

East Hill Christian School

1301 E. Gadsden Street
Pensacola, Florida 32501
(850) 435-7741
www.ehcs.org

INITIAL TEACHER APPLICATION

Your interest in **East Hill Christian School** is appreciated. We invite your 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: _____

Phone: Days (____) _____ Evenings (____) _____

Best time to call you? _____ Social Security No. _____

How long have you lived at the above address? _____

Permanent address and phone number, if different than present address: _____

B. POSITION DESIRED

Please indicate 1st, 2nd, and 3rd choice in the parenthesis. Then to the right, please indicate the grade or subject in order of preference.

- () Kindergarten
- () Elementary
- () Middle School
- () 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 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:

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

_____ 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 item 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 what degree of regularity? _____

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

To what extent should a Christian school teacher become involved in Sunday and other weekday ministries of 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: _____

Total units **after** date of Bachelor's degree _____ (1 _____ unit x _____ = _____ unit.)

Teaching Experience:

Subsequently list your teaching experience with most recent first:

<u>School's Name</u>	<u>Grades or Subjects</u>	<u>Dates</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

To what degree are you familiar with various Christian or secular curriculums (i.e., ACE, Abeka, 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 _____ 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 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.**

Have you had other courses giving specific training for Christian day schools? _____ Please 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 following questions:

- 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 and 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 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 background:

1. Employer _____ Position _____

Dates of Employment: _____ Supervisor's Name & Phone _____

Reason for leaving: _____

2. Employer _____ Position _____

Dates of Employment: _____ Supervisor's Name & Phone _____

Reason for leaving: _____

3. Employer _____ Position _____

Dates of Employment: _____ Supervisor's Name & Phone _____

Reason for leaving: _____

4. Employer _____ Position _____

Dates of Employment: _____ Supervisor's Name & Phone _____

Reason for leaving: _____

5. Employer _____ Position _____

Dates of Employment: _____ Supervisor's Name & Phone _____

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 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.

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.

<u>Name</u>	<u>Complete Address</u>	<u>Phone</u>	<u>Position</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

H. APPLICANT’S CERTIFICATION AND AGREEMENT

I understand that **East Hill 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 **East Hill 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 **East Hill 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 **East Hill 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 are necessary for such an investigation. I authorize **East Hill 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 as a _____ with **East Hill 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 **East Hill 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 every personally view any references given to **East Hill Christian School**.

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

Applicant's Name

Applicant's Signature

Applicant's Social Security Number

Date