



INSTRUCTIONAL STAFF APPLICATION

Your interest in **Mount Calvary Christian School** is appreciated. We invite you to fill out this application and return it to our school office. If we have a specific interest in your candidacy, we will notify you about the details of our continued process and the possibility of 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: _____

Length of time at this address? _____

Preferred Phone (_____) _____ Additional number (_____) _____

Best time to call you? _____ Skype or video address: _____

At what e-mail address may we contact you? _____

Permanent physical address if different than present address:

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

B. PERSONAL

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.

Single _____ Engaged _____ Married _____
Separated _____ Divorced _____ Re-married _____
Widow(er) _____

Please attach explanation if divorced or re-married.

Spouse's name _____ Years married _____
Spouse's occupation _____

[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. A conviction record will not automatically be a bar to employment. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job relatedness, and subsequent rehabilitation will be considered.]

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer?
Yes ___ No ___

Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave a job or volunteer position on the grounds of any unlawful sexual behavior, or violation of an employer's sexual misconduct or harassment policy?
Yes ___ No ___

Have you ever been charged in **civil** or **criminal** proceedings with improprieties regarding children?
Yes ___ No ___

Have you ever entered a plea of guilty, a plea of "no contest" (nolo contend ere), 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 ___

Have you ever been suspended, discharged, or resigned in lieu of discharge from any position?
Yes ___ No ___

Our school welcomes employees, volunteers, and students of different nationalities, races, and denominations. How have you demonstrated an ability to work with others that may be different from you or have beliefs different from yours? Please describe any difficulties that you may have encountered.

C. 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) -

premarital sex -

divorce and remarriage -

abortion -

homosexuality -

sexual activity outside Christian marriage -

personal debt -

gossip -

lying / cheating -

D1. POSITION DESIRED (INSTRUCTIONAL STAFF ONLY)

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 for which 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?

D2. POSITION DESIRED (SUBSTITUTE TEACHER ONLY)

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

() Kindergarten

() Elementary _____

() Junior High _____

() High School _____

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 ___

E. 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? _____

Does your church have membership Yes ___ No ___

Are you presently a member in good standing? _____ Years? _____

Have you been baptized? Yes ___ No ___ Believer's Immersion ___ Infant Baptism ___

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

What other Christian service have you done?

Are you capable of teaching a Bible class? ___ If yes, what would be your subject preferences?

Describe your routine of personal Bible study and prayer.

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

F. 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 graduate credits **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 textbook series (i.e., ACSI, ABeka, Bob Jones, Saxon math, Go Math, Journeys, Houghton Mifflin, Prentice Hall)?

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.

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) or Add-Ons (Please be specific about what you currently have and what you are in the process of obtaining.)

If you do not hold a teaching certificate or a specialization for the job for which you are applying, 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 Internet 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 day schools? Give details.

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

G. PERSONAL PHILOSOPHY

*** On separate paper please label and succinctly answer in one paragraph 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? What would you do and not do?
- E. What areas do you feel are your pedagogical strengths? Weaknesses?
- F. What do you believe about the origin and age of the earth and a literal Adam and Eve?
- G. Please summarize any additional information that you would like to present regarding your candidacy for this position.

H. EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards. If necessary, you may follow the same format on the reverse side of this page.

1. Position _____ Dates of Employment _____
Address _____

Supervisor's Name _____ Phone Number _____
Email _____

Check this box if you are still employed: Check if we can contact this employer:
Reason for leaving _____

2. Position _____ Dates of Employment _____
Address _____

Supervisor's Name _____ Phone Number _____
Email _____

Check this box if you are still employed: Check if we can contact this employer:
Reason for leaving _____

3. Position _____ Dates of Employment _____
Address _____

Supervisor's Name _____ Phone Number _____
Email _____

Check this box if you are still employed: Check if we can contact this employer:
Reason for leaving _____

4. Position _____ Dates of Employment _____
Address _____

Supervisor's Name _____ Phone Number _____
Email _____

Check this box if you are still employed: Check if we can contact this employer:
Reason for leaving _____

5. Position _____ Dates of Employment _____
Address _____

Supervisor's Name _____ Phone Number _____
Email _____

Check this box if you are still employed: Check if we can contact this employer:
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?

H. EMPLOYMENT HISTORY (continued)

Have you served in the military? Yes ___ No ___. If yes, what type of training or education did you receive?

Are you holding or have you already signed a contract for next year with any other educational institution? Yes ___ No ___

I. PERSONAL REFERENCES

In addition to the employment references listed above, we would like a total of six references. Three of these references should be personal with one being a pastor in a church in which you served in the last five year. Do not list family members or relatives for references. You will also need to sign the **Applicant's Certification** that is attached and return it with this application.

1. Pastor's Name _____ Phone: _____

Title/Position _____

Email Address: _____

2. Name of Personal reference _____ Phone: _____

Title/Position _____

Email Address: _____

3. Name of Personal reference _____ Phone: _____

Title/Position _____

Email Address: _____

Additional professional references. These people should be qualified to speak of your professional training and experience.

1. Name of Professional reference _____ Phone: _____

Title/Position _____

Email Address: _____

2. Name of Professional reference _____ Phone: _____

Title/Position _____

Email Address: _____

3. Name of Professional reference _____ Phone: _____

Title/Position _____

Email Address: _____

J. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that **Mount Calvary 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 unless otherwise agreed upon by the trustees or administration.

I authorize Mount 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 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 records allowable by law. This includes employment records, performance reviews, letters, reports, and other information related to my life and employment. 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 FBI fingerprinting, criminal background check, and child abuse clearance as required by law. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information. I recognize that the school may refuse employment or terminate conditional employment if the school deems any background information unfavorable, delayed, or presents an adverse reflection on the school or on me as a Christian role model.

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

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

K. LIFESTYLE AND MORAL INTEGRITY AGREEMENT

Mount Calvary Christian School is a non-profit organization representing Jesus Christ throughout the evangelical Christian community of Elizabethtown and the surrounding area. Mount Calvary Christian School requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9-10; I Tim. 4:12). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity and appropriate personal and family relationships, business conduct, and moral character. An employee is expected to demonstrate a teachable spirit, an ability to demonstrate love for others, a willingness to live contentedly under authority, and a commitment to follow the biblical conflict resolution principles outlined in Matthew 18 when an issue arises with fellow employees or administration.

I recognize that sexual contact is appropriate only between one man & one woman within the bonds of marriage. Employees agree to conform their behavior and conduct to the unique roles of male and female that are clearly defined in Scripture (Romans 1:21-24; I Cor. 6:9-20). I recognize that sexual communication and harassment of any kind is not acceptable and can be grounds for dismissal. Moral misconduct, whether homosexual or heterosexual, as defined by scripture and taught by Mount Calvary Church violates the bona fide occupational requirement of employees being Christian role models.

I declare that during the past year I have not engaged in, at the current time I am not engaging in, and promise that I will not during the term of my employment engage in heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, and extramarital sex), homosexual activity, sexual harassment, the use or viewing of pornographic material or websites, sexual abuse, or improprieties toward minors as defined by Scripture and federal and state law.

I will maintain a lifestyle based on biblical standards of conduct and understand that failure to do so will result in a reprimand or, in some cases, dismissal from employment. I attest that I do not participate in the consumption of alcoholic beverages, tobacco products, or illegal narcotics. As well, I agree to refrain from unbiblical forms of entertainment, and gambling.

My signature below indicates that I agree to live by the above lifestyle guidelines of Mount Calvary Christian School. That decision would be at the discretion of the Trustee Board of Mount Calvary Christian School.

Applicant's signature

Date