



Teacher Application

Date _____ Date of Birth _____
Name _____ SS# _____
Address _____ City _____
St _____ Zip _____ Email Address _____
Phone _____

Church Affiliation _____ Are you active in your church? _____
Please list any special groups or areas of ministry you are involved in.

Present Employer _____ Work Phone _____
Work Address _____ City _____

Previous Two Employers, Addresses and Phone Numbers

Educational Background (Starting with most recent)
School _____ From _____ To _____

Areas of Certification
Degree _____ Major _____ Date Awarded _____ School _____

Have you ever been convicted of a crime (Excluding Traffic Violations)? Yes No
If yes, please explain:

List Three References (1 personal, 1 spiritual & 1 Musical - please do not include relatives)
Name _____ Phone _____
Name _____ Phone _____
Name _____ Phone _____

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Read the following information carefully before signing!

The facts set forth in my application for employment are true and complete to the best of my knowledge. I understand that if employed, false statements or significant omission of fact on my application or during any phase of the hiring process shall be considered sufficient cause for dismissal.

I hereby authorize Immanuel Baptist Church to inquire about my work and personal history and to verify all data given in my application for employment (except as noted in specific sections), related papers, and my oral interviews. I authorize the release and giving of any information requested by Immanuel Baptist Church and release any person, organization, or company from liability or damage which may result from furnishing the information requested. I further waive the right to personally view any reference given to Immanuel Baptist Church.

Since I may be working around children, I understand that I must submit to a background check by the FBI and possible other federal and state authorities. I authorize the church to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the church is conditioned upon the receipt of background information, including criminal background information. The church may refuse employment or terminate conditional employment if the church deems any background information unfavorable or to reflect adversely on the church or on me as a Christian role model.

I understand that this is only an application for employment and that no employment contract is being offered at this time. I further certify that I have carefully read and do understand the above statements.

Signature of Applicant

Date



Teacher Contract

For the term of _____ through _____

Teacher's Name _____ Date _____

The undersigned parties agree and contract as follows:

1. Immanuel Baptist Church does hereby secure the services of the above named Instructor to serve as an instructor of _____ at the Immanuel School of Worship and Arts (ISWA). The Instructor accepts the terms of this contract, and agrees to carry out the policies and duties set forth by the academy.
2. The Instructor agrees to abide by the rules of ISWA related to teaching policies, Christian behavior and influence, and agrees to conduct himself/herself in accordance with the teachings of the Bible for followers of the Savior. Accordingly, the Instructor has signed and does subscribe to the Statement of Faith of the school as approved by the church. Violation of this provision shall constitute a breach of contract and shall be grounds for termination of services.
3. The Instructor shall not undertake, participate in, or support any action, verbal or otherwise, which is intended to harm, injure, harass, or insult any other person on the grounds of race, color or national or ethnic origin. Violation of this provision shall constitute a breach of contract and shall be grounds for termination of services.
4. The Instructor will be paid directly by the student. The student should pay for the whole month prior to the first lesson of the month. If the student has not paid, the Instructor has the right to refuse lessons until payment is made. Because taxes are not taken out of the payment, Instructors are personally responsible for keeping track of tax information.
5. In the event that the Instructor has to be absent from lessons that he or she is scheduled to teach through ISWA, it shall be left up to the Instructor to inform the students of the change, and to set up a day and time to make up this lesson with the student. If the cancellation is made via text, email, or leaving a voicemail, the instructor needs to make sure they hear back from the students to confirm receipt of the message. In the event that a student notifies the Instructor or the ISWA office as to illness, death in the family, or an unavoidable conflict that shall be deemed reasonable by the Instructor and the ISWA Administrator, every effort will be made to schedule a make up lesson for the student. After-school work conflicts by the student will not be considered a reasonable conflict; therefore, no make-up lessons will be scheduled to cooperate with the student's work conflicts.
6. Immanuel Baptist Church shall have the right to terminate this Contract or declare it breached by the Instructor, and to suspend or dismiss the Instructor for his or her incompetence, insubordination, neglect of duty, failure to maintain his or her weekly schedule as it pertains to ISWA, violation of any ordinance, or failure to carry out any provision of this Contract.

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7. For long term courses, the Instructor shall have the right to terminate this Contract after giving thirty days written notice to the ISWA Administrator, in which case the provisions of Number 6 of this contract shall apply.
8. In addition to the predetermined number of lessons, a final performance will take place at the end of each semester. Attendance at this concert is mandatory.

I, _____, agree to the terms and provisions of this contract, and my signature below seals this contract as binding between Immanuel Baptist Church and myself.

Instructor

Date

ISWA Administrator

Date

Minister of Worship

Date