

## **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: \_\_\_\_\_

Present Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email 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.

( ) Kindergarten \_\_\_\_\_ ( ) Junior High \_\_\_\_\_

( ) Elementary \_\_\_\_\_ ( ) High School \_\_\_\_\_

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. Personal Philosophy

On a separate piece of 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 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/corporal punishment?
  - E. What areas do you feel are your strengths? Weaknesses?
  - F. Please summarize any additional information that you would like to present regarding your candidacy for this position .

## G. 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? \_\_\_\_\_

## H. 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. \_\_\_\_\_

## I. 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: \_\_\_\_\_

**J. 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:** \_\_\_\_\_

## STATEMENT OF FAITH

The following is the foundation of beliefs on which Trinitas Christian School is based. They are also the key elements of Christianity that will be unapologetically taught in various ways through all grade levels. The substance of these statements is that which will be considered the primary doctrine of Trinitas Christian School. Secondary or divisive doctrines and issues will not be presented as primary doctrine. When these types of doctrines or issues arise, they will be referred back to the family and local churches for final authority.

1. We believe that the Bible is the very Word of God in its entirety and, therefore, is our final authority in matters of faith and practice.
2. We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit. He is omnipotent, omniscient, and omnipresent.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that God created man in His own image, and when man disobeyed God, he fell from innocence and brought sin to all mankind.
5. We believe that, for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
6. We believe that salvation is by grace through faith alone.
7. We believe that faith without works is dead.
8. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
9. We believe in the resurrection of both the saved and the lost; they that are saved to the resurrection of life and they that are lost to the resurrection of damnation.
10. We believe in the spiritual unity of all believers in our Lord Jesus.
11. We believe that the term “marriage” has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other.
12. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complimentary genders together reflect the image and nature of God. Rejection of one’s biological gender is a rejection of the image of God within that person.
13. We believe in the sanctity of God-given life, that it begins at the moment of conception, and that it is a violation of God’s Sixth Commandment to purposefully and willfully end a life before birth.