**Citadel Christian School**

**Initial 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: Click or tap here to enter text. Click or tap here to enter text. Click or tap here to enter text.

 Last First Middle

Street Address: Click or tap here to enter text. City: Click or tap here to enter text.

State: Click or tap here to enter text. Zip: Click or tap here to enter text. Home phone: Click or tap here to enter text.

Cell phone: Click or tap here to enter text. Email address: Click or tap here to enter text.

Best time to call? Click or tap here to enter text. Length of time at this address Click or tap here to enter text.

Marital Status: Married [ ]  Separated [ ]  Divorced [ ]  Widowed [ ]  Single [ ]

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

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

**POSITION DESIRED**

Full time: [ ]  Part time: [ ]  Date available: Click or tap to enter a date.

Referred by: Click or tap here to enter text.

1. Please indicate 1, 2, 3 order of preference to the left of the options below. Then to the right, please indicate the grades and/or subjects you prefer.:

\_\_\_ Primary (PreK – 2nd grade) - Click or tap here to enter text.

\_\_\_ Grammar (3rd – 6th grade) - Click or tap here to enter text.

\_\_\_ Logic (7th – 8th grade) - Click or tap here to enter text.

\_\_\_ Rhetoric (9th – 12th grade) - Click or tap here to enter text.

2. Please list subjects you have taught and curriculum you have used.

Click or tap here to enter text.

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

Click or tap here to enter text.

4. What motivates you to continue teaching?

Click or tap here to enter text.

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

Click or tap here to enter text.

6. What books did you read last year? Please list titles and authors. Which were most stimulating and why?

Click or tap here to enter text.

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

Click or tap here to enter text.

**EDUCATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| College/University | City, State | Degree | Major | Dates attended | Overall GPA |
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**CERTIFICATION**

Do you hold (or have you held) any teaching certification or credentials? Yes [ ]  No [ ]  If yes, please attach a copy of the certificate.

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

**REFERENCES**

*List at least 3 persons (non-relatives) who can attest to and have firsthand knowledge of your personal character, commitment, professional preparation, teaching abilities, or your spiritual maturity.*

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

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

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

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

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

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

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

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

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

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

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

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

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

**EMPLOYMENT HISTORY**

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

1. Employer: Click or tap here to enter text.

Address: Click or tap here to enter text.

Job Title: Click or tap here to enter text.

Immediate supervisor and title: Click or tap here to enter text.

Reason for leaving: Click or tap here to enter text.

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

Dates employed: Click or tap to enter a date. to Click or tap to enter a date.

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

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

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

2. Employer: Click or tap here to enter text.

Address: Click or tap here to enter text.

Job Title: Click or tap here to enter text.

Immediate supervisor and title: Click or tap here to enter text.

Reason for leaving: Click or tap here to enter text.

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

Dates employed: Click or tap to enter a date. to Click or tap to enter a date.

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

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

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Address: Click or tap here to enter text.

Job Title: Click or tap here to enter text.

Immediate supervisor and title: Click or tap here to enter text.

Reason for leaving: Click or tap here to enter text.

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

Dates employed: Click or tap to enter a date. to Click or tap to enter a date.

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

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

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

**Comments**

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

Click or tap here to enter text.

**OTHER INFORMATION**

1. What church do you attend? Click or tap here to enter text.

2. 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 or tap here to enter text.

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

4. Do you foresee any long-term absences in the future? Yes [ ]  No [ ]  If “Yes” then please explain.

Click or tap here to enter text.

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

6. Is there any reason why you cannot be on the job by 7:30 a.m.? Yes [ ]  No [ ]  If “Yes” then please explain.

Click or tap here to enter text.

7. 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 or tap here to enter text.

8. 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 or tap here to enter text.

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 3:16-17; 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).**

**8. We believe that God created all people in His divine image and imbued them with dignity and value from conception to death. God created male and female with the distinct and biological sex of each person immutably determined and manifested at conception by God (Genesis 1:26-27). God decreed marriage to be a covenantal relationship between one man and one woman that reflects Christ’s relationship with the Church. God’s will for all people is chastity outside of marriage and fidelity within marriage. No affections, desires, or commitments ever justify sexual acts outside of marriage nor do they justify any form of sexual immorality (Genesis 2:18-24; Ephesians 5:3, 31-32).**

Please check one of the boxes:

[ ]  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 or tap here to enter text.

Provide any additional information you would like us to consider.

Click or tap here to enter text.

**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 initial 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 or tap here to enter text.

**Date:** Click or tap to enter a date.