

# Poiema International Academy

*A Classical Christian School*

## **Employment Application Form**

*Poiema International Academy is a K-12 Christian school start-up in Kinshasa, DRC. We follow an American school model and use a classical Christian education curriculum. Our primary language of instruction is English. After school activities will be conducted mostly in French, with some English. We will slowly introduce French and Latin in the curriculum once students have mastered reading in English.*

*We are hiring an early childhood teacher and/or an elementary school teacher for the 2022 – 2023 academic year. We are also interested in substitute teachers, teacher's aides, and extended care workers. Interviews will begin July 18<sup>th</sup>, 2022. If the list below describes you, you may send in your application starting June 27<sup>th</sup>, 2022. We look forward to receiving your application.*

### **We seek to hire faculty, staff, and coaches who can affirm these statements:**

- I am interested in pointing the students I work with to Christ, no matter the subject I teach or the area of my school involvement.
- I am interested in working at a school that prioritizes the shepherding of hearts, not just academic rigor.
- I want to be a part of a community of faith and learning, forming deep relationships with my colleagues, students, and their families.
- I see myself as a master learner. I love my area of study and sharing my knowledge with others.

### **To be hired at PIA our faculty, staff, and coaches must:**

- Profess faith in Jesus Christ as their Savior
- Live a life of exemplary moral integrity
- Be a member (or a consistent and active attendee) of a local, evangelical, protestant church and provide a completed pastoral reference form.
- Acknowledge and support the PIA statement of faith, position statements, employee code of conduct, and core values
- Love students
- Love their subject
- Demonstrate an ability to teach and a willingness to apply classical methodologies in the classroom
- Faculty must have a Bachelor's, Master's, or Doctorate degree. Staff and coaches must have a degree or comparable work experience.

*Please complete this application and return it to Kahindo Mbodwam, along with your Resume or Curriculum Vitae. You may also fill it online and email it to [Kinacademy7@gmail.com](mailto:Kinacademy7@gmail.com). Please email the Pastoral Reference Form to your current pastor and ask them to fill it out and email it back to [kinacademy7@gmail.com](mailto:kinacademy7@gmail.com). The email must be sent directly from the pastor to PIA.*

## Primary Information

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Gender:  Male  Female

Congo address: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

International address: \_\_\_\_\_

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

Cell Phone Number: \_\_\_\_\_ WhatsApp: \_\_\_\_\_

What is the best way to contact you: \_\_\_\_\_

Please list your social media profiles for Instagram, Facebook, Twitter, etc: \_\_\_\_\_

What position do you wish to apply for? \_\_\_\_\_

Salary range desired: \_\_\_\_\_

Date available to begin work at PIA: \_\_\_\_\_

Referred by: \_\_\_\_\_

Nationality (list all): \_\_\_\_\_

Have you previously completed an application at PIA?  Yes  No If yes, when? \_\_\_\_\_

Have you previously been employed by PIA?  Yes  No If yes, when? \_\_\_\_\_

Do you currently have a child enrolled at PIA?  Yes  No

Do you have a relative or family member employed at PIA?  Yes  No If yes, who? \_\_\_\_\_

Have you ever been fired or involuntarily terminated based on work-performance or a work-related event?  Yes  No If Yes, then please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted, pleaded guilty, no contest, received probation, or deferred adjudication of any crime other than routine traffic violations?  Yes  No If Yes, then please explain: (Such occurrences are not automatic grounds for rejection.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Education

**Please list the institutions from which you have received degrees, from most recent to oldest:**

1. School Name: \_\_\_\_\_  
 High School Diploma  Yes  No or GED  Yes  No  
 Associate Degree: Major \_\_\_\_\_  
 Bachelor's Degree: Major \_\_\_\_\_ Minor \_\_\_\_\_  
 Master's Degree: Major \_\_\_\_\_ Minor \_\_\_\_\_  
 Doctoral Degree: Field \_\_\_\_\_  
 Professional Degree: Field \_\_\_\_\_

2. School Name: \_\_\_\_\_  
 High School Diploma  Yes  No or GED  Yes  No  
 Associate Degree: Major \_\_\_\_\_  
 Bachelor's Degree: Major \_\_\_\_\_ Minor \_\_\_\_\_  
 Master's Degree: Major \_\_\_\_\_ Minor \_\_\_\_\_  
 Doctoral Degree: Field \_\_\_\_\_  
 Professional Degree: Field \_\_\_\_\_

3. School Name: \_\_\_\_\_  
 High School Diploma  Yes  No or GED  Yes  No  
 Associate Degree: Major \_\_\_\_\_  
 Bachelor's Degree: Major \_\_\_\_\_ Minor \_\_\_\_\_  
 Master's Degree: Major \_\_\_\_\_ Minor \_\_\_\_\_  
 Doctoral Degree: Field \_\_\_\_\_  
 Professional Degree: Field \_\_\_\_\_

4. School Name: \_\_\_\_\_  
 High School Diploma  Yes  No or GED  Yes  No  
 Associate Degree: Major \_\_\_\_\_  
 Bachelor's Degree: Major \_\_\_\_\_ Minor \_\_\_\_\_  
 Master's Degree: Major \_\_\_\_\_ Minor \_\_\_\_\_  
 Doctoral Degree: Field \_\_\_\_\_  
 Professional Degree: Field \_\_\_\_\_

**Please list any teaching certificates or job certifications you hold. Include the state or issuing organization:**

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

**Please list any honors or special recognitions you have received:**

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

## References

List the name and telephone number of the following three references (non-relatives):

### 1. Pastoral Reference

Name: \_\_\_\_\_

Church Name: \_\_\_\_\_

Role: \_\_\_\_\_

Phone number: \_\_\_\_\_

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

Number of years known: \_\_\_\_\_

Do you currently attend this pastor's church?  Yes  No

May we contact them at this time?  Yes  No, please wait

### 2. Supervisor Work Reference

Name: \_\_\_\_\_

Business name: \_\_\_\_\_

Phone number: \_\_\_\_\_

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

Number of years known: \_\_\_\_\_

May we contact them at this time?  Yes  No, please wait

### 3. Co-worker Reference

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

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

Number of years known: \_\_\_\_\_

May we contact them at this time?  Yes  No, please wait

## Employment History

Please list employment history starting with your most recent job. Additional employers and job information should be listed on your attached resume or Curriculum Vitae:

1. Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_

Dates employed: \_\_\_\_\_

Summarize the nature of work performed and job responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_

Dates employed: \_\_\_\_\_

Summarize the nature of work performed and job responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Personal Religious Beliefs

1. Are you a Christian?  Yes  No

2. Name of the Church you are currently attending: \_\_\_\_\_

\_\_\_\_\_

Pastor's Name: \_\_\_\_\_ Pastor's email address: \_\_\_\_\_

3. Are you a member in good standing?  Yes  No

4. How often do you attend church? \_\_\_\_\_

5. If you were asked to explain the gospel, how would you describe that good news to a student?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. How is a person saved from sin?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. What is your understanding of the authority of the Bible?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. What do you believe about the inerrancy of the Bible?

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\_\_\_\_\_

10. What is your view of abortion?

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11. What is your view of homosexuality?

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12. Please describe how your faith and Christian worldview affect your personal, Professional, and civic life:

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### Experience and Interests

*Please answer the section that pertains to the job for which you are applying:*

**Teacher Questions** (complete this section only if you are applying for a teaching position)

1. Please list the grade level(s) you prefer to teach: \_\_\_\_\_

2. Please list the subject(s) you are prepared to teach: \_\_\_\_\_

3. What inspired you to pursue a career in teaching? \_\_\_\_\_

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4. If you taught only one subject, what would it be and why?

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5. Describe your classroom discipline philosophy:

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6. Describe how you build rapport with the parents of your students:

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7. What is your greatest strength and weakness as a teacher?

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8. What hobbies or interests do you have?

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9. Please list the last three books you have read:

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10. Do you have any experience, skill, talent, or interest within the areas of theatre, music, languages, or athletics?  Yes  No If yes, please describe:

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**Teacher's Aide Questions** (complete this section only if you are applying for a teacher's aide position)

1. Please list the grade level(s) you prefer to assist:

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2. Have you served as a teacher's aide before?  Yes  No If yes, for what grade levels? \_\_\_\_\_

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3. Describe any assistant positions you have held in the past:

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4. Have you ever taught in a classroom, school, or church setting before?  Yes  No If yes, for what grade levels?

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5. What hobbies or interests do you have?

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6. Please list the last three books you have read:

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7. Do you have any experience, skill, talent, or interest within the areas of theatre, music, languages, or athletics?  Yes  No If yes, please describe:

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**Substitute Teacher Questions** (complete this section only if you are applying for a substitute teacher position)

1. Please list the grade level(s) you prefer to teach: \_\_\_\_\_

2. Please list the subjects you prefer to teach: \_\_\_\_\_

\_\_\_\_\_

3. Please select the days you are available:

Monday     Tuesday     Wednesday     Thursday     Friday

4. Please select the times you are generally available:

Full day 7:15am – 3:00pm     Morning     Afternoon     Varies based on day

5. Have you taught in a classroom setting before?  Yes  No If yes, for what grade levels?

6. Please describe any teaching experience:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Athletic Coach Questions** (complete this section only if you are applying for a coaching position)

1. Please list the sport you prefer to coach: \_\_\_\_\_

2. Have you been a head coach before?  Yes  No If yes, for which sport(s)?

\_\_\_\_\_

3. Have you been an assistant coach before?  Yes  No If yes, for which sport(s)?

\_\_\_\_\_

4. What sports have you played and at what level? (High school, college, pro, intramural, etc.)

\_\_\_\_\_

\_\_\_\_\_

**Administrative Staff Questions** (complete this section only if you are applying for an administrative staff position)

1. Describe any office or administrative positions you have held in the past:

\_\_\_\_\_

\_\_\_\_\_

2. Are you seeking  Full-Time employment or  Part-Time employment?

3. What are your greatest strengths pertaining to office work?

\_\_\_\_\_

\_\_\_\_\_



2. What hobbies or interests do you have?

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3. Please list the last three books you have read:

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4. Do you have any experience, skill, talent, or interest within the areas of theatre, music, languages, or athletics?  Yes  No If yes, please describe:

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**Extended Care Staff Questions** (complete this section only if you are applying for an extended care position)

1. Have you ever cared for children as a paid position before? (childcare, preschool, babysitting, etc.)

Yes  No

2. Have you cared for children in a volunteer capacity before? (Sunday school, church nursery, etc.)

Yes  No

2. Describe any childcare positions you have held in the past:

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