

For a printer-friendly version of this form you may print on standard letterhead, see chapter 12 in the electronic file.

### Initial Teacher Application

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Your interest in \_\_\_\_\_ Christian School is appreciated. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which you may qualify, we will notify and ask you to send your placement file to our office. We will also contact your references. If we have continued interest in your candidacy, we will send you some follow up questions and arrange for a personal interview.

We realize that the key to a successful Christian school is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models. Luke 6:40.

We look forward to receiving your initial application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

#### A. Applicant's Name and Address

Full name: \_\_\_\_\_

Application date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date available: \_\_\_\_/\_\_\_\_/\_\_\_\_

Present address: \_\_\_\_\_

\_\_\_\_\_

Phone: Days (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Evenings (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Best time to call you? \_\_\_\_\_ Length of time at this address? \_\_\_\_\_

Permanent address and phone number if different than present address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list any additional addresses where you have resided at any time during the past five years:

\_\_\_\_\_

\_\_\_\_\_

#### B. Position Desired

Please indicate 1, 2, 3 choice in the parenthesis. Then to the right please indicate the grades or subjects in order of preference:

( ) Preschool ( ) Kindergarten ( ) Elementary \_\_\_\_\_

( ) Junior High \_\_\_\_\_ ( ) High School \_\_\_\_\_

Full time

Part time

Substitute

How did you learn about the position for which you are applying? \_\_\_\_\_

\_\_\_\_\_

Can you submit verification of your legal right to work in the US?  Yes  No

Please list activities or sports that you would be capable and willing to direct, sponsor, or coach. (Indicate grade or ability levels.) \_\_\_\_\_

What would you like to be doing five years from now? \_\_\_\_\_

### C. Christian Background

*\* In your own handwriting, on separate paper, briefly give your Christian testimony.*

Please carefully read our Statement of Faith and indicate your degree of support.

\_\_\_\_ I fully support the Statement as written without mental reservations.

\_\_\_\_ I support the Statement except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth, and conduct?  Yes  No

Denominational preference? \_\_\_\_\_

What is your local church affiliation? \_\_\_\_\_

Are you presently a member in good standing? \_\_\_\_\_ Years? \_\_\_\_\_

In what church activities are you involved and with what degree of regularity?  
\_\_\_\_\_  
\_\_\_\_\_

What other Christian service have you done since becoming a Christian?  
\_\_\_\_\_  
\_\_\_\_\_

Are you capable of teaching a Bible class?  Yes  No

If yes, what would be your subject preferences? \_\_\_\_\_

To what extent do you believe you should become involved in Sunday and other weekday ministries of the sponsoring church or the church of which you are a member?  
\_\_\_\_\_  
\_\_\_\_\_

*The Application Process - Initial Application*

Describe your routine of personal Bible study and prayer.

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What books have you read recently that have helped you spiritually?

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**D. Professional Qualifications**

*\* Please attach photocopies of all your postsecondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.*

What degree or degrees do you hold? \_\_\_\_\_

Degree	Date Received	Issuing Institution
_____	_____	_____
_____	_____	_____

Your Major(s) \_\_\_\_\_

Your Minor(s) \_\_\_\_\_

Cumulative grade point average: Bachelor's \_\_\_\_\_ Graduate work \_\_\_\_\_

Total (circle one) semester or quarter units *after* date of bachelor's degree \_\_\_\_\_

Sequentially list your teaching experience with most recent first.

School's Name	Grades or Subjects	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

To what degree are you familiar with various Christian or secular textbook series (i.e., ACSI, ABeka, Bob Jones, Saxon math, Open Court Reading)?

Textbook series preferences? \_\_\_\_\_

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*The Application Process - Initial Application*

List any other educational advantages that you have had including opportunities for travel.

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List any books or articles that you have read recently that have helped you to grow professionally.

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Do you have an ACSI Teaching Certificate?

Yes

No

What level? \_\_\_\_\_

Remains valid for \_\_\_\_\_ years.

Do you have a state teaching certificate?

Yes

No

What kind? \_\_\_\_\_

State? \_\_\_\_\_

Remains valid for \_\_\_\_\_ years.

Endorsement(s)

List semester hours in endorsement area(s)

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If you do not hold a certificate, what requirements do you lack? \_\_\_\_\_

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*\*Please attach photocopies of any certificates held.*

Have you had any courses in the Christian Philosophy of Education?

If so, where and when? \_\_\_\_\_

Yes

No

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If not, would you be willing to take such a course by correspondence or otherwise?  Yes

No

*\* Attach a typed copy of your personal Christian philosophy of education and how you would implement it in the classroom.*

Have you had other courses giving specific training for Christian day schools? Give details.

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List any conferences or seminars that you have led or participated in recently.

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Describe how teacher evaluation has been helpful to you.

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**E. PERSONAL PHILOSOPHY**

*\* On separate paper please label and succinctly answer in one or two paragraphs each of the questions below.*

- A. Why do you wish to teach in a Christian school?
- B. What are the main characteristics that distinguish a Christian school from a public school?
- C. What do you consider to be the proper classroom atmosphere for learning?
- D. What is your philosophy of discipline? Your attitude toward physical punishment?
- E. What areas do you feel are your strengths? Weaknesses?
- F. What do you believe about the origin of the earth and humankind?
- G. Please summarize any additional information that you would like to present regarding your candidacy for this position.

**F. EMPLOYMENT HISTORY**

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may follow the same format on the reverse.

1. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

2. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

3. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

*The Application Process - Initial Application*

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

4. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

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

5. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

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

Have you ever worked under a different name for any of the employers you have listed?

If so, what was the name or names? \_\_\_\_\_  
\_\_\_\_\_

Yes

No

Have you served in the military?

If yes, what type of training or education did you receive? \_\_\_\_\_  
\_\_\_\_\_

Yes

No

Are you holding or have you already signed a contract for next year with any other educational institution?

Yes

No

**G. PERSONAL REFERENCES**

Do not list family members or relatives for references. You will also need to sign the *Reference Release Form* that is attached and return it with this application.

Give three references who are qualified to speak of your spiritual experience and Christian service.

*List your current pastor first.*

*The Application Process - Initial Application*

Name/Complete Address	Phone	Position
1. _____		
_____		
2. _____		
_____		
3. _____		
_____		

Give three references who are qualified to speak of your professional training and experience.  
*List your current or most recent principal or supervisor first.*

Name/Complete Address	Phone	Position	School
1. _____			
_____			
2. _____			
_____			
3. _____			
_____			

**H. APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that \_\_\_\_\_ *Christian School* does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability.

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize \_\_\_\_\_ *Christian School* to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the school.

*The Application Process - Initial Application*

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school 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 certify that I have carefully read and do understand the above statements.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_



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**Authorization to Release Reference Information**

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I have made application for a position as a \_\_\_\_\_ with \_\_\_\_\_ Christian School. I have authorized the school to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals that know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and all other matters related to my suitability for employment.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure.

In addition, I hereby release the \_\_\_\_\_ Christian School, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

I waive the right to ever personally view any references given to \_\_\_\_\_ *Christian School*.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

I certify that I have carefully read and do understand the above statements.

Applicant's Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Applicant's Social Security Number \_\_\_\_\_