

Dear Applicant,

Thank you for your interest in KIU Academy. Here you will find a teacher application. Please complete and return/fax the enclosed application to be considered as an applicant.

Our mission is to provide, from a Biblical perspective, a safe, nurturing environment where students can develop physically, mentally, emotionally, and spiritually, and an academically challenging environment where students can potentially become people of academic excellence. We are an accredited school by the Association of Christians Schools International (ACSI).

If you find you have questions, please feel free to contact the school at [employment@kyotoiu.ac.jp](mailto:employment@kyotoiu.ac.jp) or phone us from outside Japan at +81-774-64-0804; from inside Japan at (0774)64-0804. Feel free to fax us your application papers to expedite matters.

In Christ's name,



President

Kyoto International University/ KIU Academy



Principal

KIU Academy

### **SCHOOL CONTACT INFORMATION**

<b>Address:</b> 1-1 Ichinotsubo Kusauchi Kyotanabe City Kyoto 610-0311 JAPAN	<b>Phone:</b> +81-774-64-0804 <b>Fax:</b> +81-774-64-0805
<b>E-mail:</b> <a href="mailto:employment@kyotoiu.ac.jp">employment@kyotoiu.ac.jp</a>	<b>Web:</b> <a href="http://kiua.kyotoiu.ac.jp">http://kiua.kyotoiu.ac.jp</a>

# KIU Academy Instructional Staff Application (K-12)

PLEASE PRINT CLEARLY OR TYPE

Date: \_\_\_\_\_

## PERSONAL INFORMATION:

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(Last) (First) (MI) (Nickname)

Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

Country: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_

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

Desired Position(s): \_\_\_\_\_  Elementary School  Middle School  High School

Willing to work: (Please check all that apply)  Full time  Part time  Substitute

Date available for employment: \_\_\_\_\_

How did you learn about this job opportunity? \_\_\_\_\_

Marital Status:  Married  Single  Widowed  
 Divorced Briefly explain: \_\_\_\_\_

Gender:  Male  Female

Children: Name: \_\_\_\_\_ Age: \_\_\_\_\_  
 Name: \_\_\_\_\_ Age: \_\_\_\_\_  
 Name: \_\_\_\_\_ Age: \_\_\_\_\_  
 Name: \_\_\_\_\_ Age: \_\_\_\_\_

## TEACHER CERTIFICATE:

None  Valid Specify Country/State: \_\_\_\_\_

Expires: \_\_\_\_\_ License #: \_\_\_\_\_

Certification Area(s)

## EDUCATION/TRAINING

Name and location of Schools attended	Course of study and Major/Minor	Diploma, degree, Certificate, or license held	Year Graduated <i>(College only)</i>

Current Level of Education (Example BA +22 semester hours) \_\_\_\_\_

Approx. Cum. GPA: B.A. \_\_\_\_\_ M.A. \_\_\_\_\_ Other \_\_\_\_\_ Major Subject \_\_\_\_\_

OTHER WORK EXPERIENCE: List ALL previous work experience, paid or unpaid.			
School District/ Firm Name	Position/Title	Dates Employed Mo/Yr – Mo/Yr	Reason for leaving

Total years of teaching experience completed at time of application: \_\_\_\_\_

**TEACHING EXPERIENCE:** In the space below, list all previous teaching experience, paid or unpaid, beginning with most recent experience.

School: \_\_\_\_\_ Month/Year to Month/Year

Administrator: \_\_\_\_\_ to \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ May be contacted:

\_\_\_\_\_  Yes  No

Type of Assignment and Duties: \_\_\_\_\_

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

Ending salary: \_\_\_\_\_

School: \_\_\_\_\_ Month/Year to Month/Year

Administrator: \_\_\_\_\_ to \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ May be contacted:

\_\_\_\_\_  Yes  No

Type of Assignment and Duties: \_\_\_\_\_

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

Ending salary: \_\_\_\_\_

If additional room is needed, please copy this page and attach to your application.

**PROFESSIONAL REFERENCES:** List three people, other than relatives, who are familiar with your character, professional qualifications, and experiences. We would like to contact them to make direct inquiries.

Name	Address	Phone	Relationship
1.			
2.			
3.			

**PERSONAL REFERENCES:** List three people, other than relatives, who are familiar with your character, professional qualifications, and experiences. We would like to contact them to make direct inquiries.

Name	Address	Phone	Relationship
1.			
2.			
3.			

**PROFESSIONAL DATA:**

Please list all relevant professional activities, distinctions, or honors received: \_\_\_\_\_

\_\_\_\_\_

Papers/articles published: \_\_\_\_\_

\_\_\_\_\_

Seminars/workshops conducted: \_\_\_\_\_

\_\_\_\_\_

Other related professional activities: \_\_\_\_\_

\_\_\_\_\_

**Summer sessions and Extension Courses:**

Dates	Institution	Address	Courses	Credits

List any extra-curricular activities and/or sports that you feel qualified to advise or coach.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**GENERAL INFORMATION**

Are you related by blood or by marriage to any present employee(s) at KIU/KIU Academy?

Yes       No      If yes, please list below.

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Relationship: \_\_\_\_\_  
:

Please state specifically why you desire employment at KIU/KIU Academy: \_\_\_\_\_

Do you have a current working visa?       Yes       No       Not necessary

Have you previously been employed by KIU/KIU Academy?       Yes       No

If yes, please give positions and dates:

Position(s): \_\_\_\_\_ Dates: \_\_\_\_\_

Has anyone ever filed or threatened to file a civil or criminal action against you alleging physical or sexual abuse or sexual harassment by you?       Yes       No

If yes, give an explanation indicating the date, nature and place of the incident leading to the allegation, and the disposition of the matter.

Have you ever terminated your employment or had your employment terminated, or has your employer ever reprimanded you for reasons relating to allegations of use of pornography, physical or sexual abuse or sexual harassment by you?       Yes       No

If yes, give a short explanation of the allegations. (Please indicate the date, nature and place of the allegations, the disposition of the allegations, and your employer at the time, including your employer's name, address and telephone number.)

Have you ever been convicted of, plead guilty or no contest (*nolo contendere*) to, or received probation, suspension, or deferred adjudication for a felony or offense involving moral turpitude (including, but not limited to, theft, rape, murder, swindling, and indecency with a minor)?       Yes       No

If yes, please state where, when and the nature of the offense.

Are you heterosexual?       Yes       No

Are you currently under a doctor's care for either a diagnosed medical or emotional condition?       Yes       No

If yes, please explain.

Are you currently taking any medication for either a diagnosed physical or emotional condition?       Yes       No

If yes, please explain.

Are you currently under a counselor's care for a spiritual or emotional/mental condition?       Yes       No

If yes, please explain.

**CHRISTIAN COMMITMENT**

Please read the attached Statement of Faith. Do you affirm your commitment to it?

Yes     No, with the following reservations: \_\_\_\_\_

Please respond to the following

1. How do you spend your time daily with the Lord? \_\_\_\_\_

2. Describe your experiences with integrating Biblical truth into academic subjects. \_\_\_\_\_

3. Please describe your regular association with a group of Christian believers (describe all that apply):

Church affiliation	Membership	Current attendance

Bible Study or prayer group: \_\_\_\_\_

Community outreach/ministry: \_\_\_\_\_

Other: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this completed application to the school office. Incomplete applications will not be considered. KIU/KIU Academy, in its hiring and employment practices, does not discriminate on the basis of race, color, gender, age, handicap, or national and ethnic origin.**

**APPLICANT'S DECLARATION, AUTHORIZATION, AND RELEASE**

**My answers on this application and any resume I provide are complete and true. I understand that the submission of any false or incomplete information in connection with my application, whether on this or other documents or in interviews, will be cause for the rejection of my application or the termination of my employment at any time. I also authorize Kyoto International University/KIU Academy and its agents to verify any information related to my application or resume. I also authorize individuals, schools, employers and law enforcement or government officials to freely release any information concerning my background, and hereby release any and all of them from any liability for doing so.**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## *Statement of Faith*

- I believe The Scriptures, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of men, and the Divine and final authority for all Christian faith and life.
- I believe in one God, Creator of all things, infinitely perfect and eternally existing in three persons, Father, Son and Holy Spirit.
- I believe that Jesus Christ is true God and true man, having been conceived of the Holy Ghost and born of the Virgin Mary. He died on the cross a sacrifice for our sins according to the Scriptures. Further, He rose bodily from the dead, ascended into heaven, where at the right hand of the Majesty on High, He now is our High Priest and Advocate.
- I believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and during this age to convict men, regenerate the believing sinner, indwell, guide, instruct and empower the believer for godly living and service.
- I believe that man was created in the image of God but fell into sin and is therefore lost and only through regeneration by the Holy Spirit can salvation and spiritual life be obtained.
- I believe that the shed blood of Jesus Christ and his resurrection provide the only ground for justification and salvation for all who believe, and only such as receive Jesus Christ are born of the Holy Spirit, and thus become children of God.
- I believe that baptism and the Lord's Supper are ordinances to be observed by those who are born again by faith in Christ. These are not to be regarded as means of salvation.
- I believe that the true Church is composed of all such persons who through saving faith in Jesus Christ have been regenerated by the Holy Spirit and are united together in the body of Christ of which He is the head.
- I believe that only those who are thus members of the true Church shall be eligible for membership in the local church.
- I believe that Jesus Christ is the Lord and Head of the Church, and that every local church has the right under Christ to decide and govern its own affairs.
- I believe in the personal coming of our Lord Jesus Christ and that this "blessed Hope" has a vital bearing on the personal life and service of the believer.
- I believe in the bodily resurrection of the dead — of the believer to everlasting blessedness and joy with the Lord, of the unbeliever to judgment and everlasting conscious punishment.
- I believe that I shall have no other God than Jesus Christ. I will worship Jesus Christ as my Lord and Savior. Therefore I renounce all ties with idol worship and the occult. In my home and when attending funerals for anyone I will restrain from practices that are forbidden according to the Bible.
- More specifically I believe that idolatry is the worship of an idol, which is anything that replaces the one, true living God.
- I will not bow, worship, pray to, or offer incense to any object of worship such as:
  - Anything that is believed to be a god.
  - Any dead ancestors, which would be 相先崇拜
  - Any idols, which would be idol worship, 偶像
  - A Buddhist altar, a Buddhist shrine, a family altar 仏壇
  - A shelf of gods, household altar, a home shrine, 神棚
  - A Buddha statue, An image of Buddha 仏像
- I uphold the holiness of marriage between a man and a woman. Therefore I believe in sexual purity before marriage and that a Christian single person will seek marriage with another believer in Christ.
- I will not commit adultery nor have homosexual relations. I will uphold the commitment to set an example for my community by living out these standards.

**I have read the above statement and I am in complete agreement with it.**

I understand that failure to uphold these standards will be cause for my resignation or termination of employment/involvement at KIU. I will do my best to live as a person who lives by Biblical principles in all areas of public and private life.

Name \_\_\_\_\_

Date \_\_\_\_\_

## **Call to teach**

At KIU/KIU Academy, we consider teaching to be a ministry; an opportunity for teachers to minister to students, their parents, visitors, staff, and each other. Please explain how you believed you have been called to be a teacher.



## **Testimony of Salvation**

Please tell us something about when you were saved. Please include a little of what your life was like before believing in Christ for your salvation, how you started to see Christ, and how your life changed after receiving Him. Please include discussions on the lordship of Jesus Christ and repentance. Feel free to attach additional pages if necessary.

## **Views on the Holy Spirit**

Please tell us your views about the Holy Spirit, His role, and His work in a believer's life. Include your views to the following questions:

- What is the major role of the Holy Spirit in your life?
- Is there an additional experience after salvation where one receives the Holy Spirit?
- What is your stance on the charismatic movement?
- Is it necessary to speak in tongues to be in full fellowship with the Holy Spirit?

**Kyoto International University Academy**  
**PASTOR RECOMMENDATION FORM — APPLICANT**

Pastor's Name: \_\_\_\_\_

Pastor's Contact Number: \_\_\_\_\_

Pastor's email Address: \_\_\_\_\_

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

Church's Address: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

The applicant named above is interested in a teaching position at Kyoto International University/KIU Academy. Since a commitment to Jesus Christ and church involvement are extremely important factors for us to consider in hiring teachers, we would appreciate you taking the time to answer the following questions. You are also encouraged to provide information that would be helpful to us in making a decision.

How long have you known the applicant?       1-12 months       2-5 years       5 years or more

Comments:

How often does the applicant attend services?       Weekly       Monthly       Occasionally

Comments:

Have you had personal contact with this individual through church committee work or home visits? If so, how much? Please give specific examples.

Is the applicant involved in any church activities other than worship services? If so, describe these activities.

Please share with us your perception of the applicant's commitment to Christ.

Please make any other comments that you feel would be valuable in helping us become better acquainted with the applicant.

Would you recommend the applicant to teach young people?

Pastor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for your assistance.

**Please return this form by mail to:**

**If you have any questions, please contact us.**

KIU Academy  
1-1 Ichinotsubo Kusauchi  
Kyotanabe, Kyoto 610-0311 JAPAN

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