

OWASSO PREPARATORY ACADEMY

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Name (last, first, middle)		Social Security Number	
Present Address		E-mail Address	
City	State	Zip	
Date of birth (optional)	Home Phone	Cell Phone	

DESIRED EMPLOYMENT

Position	Salary Desired	Date you can start	Currently employed? Yes No
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EDUCATION

School Level	Name, City, and State of School	Number of years attended	Date of graduation	Subjects Studied/ Degree Field
High school				
College				
College				
Graduate school				

Teaching Certificates	State	Expiration	Status	Field of certificate

GENERAL

Subjects of Special Study or Research Work
Special Training
Special Skills

FORMER EMPLOYERS

List last three employers. Begin with the most recent employment.

Name of Previous Employer			
Address	City	State	Zip
Job Title	Starting Date	Leaving Date	
Weekly Starting Salary	Weekly Final Salary	May we contact your Supervisor? Yes No	
Name of Supervisor?	Title	Phone Number	
Description of Work			
Reason for Leaving			

Name of Previous Employer			
Address	City	State	Zip
Job Title	Starting Date	Leaving Date	
Weekly Starting Salary	Weekly Final Salary	May we contact your Supervisor? Yes No	
Name of Supervisor?	Title	Phone Number	
Description of Work			
Reason for Leaving			

FORMER EMPLOYERS Continued

Name of Previous Employer			
Address	City	State	Zip
Job Title	Starting Date	Leaving Date	
Weekly Starting Salary	Weekly Final Salary	May we contact your Supervisor? Yes No	
Name of Supervisor?	Title	Phone Number () -	
Description of Work			
Reason for Leaving			

REFERENCES

Name	Address	Phone Number	How Long
Personal			
Personal			
Church Related			
Professional (for teaching positions)			

CHURCH ATTENDANCE

Where do you faithfully attend church?	How Long
Degree Involvement	

PROFESSIONAL ORGANIZATIONS

ACTIVITIES (CIVIC, ATHLETIC, ETC.)

SERVICE RECORD

Branch of Service	Discharge Date
Rank	

AUTHORIZATION

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

Signature

Date

School Staff Agreement with Owasso Preparatory Academy

STATEMENT OF PURPOSE

Owasso Preparatory Academy (OPA) is a private, University-Model Christian school whose purpose is to provide its students with a comprehensive, college-preparatory education from a Christian perspective. This comprehensive approach shall be accomplished through an educational format that makes provision for both trained classroom instruction and individualized parent involvement.

SPIRITUAL OBJECTIVES

I. GENERAL

The Spiritual Objective of OPA is to provide its students, families, and staff members to live and work whole-heartedly for the Lord and for the building of His body, the Church. We further wish to encourage all associated with this ministry to live in ever increasing obedience to Him by bringing all facets of their lives under His control and authority (*Matthew 22:37 - 40*). Parents, staff, and board members, therefore, must be in agreement with the ministry's statements of faith and with its position as a non-denominational school.

II. STATEMENT OF FAITH

1. We believe the Bible to be inspired, the only infallible, authoritative, inerrant Word of God (*2 Timothy 3:15; 2 Peter 1:21*).
2. We believe there is only one God, eternally existent in three persons – Father, Son and Holy Spirit (*Genesis 1:1; Matthew 28:19; John 10:30*).
3. We believe in the deity of Christ (*John 10:33*); His virgin birth (*Isaiah 7:14; Matthew 1:23; Luke 1:35*); His sinless life (*Hebrews 4:15; 7:26*); His miracles (*John 2:11*); His vicarious and atoning death (*1 Corinthians 15:3; Ephesians 1:7; Hebrew 2:9*); His resurrection (*John 11:25; 1 Corinthians 15:4*); His ascension to the right hand of the Father (*Mark 16:19*); His personal return in power and glory (*Acts 1:11; Revelation 19:11*).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and the men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (*John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5*).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (*John 5:28-29*).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (*Romans 8:9 1 Corinthians 12:12-13; Galatians 3:26-28*).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (*Romans 8:13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18*).

III. STATEMENT OF AFFILIATION

Owasso Preparatory Academy neither supports nor endorses the World Council of Churches, National Council of Churches or any other world, national or regional organization which gives Christian recognition to unbelievers or which advocates multi-faith union. (*Amos 3:3, 2 Corinthians 6:14-17*)

IV. NON-DENOMINATIONAL POSITION

This school's Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach. It is our desire to maintain this position and to do so in all fairness to each family. It is necessary, therefore, that parents, students, staff, and school board members recognize that the following areas are to be left to the teaching of home and church:

1. Church government-authority
2. Time and mode of baptism
3. Security of the believer
4. Timing of future events
5. Second work of grace-baptism of the Holy Spirit
6. Sinless perfection
7. Gift of the Spirit-tongues, interpretation of tongues, healing, miracle working, discerning of spirits

In honoring this desire concerning the outreach of this school, there shall be no attempt made by parents, students, staff, or school board members to promote or disparage any doctrinal or denominational beliefs, practices, or positions regarding issues upon which the school itself has assumed no official stance. We desire to remain united in the salvation and love of Christ, avoiding the dissension, which may be caused by denominational distinctive.

Please sign below if you agree with this school's purpose, its spiritual objectives, and the following statement involving Christian conciliation:

If I or any member of my immediate family reach a point of disagreement on an issue of a noncriminal nature with Owasso Preparatory Academy and/or its legal corporate entity, in keeping with I Corinthians 6:1, I agree to submit to a board of conciliation, the members of which have been mutually selected by myself and officials of the school, rather than taking the dispute to a civil court. I agree the procedure to be followed, including costs involved, would be that which has been established by the Christian Legal Society.

V. Morality Agreement

The leadership and staff of Owasso Preparatory Academy are expected to grow and develop in their Christian walk with God.

I will strive to live my life in a Christ-like manner.

Recognizing that I am representing the Cross and OPA, I will avoid inappropriate behavior.

I will demonstrate high moral and ethical standards.

I will maintain an excellent Christian testimony as an ambassador of Jesus Christ.

Please sign below if you agree with Owasso Preparatory Academy's Statement of Purpose, Morality Agreement and its Spiritual Objectives.

Employee Signature

Date

Teacher/Parent/School Communication Agreement

At OPA we try to follow the guidelines that the Lord has set in handling problems, according to MATTHEW 18. We need you to be willing to confront when necessary. We expect you to address concerns with the individual and not with others.

If a problem should develop, we expect teacher/parents to discuss the problem in a Christ-like manner directly with the faculty member or parent. If the teacher/parent feels that the problem was not resolved, then we ask that you follow up in the Biblical way and approach the Administrator about the situation.

NOTE: Although there may be times you do not agree with a situation, with a teacher, or with the school, it is important that the children see a unified front. You must be supportive of the school and the teacher.

COMPLAINT PROCEDURE

If you have a complaint

1. Pray about it. Ask God to help you make your complaint in such a way that it will result in the betterment of our school, and thus is the glory and growth of His Kingdom. Read and think about such passages as Ephesians 4:1-3 and Colossians 3:12-13. Pray about it!
2. Express it promptly. Keeping it to yourself can cause ill feelings and friction which would decrease our effectiveness as a Christian. Jesus says that you cannot properly worship or serve God if there is a disagreement between yourself and someone else (Matthew 5:23-24). So get it out of your system.
3. Tell it to the right person. Complaints against specific individuals should be expressed first to the individual in question, and expressed to the Administrator only if you cannot work it out between yourselves or if you feel he should know about it.
4. Express it clearly. Make sure the person you are expressing your complaint to knows all the details of the situation, and exactly what you are complaining about and why. Misunderstanding of complaints could lead to further problems, and needless disunity.
5. Don't broadcast it. Express your complaint **only** to the person who should hear it. Unneeded worry, harm, and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved with the problem, and an impression of disharmony is presented.

If you overhear or are told a complaint

Pray about it. Ask God to take care of the situation and use it for His glory. Don't share a bad report. Ephesians 4:1-3, Colossians 3:12-13.

If a complaint is made to or about you

1. Analyze the complaint. Be sure you understand the specifics and why it is being made. Ask the person to clarify any areas of misunderstanding.
2. Give it prompt attention. Talk directly with those involved, using administrative counsel.
3. Make it a growth experience. Don't take offense even if falsely accused. React in the opposite spirit. If the complaint is valid, strive to make correction immediately, seeking prayer and guidance even from the accuser. A wise man learns from counsel and reproof.
4. Pray about it. Ask for God's wisdom in solving the problem and His help in putting the solution into effect. Pray for the person who brought the complaint, and asks God to help you love that person even more than before the complaint was made.

Appeals Process

An appeals process has been established for any parent or employee of OPA. Any concerned party that feels their issues have not been addressed by the administration to their satisfaction should request an Appeals Form from the OPA office. This form must be filled out and submitted to the Administrator. The Administrator will determine the appropriate action needed. The concerned party may be asked to appear before the Administrator or a committee for a hearing for a specified amount of time.

Employee's signature

Date

UMS GUIDING PRINCIPLES

1. **Love and Glorify God as He is revealed in the Holy Bible.** “Jesus replied: ‘Love the Lord your God with all your heart and with all your soul and with all your mind.’ This is the first and greatest commandment” (Matt. 22:37-38). “And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him” (Col. 3:17). “So whether you eat or drink or whatever you do, do it all for the glory of God” (1 Cor. 10:31). The Holy Bible is our standard of truth and final authority for faith and practice in all matters relating to this ministry. Our chief aim is to love and glorify God through everything we do.
2. **Help Fulfill the Great Commission (Matt. 28:18-20).** The governing imperative verb of Christ’s Great Commission in Matthew’s gospel is “disciple” or “make disciples.” Members of Christ’s churches, therefore, are commanded to make disciples among all peoples by “going, baptizing, and teaching.” They are to do so in the confident assurance that all authority is given to Christ and that always He will be with them. This ministry seeks to build up the body of Christ by cooperating with Christ’s Great Commission purpose, encouraging all men, women, boys and girls to be both personal disciplined followers and public character witnesses of the Lord Jesus Christ everywhere they go.
3. **Affirm and Encourage Parents in their God-given opportunities and responsibilities.** “Love the LORD your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up” (Deut. 6:5-7). The first two instructions to God’s people after the original giving of the Great Commandment was that they (1) keep God’s commandments in their hearts and (2) teach those commandments in their homes. Parents are God’s first plan, His single most effective agents for spreading the Gospel to children and discipling young believers. The vast majority of Christians come to a “saving faith” in Christ when they are children, under the influence of their parents; furthermore, the successful sharing of a parent’s faith and values is best facilitated when actively-involved parents take the time, make the opportunity, and employ the tools needed for developing close, loving, and nurturing relationships with their children. Whether the issue is instilling positive traits (e.g.. respect for authority, personal integrity, honesty, dependability, loyalty, and commitment) or avoiding negative consequences (e.g.. teenage suicide, substance abuse, adolescent violence, sexual promiscuity, and teenage pregnancy) parents must take their proper place on the front line. If the influence of parents ever breaks down, the cost will be measured in lost souls. The percent of children who come to faith later in life is so small, and the consequences of a negative, neglected childhood are so great, that the positive influence of parents early in life must command our utmost attention and priority.

4. **Educate with Excellence in a Christ-centered environment.** “Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving” (Col. 3:23-24). Children, like their Lord, are to keep “increasing in wisdom and stature, and in favor with God and man” (Luke 2:52). Likewise, “Blessed is the man who finds wisdom, the man who gains understanding” (Pro. 3:13). Also, “Instruct a wise man and he will be wiser still; instruct a righteous man and he will add to his learning (Pro. 9:9). If we are to teach and instruct students “as working for the Lord,” the standard of our performance can be nothing less than excellence.

5. **Integrate Home and School in age-appropriate ways throughout the curriculum design and student activities.** A Christian, university-model school exists to assist parents with the modern-day difficulties of preparing their children for college while also recognizing and supporting the parents’ unique role in communicating their faith and values. For parents to succeed in their all-important task of discipleship, it is essential for families to experience meaningful time together. Traditional school systems, by their very structure, tend to rob parents and students of this most precious commodity. UMS gives time and access back to parents in exchange for their commitment to be academically and relationally involved with their students outside of class according to the college-preparatory, curriculum design. Such involvement, when lovingly and joyfully administered, leads to greater opportunity for parents to succeed in teaching their most important “subjects” faith, hope, and love. This good-faith partnership between parents and teachers makes home and school integration for a family-strengthening, quality education both possible and practical.

6. **Reach Out to Other Communities.** God’s blessings are for the glory of His name and the enrichment of our world. If an educational approach, such as University-Model Schooling, can successfully demonstrate that a high quality, college-preparatory education can be provided in a manner that also protects and even enhances the roles of parents in the discipleship of their children, then it is right and proper to do everything possible to communicate that approach with anyone who needs and wants it. As this ministry experiences God’s blessings, therefore, it will be about the business of sharing those blessings with “the world.”

I have read the above principles and I support them in my role as employee of Owasso Preparatory Academy.

Signature of employee

Date

TEACHER-SCHOOL PARTNERSHIP

Owasso Preparatory Academy is a Christian school rooted in the fundamentals of the Christian faith stated in the Doctrinal Statement. These belief statements are those held, lived, and espoused by the administration, faculty, and staff of the Academy and those taught in the classroom.

Accordingly, the Academy teaches that Jesus Christ is the Lord of all Creation, and as God's Son, the only Savior for sinful mankind. The Bible is God's inspired and inerrant Holy Word. It is His written revelation to all mankind so that man may both know and love God with all his heart, mind, and strength under the power and direction of the Holy Spirit.

For the well-being of the child and the proper basis of the home and school partnership, it is essential that the teachers affirm, support, and espouse these fundamentals of the Christian faith.

Therefore, in joining with Owasso Preparatory Academy,

1. I have accepted Jesus Christ as my personal Savior by trusting in Him alone for salvation as defined in the following paragraph:

I believe that all have sinned and fallen short of the glory of God and, therefore, have need of a Savior. (Romans 3:23) Jesus Christ died in my place for my sins, was buried and rose again from the dead. (I Corinthians 15:3-5 and II Corinthians 5:21)

2. I understand and support that the Biblical basis for instruction for my child is in accordance with the Statement of Faith of Owasso Preparatory Academy.
3. I understand and support that a God-centered philosophy of life underlies the training for character development and the instilling of a belief system so that my child forms a Biblical world view regarding the following concepts:

A view of God	A view of man	A view of truth
A view of the future	A view of right and wrong	

4. I agree to uphold, demonstrate, and teach from the core values of the school.
Servant Leadership Biblical Foundation
Wise Stewardship Partnering with Parents
Christlike Character Relevance to the world
Whole Student Development by Extracurricular activities and Exceptional
Academics/College Prep.

Signature of Teacher

Date

TEACHER DIRECTORY PERMISSION

Owasso Preparatory Academy is hereby authorized to print my family information and phone number in the school directory. The information will only be given to Owasso Preparatory Academy families.

____ Yes ____ No

Signature of Teacher

Date

Summary Questions

For what school year you are applying?

In what subjects are you most proficient?

What grades do you prefer to teach?

What grades are you willing to teach?

How have you familiarized yourself with the University-Model School concept?

List the people that you know that are a part of Owasso Preparatory Academy.

**Thank you for your interest in
Owasso Preparatory Academy.
May the Lord bless you.**