



IPEKA Integrated Christian School
 Komplek Taman Meruya Ilir
 Jl. BatuMulia Blok K, Jakarta Barat 11620, Indonesia
 Telephone: +62(21) 5890 5890/91 Fax: +61(21) 5890 5734
 E-mail: teachiics@ipeka.org Website: www.ipeka.org

TEACHER APPLICATION

Date: _____

Position applying for: _____

PERSONAL INFORMATION

Name: _____

Cell Number: _____

Current Address: _____

Skype Name: _____

E-mail: _____

Permanent Address: _____

Home Phone: (_____) _____

Passport Country: _____ Passport Number: _____

Nationality: _____ Country, if Dual Citizenship: _____

Marital Status: Single Married Separated Divorced

Spouse's Name: _____

Passport Country: _____ Passport Number: _____

Spouse's Occupation and/or Past Employment: _____

Children: (Check those children who will accompany you to Indonesia)

Name: Birthday: _____ Grade PP#/Country: _____

Name: Birthday: _____ Grade PP#/Country: _____

Name: Birthday: _____ Grade PP#/Country: _____

What length of time do you anticipate staying at IICS?

Short term of 2 years years or more

Have you ever been dismissed, resigned to avoid being dismissed, or asked to resign from a position? Yes No

Have you ever been charged with any civil or criminal proceedings? Yes No

If yes, did any involve improprieties with children? Yes No

If you answered "Yes" to any of the three questions above, please explain the details with dates and indicate the nature of the offense on an attachment to this application. : _____

HEALTH INFORMATION

Do you have or have you had any health condition(s) that has caused your work or education to be interrupted for an extended period of time? Yes No

Have you or do you smoke or use tobacco products? Yes No

Have you used recreational drugs? Yes No

Are you currently on any prescription medicine or under a doctor's care? Yes No

If you have responded "Yes" for any of these health questions, please attach a page of explanation.

Teachers will be required to have a doctor's physical check up and complete a full health history upon employment decision.

PHILOSOPHY OF CHRISTIAN SCHOOL EDUCATION

On a separate piece of paper write a one page statement of your philosophy of Christian education and how you would biblically integrate your subject areas.

EDUCATION INFORMATION

Educational Experience (Chronologically, beginning with the most recent Attendance / Degree)

University or College Attended	Major(s)	Minor(s)	Degree(s)	Date Completed
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Area as Certified to Teach _____

State/Province Certified & Certification _____

Period or Expiration of Teaching Certificate _____

Do you hold an ACSI Teachers Certification _____

What level of certification _____

Period or Expiration of ACSI Teacher's Certification _____

PROFESSIONAL EXPERIENCE INFORMATION

Teaching Experience (Chronologically, beginning with the most recent position)

School	Dates	Address	Subject(s)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

What plans do you have for future study?

Describe any short term or long term overseas studies or travel.

If you have worked abroad describe how you adjusted to living in a different country

List any academic and athletic honors, extra-curricular activities and offices held

Check experience and/or skills you have had outside the classroom

Coaching Sport

Praise Team

Drama

Christian Camping

Choir

Biblical Studies

Art-Medium _____

Entrepreneurship

Instrumental

Academic Teams

Computers

Journalism

ESL

Web Design

What are your hobbies, skills and other interests?

SPIRITUAL INFORMATION

Denominational Preference: _____

Name of church you attend: _____

Pastor's or Deacon's Name: _____ Phone Number: _____

Church Address: _____

How many years have you been *aborn again Christian*?

In what church activities do you regularly participate?

Describe your spiritual growth in the last 3 years:

Give a concise but adequate statement of your personal faith in Jesus Christ.

What is your attitude towards non-Christian religions?

Are you strongly convicted that the Lord is leading you to teach at IICS and help support the mission of the school? Describe briefly how you are being led and convinced to serve at IICS

IICS Staff Guidelines

Staff is expected to be exemplary role models for students and the community at large both in and out of school. They are expected to show moderation in all things and use wisdom and discretion in their conduct. They are expected to be above reproach at all times in areas of sexual orientation and behavior, marital and parental relationships, personal finances, addictive substances, and leisure activities. Violations of this code of behavior would be dealt with in accordance with biblical principles (Matthew 18:15-19). If allegations are proven, this will be ground for dismissal. The school campus will be kept free of addictive substances (including cigarettes & alcohol) for both staff and students. Any activities held on the premises must be edifying and glorifying to God.

Are you prepared to abide by these guidelines and to cooperate with your colleagues and the administrations under the authority of the IPEKA INTEGRATED CHRISTIAN SCHOOL Board? Yes No

IICS STATEMENT OF FAITH

We believe in:

Bible

The Bible as originally given is inerrant, inspired by God, and the only authority for faith, truth and practice

God

God is Trinity-One Being, Father, Son, and Holy Spirit.

Jesus is fully God and fully man. His life was sinless. He died as a sacrifice for our sins. He rose the third day. He ascended into heaven and will return to earth some day.

The Holy Spirit lives and works in the life of every believer. He guides through inner conviction and helps the believer understand the Bible.

The Holy Spirit grants gifts to believers-including prophecy, teaching, exultation, evangelism, leading, and serving.

People

Every person is a sinner by nature and practice.

Salvation

A person becomes saved by repenting of their sins and inviting Jesus Christ into their life. Their sins are forgiven and they become children of God.

I certify the above doctrinal statement of faith to be a correct statement of my personal beliefs. I declare the information supplied on this application is accurate and complete to the best of my knowledge and I understand if I willfully give any false information, I shall render myself liable to dismissal, despite any appointment of service at IICS. I understand IICS reserves the right to verify the accuracy of the above data.

Signature

Typing in your name is acceptable as a signature

Date (m/d/y)

REFERENCE

The applicant is responsible to provide the following reference forms to three people. Please include a spiritual mentor, your current supervising administrator and one professional teaching reference.

ATTACHMENT CHECKLIST

- Passport Style and Size Photo 1 ¼", 1 ¾"
- University Transcripts
- Copies of all university diplomas
- Philosophy of Christian School Attachment- 1 page
- Copies of Professional Certification
- Resume/CV
- Copy of all pages of your Passport
- Marriage License (If Applicable)
- Criminal Proceeding Explanation (If applicable)
- Health Explanation (If applicable)

Address :
Phone :
Email :
Fax :



PERSONAL REFERENCE FORM

(Applicant Name) has completed a teaching application to teach at IPEKA INTEGRATED CHRISTIAN SCHOOL in Jakarta, Indonesia. Our school has 1,200 students in grades Kindergarten through 12th grade and is distinctively Christian institution for college prep students. Our student body is made up primarily of Chinese Indonesian children.

Thank you for taking the time to briefly comment on the teaching ability, experience, personality, leadership qualities, academic interests and adaptability of the applicant. Please use the space below and feel free to add an additional page (if you prefer to send a letter instead of this form, we would be happy to accept it).

Name	Company/Position
Email Address	Phone
Signature	Date

Please email this reference as an attachment to *teachiics@ipeka.org* or fax it to: **+61(21) 5890 5734**



APPLICANT'S AGREEMENT

I understand that IPEKA Integrated Christian School does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, or disability.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge.

I authorize IPEKA Integrated Christian School to investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

I authorized references and 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.

Since I will be working with children, I understand that I may be required to submit to a fingerprint check by the FBI and/or a police background check.

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 understand the above statements.

Applicant's Signature

Date