

EMPLOYMENT APPLICATION

Your interest in Trinitas Christian School is greatly appreciated. The Trinitas Board of Governors and administration invite you to complete this application and return it to our school office. The school administration will contact you to discuss the application process, to request additional information, or to schedule an interview in the near future.

A. Mission Statement

By God's grace we endeavor to assist Christian families in the education of their children, by providing a stimulating academic program in a distinctly Christ-centered environment expressly designed to equip students to a life of moral and spiritual integrity, personal and social responsibility, and a zeal to know and serve a Holy God.

Thank you for your interest in the ministry of Trinitas Christian School. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

B. Applicants Name and Address

Full Name: _____ Soc. Sec. No. _____

Present Address: _____

Application date: _____ Date available: _____

Phone: Day (_____) _____ Evening (_____) _____

Best time to call you: _____

How long have you lived at the above address: _____

Permanent Address and Phone number (if different than present address):

C. Position Desired

Please indicate 1, 2, 3 choice in the parenthesis. Then to the right please indicate the grades, subjects and/or tasks in order of preference, if applicable.

- | | |
|------------------------------|---------------------------|
| () Substitute Teacher _____ | () Secretary _____ |
| () Office Assistant _____ | () Custodial Staff _____ |
| () Other _____ | |

Full time: _____ Part time: _____

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

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

D. Christian Background

In your own handwriting on a separate piece of paper briefly write your Christian testimony.

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: _____

Please carefully read the Trinitas Christian School Statement of Faith (attached) and indicate below your degree of support.

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

Signature: _____

What is your 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? _____

In what other Christian service have you participated since becoming a Christian? _____

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

To what extent do you believe you should become involved in Sunday and/or other church ministries? _____

Describe your personal Bible study and prayer life. _____

What book have you read recently that has helped you spiritually? _____

E. Professional Qualifications:

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

Degree(s) & Date(s) Received: _____

Issuing Institution(s): _____

Your Major(s): _____

Your Minor(s): _____

Cumulative grade point average: BA/BS _____ Graduate work _____

Total units/credits earned after date of Bachelor's degree _____

Sequentially list your teaching experience with most recent first.

<u>School's Name</u>	<u>Grade or Subjects</u>	<u>Dates</u>

To what degree are you familiar with various Christian or secular textbook series (i.e., CSI, Abeka, Bob Jones, Saxon math, Open Court Reading, etc.) _____

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 a state teaching certificate*? _____ State? _____

What kind? _____ Remains valid for _____ years.

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 Christian philosophy of education? If so, where and when? _____

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 that you have led or participated in recently.

Describe how teacher evaluations in the past have been helpful to you.

F. Employment History (An attached resume may substitute for this section.)

Please start with your current or most recent employer and work backwards for the past five to ten years. If necessary, you may add additional pages.

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 institution? _____

G. Personal References

You will need to read carefully the Authorization to Release Reference Information section of this application and sign authorizing Trinitas Christian School to evaluate the references you provide below. Do not list family members or relatives for references.

References: Provide two references that are qualified to speak of your spiritual experience and Christian service. List your current pastor first.

Name, Complete Address, Phone and Position

1. _____
2. _____

Provide two 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 and Position (School if applicable)

1. _____

2. _____

H. Applicant's Certification Agreement

I understand that Trinitas 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 application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or 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 Trinitas Christian School to thoroughly interview the primary references which I have listed, any secondary reference 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 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 reemployment, 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 liability arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any reference 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 is 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: _____

I. Authorization to Release Reference Information

I have made application for a position at Trinitas 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 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, 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 performances 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 Trinitas 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 disclosures.

I waive the right to ever personally view any references given to Trinitas 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: _____