



WEST END CHRISTIAN SCHOOL

1600 Atlantic Street, Hopewell, Virginia 23860

804-458-6142 Fax: 804-458-7183

Employment Application

Your interest in **West End 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 it appears you may qualify, we will request that you have your placement file forwarded to our office. We may 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 grateful for those 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 _____

Email: _____

Phone: Days _____ Evenings _____ (cell) _____

Best time to call you? _____ Soc. Sec. No. _____

How long have you lived at the above address? _____

Permanent Address and Phone number if different than present address:

*** On the reverse side 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 grade or subject in order of preference

() Administration _____

(1) Elementary (K-6) _____

() MS/HS (7-12) _____

Full time _____ Part time _____ Substitute _____

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

Special
Abilities

Please list activities or sports which you would be capable of and be willing to direct, sponsor, advise, or coach. (Indicate grade or ability levels).

Future
Plans

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.**

Bible

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 _____ Signature: _____

STATEMENT OF FAITH

1. The Bible is the only inspired, inerrant, infallible, and authoritative Word of God.
2. There is one God, Creator of Heaven and Earth, who is eternally existent in the Trinity: God the Father, God the Son, and God the Holy Spirit.
3. We believe in the deity of the Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, His present intercession in heaven, and His visible return in power and glory.
4. God the Holy Spirit is a Person, Who, through the Word, convicts men of sin, transforms their lives by the new birth, and indwells and empowers believers as witnesses to the glory of God.
5. We believe that there will be a resurrection to eternal life of those whom the Holy Spirit leads to repentance and faith in Jesus Christ, as well as a resurrection to eternal damnation of those who reject Him.

_____I fully support the Statement as written without mental reservations.

Signature: _____

_____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.

Signature: _____

Church
Service

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 regularity?

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

What is your attitude toward working with those of other races and those of other denominational beliefs?

Are you capable of teaching a Bible class? _____ If yes, what would be your grade level preferences?

To what extent should a Christian school teacher become involved in Sunday and other weekday ministries of the sponsoring church or the church of which you are a member?

Devotional
Life

Describe your routine of personal Bible study and prayer.

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

D. PROFESSIONAL QUALIFICATIONS

*** Please attach photocopies of all your college transcripts. Should you be offered a position, official copies of your college transcripts will be required to be submitted for inclusion in your personnel file.**

Formal
Training

What degree or degrees do you hold?

Degree

Date Received

Issuing Institution

Your Major(s)

Your Minor(s)

Cumulative grade point average BA _____ Graduate work _____

Teaching

Sequentially list your teaching experience with most recent experience first.

School's Name

Grades or Subjects

Dates

To what degree are you familiar with various Christian or secular curriculums (i.e., ACE, A Beka, Bob Jones, Saxon Math, Open Court Reading, etc.?)

Curriculum Preferences? _____

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

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

Teaching
Credentials

Do you have an ACSI Teaching Certificate? _____

What level? _____ Remains valid for _____ Yrs.

Do you have a state teaching certificate? _____ State? _____

What kind? _____ Remains valid for _____ Yrs.

Endorsement(s) List semester hours in endorsement area(s)

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

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

Have you had any courses in the Christian Philosophy of Education? If so, where and when?

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

*** Attach a typed copy of your personal Christian Philosophy of Education.**

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

List any conferences or seminars which you have led or participated in the past.

Describe how teacher evaluation has been helpful to you.

E. PERSONAL PHILOSOPHY

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

Short
Essays

- A. Why do you wish to teach in a Christian school?
- B. What do you consider to be the proper classroom atmosphere for learning?
- C. What is your philosophy of discipline? Your attitude toward physical punishment?
- D. What areas do you feel are your strengths? Weaknesses?
- E. What do you believe about the origin of the earth and mankind?

F. EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may make copies of this page or following the same format, use the reverse side.

Work Experience 1. Employer _____
Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

2. Employer _____
Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

3. Employer _____
Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

4. Employer _____
Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

5. Employer _____
Position _____ Dates of Employment _____
Address _____

Supervisor's Name and 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? _____

Have you already signed a contract for next year with any _____ 8 _____ another institution? Yes
_____ No _____

G. PERSONAL REFERENCES

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

Reference Give three references that are qualified to speak of your spiritual experience and Christian service. List your current pastor first.

Name	Complete Address	Phone	Position
1.	_____	_____	_____

2.	_____	_____	_____

3.	_____	_____	_____

Give three references that 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 **West End Christian School** does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of 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 that I will be paid and receive benefits only through the day of release.

I authorize **West End Christian School** to thoroughly investigate references, work records, evaluations, education, and 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 **West End 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 **West End Christian School**.

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 is necessary for such an investigation. I authorize **West End Christian School** to conduct a criminal records check.

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

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position with **West End Christian School**. I have authorized the school to thoroughly investigate references, work records, evaluations, education, and 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 **West End 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 **West End Christian School**.

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