List, with dates, courses, conferences, and seminars relating to Christian education you have completed. _____

List, with dates, other educational courses, conferences and seminars you have completed. _____

Note any other information you believe would be helpful when your application is considered. _____

Personal References

List three references that are qualified to speak of your professional training and experience. Include (list first) your current or most recent supervisor. Do not list relatives or family members for references. Sign the reference forms. Please give the reference form to two references along with a Christian Academy envelope to be returned to us by mail. We will call the references as well as use the written reference form.

<u>Name</u>	<u>Position</u>	<u>School</u>	<u>Address</u>	<u>Phone</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____



Applicant Name _____

Professional Essay Form

Pleas Note: Respond to the five essay questions below. The following criteria will be used as the scoring criteria for each of your five responses:

1. **Teaching Technique-**Applicant's responses are rated under the following topics: teaching effectiveness, teaching skills, motivation of students, daily preparation, and attention to student needs.
2. **Teaching Practices-**Applicant's responses demonstrate an understanding of the characteristics of effective teaching practices.
3. **Developmental Knowledge of Students-**Applicant's responses demonstrate knowledge of the differentiated developmental characteristics of the individual child.
4. **Written Communication Skills-**Applicant's responses communicate coherently and effectively the knowledge of correct and appropriate language usage.
5. **Enthusiasm for Teaching-** Applicant's responses communicate the desire and energy to initiate a project and carry the project through to completion.

1. What distinguishes a Christian school from a public school?
2. What are your major strengths as a teacher? What do you find most rewarding as a teacher? What are your weaknesses?
3. What strategies do you utilize to involve parents in the educational process?
4. Describe the components of an effective learning environment. Give some examples of the various teaching and assessment strategies you use. Why is it important to use a variety of teaching and assessment strategies? What is your philosophy of discipline?
5. How would you organize your classroom to ensure success for all students?