



# Nicaragua Christian Academy

“ACADEMIC EXCELLENCE WITH A CHRISTIAN FOUNDATION”



## Faculty Application: Additional Documents

*After you have completed the online application, please begin working on the following documents, which must be submitted during the consideration period or, in some cases, at the time we are ready to offer a position.*

- a. Personal relationship with Jesus Christ: In a separate document, write a personal testimony. Include conversion experience, reasons for accepting Christ, and present relationship with Christ.
- b. Autobiographical sketch: In a separate document, write a brief history including your family background, important life experiences, important people and books that have influenced your personal Christian walk, special God-given talents for ministry, and life goals.
- c. Recommendations: Two professional recommendations and a pastoral recommendation are required. The forms are available on the Employment page of our website. Give the pastoral form to the pastor who knows you the best and the professional forms to your college supervisors, present or former principals, or your supervisory educational personnel. The recommendation forms should be e-mailed separately.
- d. Diploma: Attach or send separately a copy of your college diploma(s).
- e. Transcript: Attach or send separately an official transcript of college credits.
- f. Video demo (optional): If you have a video of yourself teaching or in a similar environment, we would love to see it. Videos should be between 5 and 15 minutes long. Possible formats might include direct instruction in the traditional classroom, leading a small group activity/lesson, teaching Sunday school or youth group, a flipped classroom or distance learning video, coaching, or anything else that shows you in a teaching role.
- g. If you are an American/International applicant:
  - Copy of front page of passport
  - We will conduct a background check
- g. If you are a Nicaraguan citizen:
  - Cédula de Identidad
  - Récord de Policía
  - Constancia Judicial
  - Carnet del Seguro Social o colilla del seguro

**Application and attachments:** Send all documents by email to: [dvanzoest@nca.edu.ni](mailto:dvanzoest@nca.edu.ni)

**Recommendations:** Must be sent by references directly to: [dvanzoest@nca.edu.ni](mailto:dvanzoest@nca.edu.ni)

**Transcripts:** Send official transcripts by email or mail to:  
Nicaragua Christian Academy  
NICABOX 1195  
P.O. Box 527444  
Miami, FL 33152-7444