

CALVARY CHRISTIAN SCHOOL, INC.

1611 North Washington • Forrest City, AR 72335 • (870) 633-5333



TEACHER APPLICATION – PART 1

Your interest in Calvary 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: _____ Social Security Number: ____-____-_____

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 place 1, 2, and 3 as your choice of preference in the parenthesis. Then to the right please indicate the grades or subjects in order of preference with the space provided.

() Kindergarten

() Elementary _____

() Junior High _____

() High School _____

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 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 a 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

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

_____ I fully support the Statement of Faith as written without mental reservations.

Signature: _____

_____ I support the Statement except for area(s) listed and explained on a separate piece of paper. The exception represent disagreements or item for which I have not yet formed and 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?

Are you capable of teaching a Bible class? _____ 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?

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 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.**

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 _____

Total credits after date of Bachelor's degree _____

Teaching Experience

Sequentially list our 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., Abeka, Bob Jones, Saxon Math, Open Court Reading, etc.?)

What are your textbook series 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 any teaching certificates? _____

What level? _____ Remains valid for _____ years.

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

What kind? _____ Remains valid for _____ years.

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.**

Christian School Preparation

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 and how you would implement it in the classroom.**

Have you had other courses giving specific training for Christian schools? _____

If yes, give details:

List any conferences or seminars which you have led or participated in recently:

Describe how teacher evaluation has been helpful to you:

E. PERSONAL PHILOSOPHY

***On a separate piece of 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 mankind?
- 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 for the past ten years. If necessary, you may make copies of this page or following the same format, use the reverse side.

Work Background

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:

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 other educational institutions?

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 who are qualified to speak of your spiritual experience and Christian service. **List your current pastor first.**

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 Calvary 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 Calvary Christian School to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals which 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 job.

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.

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 to 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

I have applied for a position as a _____ with Calvary 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 which 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 Calvary 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 Calvary 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

Jesus Christ...the Key to Wisdom and Knowledge. Colossians 2:3

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Statement of Faith

The authority for the constitution of Calvary Christian School Inc. is the Holy Scripture and Its teaching as understood in the literal, grammatical and cultural sense and shall be binding on the school as long as it exists. Every statement, regulation and provision of the constitution and by-laws must be in harmony with and applied in harmony with the relevant teaching of the Scriptures. No statement, policy, or action shall be taken that infringes upon or contradicts the teaching of the Scriptures as interpreted by the following doctrinal statements:

1. We believe the Scripture of the Old and New Testaments to be the inspired, the only infallible, inerrant, authoritative Word of God.
2. We believe there is one God, eternally existent in three persons—the Father, the son, and the Holy Spirit.
3. We believe in the literal interpretation of the Genesis account of creation and the origin of man.
4. We believe in the deity of Christ, in His virgin birth, in his sinless life, in his miracles, in His vicarious and atoning death, in His bodily resurrection, in his ascension to the right hand of the Father, in His lordship over all of life, and in His personal return in power and glory.
5. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the sinfulness of man, and that men are justified on the single ground of faith in the shed blood of Christ.
6. We believe in the resurrection of both the saved and the lost; that they are saved unto the resurrection of life, and that they are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of all believers in Christ.

Purpose of Calvary Christian School

The primary purpose of Calvary Christian School Inc. is to establish, conduct and maintain a non-profit, non-denominational Christian school for teaching quality education, from a Christ-centered view, meeting the needs of the total child in order that the pupils, in conformity to Article II, may be prepared to take their places in the home, church, state, vocation/profession in a manner that the students may grow in the grace and knowledge of God through our Lord and Savior Jesus Christ.

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Application for employment has been made by _____
with permission granted to ask you to serve as a reference. Your kindness in giving us your
evaluation will be deeply appreciated. Be assured this information will be held in strict
confidence.

How long have you know the applicant? _____

Have you worked with the applicant on any projects? _____

What kind of project(s)? _____

How long? _____

Please rate the applicant to the best of your knowledge as follows:

1) Outstanding 2) Better than average 3) Average/acceptable 4) Some weakness 5) Unknown

Characteristics	1	2	3	4	5	Comments
General Health/Endurance						
General Appearance/Poise						
Emotional Stability						
Initiative						
Dependability						
Ability to perform job assigned						
Punctuality						
Respect for Authority						
Efficiency at work						
Reactions of others to applicant						
Attitude toward children						
Attitude in finances						
Reaction to constructive criticism						

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From your knowledge of the applicant, in what ways do you feel he/she has demonstrated an ability to communicate effectively and command the respect of students, parents, and fellow staff members?

In what ways has the applicant demonstrated a “servant spirit”?

What positive traits have you observed in the applicant’s family life that you feel would enhance his/her involvement in a Christian school?

Additional comments:

Date: _____

Signature: _____

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From your knowledge of the applicant, in what ways do you feel he/she has demonstrated an ability to communicate effectively and command the respect of students, parents, and fellow staff members?

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Applicant Name

Daytime Phone Number

TEACHER APPLICATION – PART 2

Personal Follow-up Questions

You are now ready for phase two of our application process. Please arrange for your college placement file to be forwarded to our school. Please also fill out this form and send it to our office. After having an opportunity to review your answers, our administrator will contact you further. Thank you.

A. PERSONAL INFORMATION

Marital

Being a Christian role model in all aspects of life is a major requirement for this position. The Bible is our standard for marriage and sexual conduct. It is a bona fide occupational requirement for staff to live by those standards. Please indicate your current marital status.

Single _____ Engaged _____ Married _____ Separated _____

Divorced _____ Re-married _____ Widow(er) _____

Please attach explanation if divorced or remarried.

Spouse's name _____ Years married _____

Spouse's occupation _____

Our school board has adopted the policy that all children of the faculty must attend this school if it has the appropriate grades and programs. Please provide the following information:

Number of children _____ Ages _____ Fall grade levels _____

Finances

What was your most recent annual salary? _____

Is your lifestyle appropriate for the salary indicated by your salary step on our Salary Scale? Is your debt load increasing?

Personal

(If you answer "Yes" to any of the questions in this section, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition or other appropriate explanation.)

Are you presently under a procedure to consider your discharge for any misconduct by your present employer or have you been offered a resignation by your previous employer?

Yes _____ No _____

Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?

Yes _____ No _____

Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of sexual harassment or contact with another person, of mishandling of funds, or of other criminal conduct?

Yes _____ No _____

Have you ever been charged in **civil** or **criminal** proceedings with improprieties regarding children?

Yes _____ No _____

Have you ever been convicted of any offense involving dishonesty, breach of trust, stealing, any type of moral impropriety, or any type of felony?

Yes _____ No _____

Have you ever entered a court plea of guilty, a court plea of "no contest" (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense?

Yes _____ No _____

Personal Interests

Please indicate memberships, offices, and honors obtained in:

High school - _____

College - _____

Currently - _____

List your hobbies and personal interests:

What periodicals do you read regularly? _____

Ability to Perform Essential Job Functions

You have read the job description and essential functions for this position. Is there any reason why you might be unable to perform the duties and responsibilities of the position for which you are applying? Yes _____ No _____. If yes, please explain:

If you answered "yes" to above question, is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position?

If you are offered a position, will you be able to verify that you are legally permitted to be employed in the United States? _____

B. CURRENT ISSUES

We live in a pluralistic society with many conflicting beliefs and values. As a teacher, you may be asked specific questions about controversial issues by your students. Your answers will come from your personal convictions. We need to know the views of those that would be **Christian role models** for our children. Please share your personal convictions as a Christian toward:

Wine, beer, and other alcoholic beverages:

Smoking and chewing tobacco:

Marijuana and other non-prescription drugs:

Entertainment (music/dancing):

Pre-marital sex:

Divorce and remarriage:

Abortion:

Homosexuality:

Personal debt:

Gossip:

Lying:

Cheating:

Membership in secret societies (Masonic Lodge, Eastern Star, etc.):

Do you have personal testimony regarding any of the above items that you would like to share? Please submit with this application.

C. ADDITIONAL ESSAY QUESTIONS

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

A. You have read our Statement of Faith. Do you strongly hold any doctrines that are not on that statement? [e.g., instrumental music should not be a part of a worship service, you should not eat pork, etc.] If yes, please list and describe.

B. Frequently Christian schools enroll children from more than one evangelical denomination. How would you handle a child's question if you knew that it was theologically controversial because of the family's church having a different viewpoint than the school's statement of faith?

C. How well do you feel that you get along with your peers?

D. Have you ever led a child or youth to Christ?

E. If married, please have your spouse state his/her feelings about your teaching in a Christian school.

Do you understand that this is an application for employment and that not employment contract is being offered at this time? _____

Signature: _____ Date: _____

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Declaration of Moral Integrity

As an applicant for employment or for a volunteer position with unsupervised access to children at Calvary Christian School, and its ministries, I (print name) _____ recognize, understand, and agree to live by the moral standards of the school.

I further declare that with regard to my personal moral character and conducts as of this date, I am not, nor have I been in the past engaged in inappropriate conduct, nor do I have inclinations toward such conduct.

Inappropriate conduct includes, but is not limited to, such behaviors as the following: adult heterosexual activity outside of marriage commitment; homosexual or lesbian inclinations or actions; or sexual abuse or improprieties toward minors as defined by Scripture and state law.

I do declare that the above statement is factual and true. By affixing my signature I declare that I meet the moral integrity standards and Christian role model lifestyle requirements of Calvary Christian School.

Applicant's Signature

Date

Administrator's Signature *after* discussion with applicant

Date

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CCS TEACHER/FACULTY COMMITMENT

Serving in a Christian school can be one of the most rewarding experiences for any Christian who wants to serve in full-time Christian ministry. Those desiring to serve in a Christian school must understand that it is much more than a job; it is a “calling.” We believe that God has a purpose in calling you here to work and we look forward to His plans. But because we do operate under professional guidelines, our Teacher/Faculty Handbook should serve as your personal handbook in working at CCS. Of course, it would be impossible to put “everything” in writing. Therefore, teachers are asked to cheerfully perform all duties assigned by the administration and school board. The administration and school board are committed to distribute fairly (as evenly as possible) all duties/responsibilities to the faculty God calls to serve in the ministry of CCS. The rules set forth in the handbook will help serve as a guideline for you and the administration to work together in making CCS the best it can be. Thank you again for your commitment to CCS!

Please turn this signed form in along with your signed contract to indicate that you have read the Teacher/Faculty Handbook and agree to abide by all guidelines set forth by the school board and administration (as written and/or stated) for the current school year.

Signature

Date

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