

Date: _____

STAFF APPLICATION

I. PERSONAL INFORMATION

A. Data

1. Complete legal name (as shown in your passport):

Name you go by, if different: _____

2. Date of birth: _____ Place of birth: _____

Passport country: _____ No.: _____

3. Sex _____ Age: _____

4. Current mailing address: _____ e-mail address: _____

5. Current phone number: _____ Current fax number: _____

Cell phone number: _____

6. Permanent address (if different): _____ Permanent phone: _____

7. Emergency contact in U.S.A. (Address, e-mail, phone and cell phone number), indicate relation to you:

B. Family status

1. Check one: Single Married Widow Divorced Separated

If divorced or separated, please attach a separate sheet giving more details (how long ago, how God has healed, etc.).

2. If you are currently married, tell about your spouse (current job, interests, plans for life in Bogotá, feelings about possibly living here):

3. Names, ages and current grades of children: (Indicate which ones would accompany you):

4. How would your children feel about this move?

C. Health

1. Please describe your health. Include problems you have had or presently have:

2. Do you have any health issues that high altitude (8,700 ft) might affect?

D. Skills, hobbies, and experiences

1. Do you speak any foreign language? Indicate degree of fluency.

2. Do you have plans to improve your Spanish? Explain.

3. Please list your cross-cultural experiences:

4. Comment on any other skills, hobbies, interests or abilities you have:

II. EDUCATION

1. List high school, college/university, graduate or other special education:
 (Begin with the high school you graduated from.)

NAME OF INSTITUTION	CITY	STATE	MAJOR/AREA OF STUDY	DEGREE	DATE

2. Please list valid teaching credentials and attach a copy of your current certificates.

State/Province	Subject/Level	Expiration Date

3. If you are not certified, please explain.

III. WORK EXPERIENCE

1. List all teaching, vocational or other experience (at least for the last ten years if applicable)

FROM MO/YR	TO MO/YR	SCHOOL DISTRICT OR EMPLOYER	MAILING ADDRESS (COMPLETE ADD./ZIP CODE)	POSITION/GRADE/ AREA

IV. SERVICE INTEREST

1. Which subjects and grade levels would you prefer to teach? Or if your interests are not in actual teaching, explain in what capacity you want to serve.

2. Which subjects and grade levels would you prefer not to teach? What do you not want to be involved in?

3. What length of service do you anticipate? Check one.
 One Year 2-3 years Career/long term service

4. When might you be available to begin service?

V. CHRISTIAN LIFE AND SERVICE

1. What Bible/Christian education training have you had?

2. What church do you belong to?

Pastor's Name: _____
 e-mail address: _____
 Phone Number: _____ (what state?) _____

3. What is your current involvement at your church?

4. Describe any non-church ministries you are currently involved in.

5. Describe any Christian service in which you have been involved.

6. Why do you want to work on the mission field?

7. Is teaching a job, profession, calling, passion, or ministry for you? Explain.

8. Why are you interested in serving in Colombia?

9. What influence do you hope to have on the students at El Camino?

VI. PERSONAL PHILOSOPHY and PERSPECTIVE

*Respond briefly to the following questions. If you need more space, write on an attached sheet.

1. What is your philosophy of education?

9. How do you feel you respond to criticism?

10. Do you feel you are flexible? Explain and/or give examples.

11. How do you handle stress?

12. Why do you want to live in Bogotá?

13. What might be difficult for you to adjust to?

VII. MISSION AFFILIATION

1. Have you ever been affiliated with a mission in the past? Explain.

2. Do you have a present affiliation with a mission? Explain.

3. How do you plan to raise support for your living expenses?

VIII. REFERENCES

Please list below three names of people who know you well. They should include each of the following: a pastor or a spiritual leader, a person in the education field and a Christian friend.

NAME	E-MAIL ADDRESS	STATE	TELEPHONE

IX. I have read the [Philosophy of El Camino Academy](#) and I agree with it.

Teacher signature: _____

X. I have read [El Camino's Doctrinal Statement](#) and I agree with it.

Teacher signature: _____

XI. I have read the [Spiritual and Professional Norms at ECA](#) form and I agree to abide by them.

Teacher signature: _____

XII. I have read the [Security Memo](#) and I am aware and understand the information written in it.

Teacher signature: _____

ATTACHMENTS:

1. Send a one page testimony of when you came to know Jesus Christ as savior and trace your Christian growth.
2. A copy of ACSI Certification (if applicable). If you do not have an ACSI certificate, you will need to work towards one when you are at ECA and complete it within two years.
3. A copy of college diploma (*)
4. A copy of college transcript (*)
5. A copy of your teaching certificate (*)
6. A copy of your vaccination records and be prepared to have a medical admission exam when you get to school.
7. A copy of your current health insurance with international coverage (if applicable). If you do not have a current plan, be prepared to get basic or complete health insurance in Colombia since it is required by law.

(*) ideally one of these documents should be notarized and apostillized.

VISA PAPERWORK:

1. FBI or police clearance letter
2. Notarize and apostillize two official copies of either your college diploma, your college transcript or your teaching certificate (one copy to turn into the consulate for your visa and one copy to bring to ECA for your file).

(Revised, October 2009)