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**Application for Instructional Employment**

Thank you for your interest in Citadel Christian School. Leadership on the part of teachers is essential for Citadel Christian School to carry out its mission. We are looking for teachers who by the pattern of their lives in and out of the classroom exemplify Christ, who love and know children, and who are equipped to teach.

We look forward to receiving your application soon. If it appears that you may be qualified for one of our openings, a personal interview will be arranged.

**PRIMARY INFORMATION**

Name: (Last) Click here to enter text. (First) Click here to enter text. (Middle) Click here to enter text.

Street Address: Click here to enter text. City: Click here to enter text. State: Click here to enter text. Zip: Click here to enter text. Home phone: Click here to enter text.

Cell phone: Click here to enter text. Business phone: Click here to enter text.

Social Security Number : Click here to enter text. Date of Birth: Click here to enter a date.

Are you authorized to work legally in the United States for Citadel Christian School?  Yes  No

Marital Status: Married  Separated  Divorced  Widowed  Single

If married, spouse’s name: Click here to enter text. Spouse’s occupation: Click here to enter text.

Children’s names, ages, and school: Click here to enter text.; Click here to enter text.;

Click here to enter text. ; Click here to enter text.; Click here to enter text. ; Click here to enter text.

**POSITION FOR WHICH YOU ARE APPLYING**

Title: Click here to enter text.

Salary Desired: Click here to enter text. Date available: Click here to enter text.

Referred by: Click here to enter text.

**TEACHING INTERESTS**

1. Please list the grade level(s) you prefer to teach.

Click here to enter text.

Click here to enter text.

Click here to enter text.

2. Please list the subjects you are prepared to teach and curriculum you have used.

Click here to enter text.

Click here to enter text.

Click here to enter text.

3. Please list the teaching certificates that you hold. Include the state, or issuing organization, and limitations.

Click here to enter text.

Click here to enter text.

Click here to enter text.

4. What inspired you to pursue a career in teaching?

Click here to enter text.

5. What motivates you to continue teaching?

Click here to enter text.

6. What honors or special recognitions have you received?

Click here to enter text.

7. What hobbies or interests do you have? How do these influence your teaching?

Click here to enter text.

8. How many books did you read last year? Click here to enter text.

Please list titles and authors. Which were most stimulating and why?

Click here to enter text.

Click here to enter text.

Click here to enter text.

Click here to enter text.

Click here to enter text.

Click here to enter text.

9. If you taught only one subject, what would it be and why?

Click here to enter text.

**EDUCATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| College/University | City, State | Degree | Major | Dates attended | Overall GPA |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | From Click here to enter a date. | Click here to enter text. |
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| To Click here to enter a date. |

**CERTIFICATION**

Do you hold (or have you held) any teaching certification or credentials? Yes  No

|  |  |
| --- | --- |
| **Subjects** | **Level / Type** |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |

Have you taken the National Teacher Examination? Yes  No  Date: Click here to enter a date.

Professional Knowledge Score: Click here to enter text. Area Score: Click here to enter text.

**REFERENCES**

*List persons (non-relatives) who can attest to and have firsthand knowledge of your personal character, commitment, professional preparation, teaching abilities, or your spiritual maturity. Please include a pastor, instructor, principal, and a supervisor.*

1. Name: Click here to enter text. Title: Click here to enter text.

School/company/church: Click here to enter text. Address: Click here to enter text.

Work phone: Click here to enter text. Home/cell phone: Click here to enter text.

2. Name: Click here to enter text. Title: Click here to enter text.

School/company/church: Click here to enter text. Address: Click here to enter text.

Work phone: Click here to enter text. Home/cell phone: Click here to enter text.

3. Name: Click here to enter text. Title: Click here to enter text.

School/company/church: Click here to enter text. Address: Click here to enter text.

Work phone: Click here to enter text. Home/cell phone: Click here to enter text.

4. Name: Click here to enter text. Title: Click here to enter text.

School/company/church: Click here to enter text. Address: Click here to enter text.

Work phone: Click here to enter text. Home/cell phone: Click here to enter text.

5. Name: Click here to enter text. Title: Click here to enter text.

School/company/church: Click here to enter text. Address: Click here to enter text.

Work phone: Click here to enter text. Home/cell phone: Click here to enter text.

**EMPLOYMENT HISTORY**

***Please list employment history starting with most current to oldest.***

1. Employer: Click here to enter text.

Address: Click here to enter text.

Job Title: Click here to enter text.

Immediate supervisor and title: Click here to enter text.

Reason for leaving: Click here to enter text.

May we contact for a reference? Yes  No  If not, reason: Click here to enter text.

Dates employed: From Click here to enter a date. To Click here to enter a date.

Starting hourly rate/salary: Click here to enter text. Final hourly rate/salary: Click here to enter text.

Summarize the nature of work performed and job responsibilities: Click here to enter text.

2. Employer: Click here to enter text.

Address: Click here to enter text.

Job Title: Click here to enter text.

Immediate supervisor and title: Click here to enter text.

Reason for leaving: Click here to enter text.

May we contact for a reference? Yes  No  If not, reason: Click here to enter text.

Dates employed: From Click here to enter a date. To Click here to enter a date.

Starting hourly rate/salary: Click here to enter text. Final hourly rate/salary: Click here to enter text.

Summarize the nature of work performed and job responsibilities: Click here to enter text.

3. Employer: Click here to enter text.

Address: Click here to enter text.

Job Title: Click here to enter text.

Immediate supervisor and title: Click here to enter text.

Reason for leaving: Click here to enter text.

May we contact for a reference? Yes  No  If not, reason: Click here to enter text.

Dates employed: From Click here to enter a date. To Click here to enter a date.

Starting hourly rate/salary: Click here to enter text. Final hourly rate/salary: Click here to enter text.

Summarize the nature of work performed and job responsibilities: Click here to enter text.

**Comments:** Click here to enter text.

***Please include explanation of any gaps in employment that were not voluntary.***

Click here to enter text.

**SKILLS & QUALIFICATIONS**

***Summarize any special training, skills, licenses, and/or characteristics that may qualify you as being able to perform job related functions of the position for which you are applying.***

Click here to enter text.

**OTHER INFORMATION**

1. Are you able to perform the tasks of the job for which you are applying without reasonable accommodations? Yes  No  If “No” then please explain. Click here to enter text.

2. Can you provide proof of eligibility to work in the U.S. after hiring? Yes  No

Do you foresee any long-term absences in the future? Yes  No

If “Yes” then please explain. Click here to enter text.

3. How many days did you miss from work (or school) in the past year? Click here to enter text.

Is there any reason why you cannot be on the job by 7:30 a.m.? Yes  No  If “Yes” then please explain. Click here to enter text.

4. Have you ever been fired or involuntarily terminated based on work-performance or a work-related event? Yes  No  If “Yes” then please explain. Click here to enter text.

5. Have you ever been convicted, pleaded guilty, no contest, received probation, or deferred adjudication of any crime other than routine traffic violations? Yes  No  If “Yes” then please explain. (**Such occurrences are not automatic grounds for rejection.)** Click here to enter text.

**PERSONAL RELIGIOUS BELIEFS**

1. Briefly describe your salvation experience and relationship with God. Click here to enter text.

2. Name of Church Attending: Click here to enter text.

Pastor’s Name: Click here to enter text.

Are you a member in good standing? Yes  No

3. In terms of church attendance, how often do you attend and with what ministries are you involved?

Click here to enter text.

4. Briefly describe your own devotional practices.

Click here to enter text.

5. How would you communicate a Christian worldview to a student?

Click here to enter text.

6. What is your understanding of the authority of the Bible, and how do you understand the doctrine of the inerrancy of the Bible?

Click here to enter text.

7. . One of the responsibilities of a CCS teacher is to promote harmony within the school. An area that tends to cause division is peripheral doctrinal issues. After carefully reading our Statement of Faith below, please indicate your degree of support. In the space below that, include any other beliefs to which you may adhere, if any.

**Statement of Faith**

**1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:15; 2 Peter 1:21).**

**2. We believe there is only one God, eternally existent in three persons - Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19: John 10:30)**

**3. We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14: Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; Revelation 19:11).**

**4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God’s grace and through faith alone we are saved (John 3:15-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5).**

**5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).**

**6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).**

**7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18).**

**Please check one of the blanks:**

**I fully support the Statement as written without mental reservations.**

**I support the Statement except for the area(s) listed and explained below. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.**

Click here to enter text.

8. What is your view of abortion? Please explain your view in 3 to 5 sentences.

Click here to enter text.

9. What is your view of homosexuality? Please explain your view in 3 to 5 sentences.

Click here to enter text.

10. Please describe how your faith affects your personal, civic, and professional life?

Click here to enter text.

11. Do you have any biblical/theological training? If so, please explain.

Click here to enter text.

12. List any additional information you would like us to consider.

Click here to enter text.

**Please answer the following questions thoroughly:**

a. How would you present the gospel to a member of your class? Click here to enter text.

b. Why do you wish to teach at Citadel Christian School. Click here to enter text.

c. What are your greatest strengths as a teacher? Click here to enter text. What would you consider to be a weakness? Click here to enter text.

d. As a young, Classical & Christian school, we are still in a significant growth/learning phase. What about that either excites or concerns you? Click here to enter text.

e. What is your system of classroom management, including the organization of your classroom?Click here to enter text.

***\*PLEASE NOTE: The following materials should be submitted with this application:***

**A copy of your complete college transcripts, both undergraduate and graduate.**

**A copy of any teaching certificates.**

**APPLICANT’S CERTIFICATION AND AGREEMENT**

**I understand that Citadel 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.**

**I authorize Citadel 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 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 cooperate fully in providing and recording as many sets of my fingerprints as 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 that it could 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** Click here to enter text. **Date** Click here to enter text.