

APPLICATION FOR EMPLOYMENT

Christian Center School

5411 Franconia Road

Alexandria, VA 22310

703-971-0558

Fax Number: 703-971-4264

Position Applying For:

- Full-time Teacher: grade level preference _____
- Part-time Teacher: grade level preference _____
- Special Subject Teacher: subject preference _____
- Substitute Teacher

- Teacher's Assistant
- Office/Secretarial
- Bus Driver (CDL required)
- Food Service (Food Managers Certificate Required)
- ELC (Extended Learning Center) AM _____ PM _____
- Other _____

OFFICE USE ONLY

| | |
|--------------------------|-----|
| References Contacted | ___ |
| Criminal History Check | ___ |
| Transcripts Received | ___ |
| Administrative Interview | ___ |
| Health Form Received | ___ |

Christian Center School is a ministry of Christian Center Ministries. Please complete this application in your own handwriting. Be sure to include full addresses and phone numbers of previous employers and references. Please note that this application has a section for teaching applicants only. Non-teaching applicants do not need to complete this section, but should complete the remainder of the application in full.

PERSONAL INFORMATION

Full Name: _____

Current Address: _____

Permanent Mailing Address: _____

Social Security Number: _____ Current Phone: _____

Age: _____ Date of Birth: _____ Place of Birth: _____

What church do you currently attend? _____

Pastor's name and phone number: _____

List church activities you are involved in: _____

List your hobbies, interests, and/or talents: _____

Is there any physical or mental condition that would prohibit you from performing the daily duties for which you may be hired? YES NO. If yes, please describe: _____

Please list any special medication that you are currently taking (ie: insulin, heart medication, etc.): _____

Do you use tobacco, alcoholic beverages, or illegal drugs? YES NO. If yes, please explain: _____

Will you uphold us in reference to morals, dress, and conduct? YES NO

Are you willing to submit to authority and follow procedures and policies? YES NO

Are you willing to periodically worship with Christian Center Ministries: YES NO

What is the character of your general reading? (mention typical books, periodicals, etc.) _____

REFERENCES - Personal & Business

Please list one pastoral reference and two non-relative references who are qualified to speak of your personal background, Christian life, training, and/or work experience.

| | |
|--|-------------|
| Name _____ | Phone _____ |
| Address _____ | |
| Is this person a Christian? _____ How long have you known this person? _____ | |
| Relationship to you (employer, pastor, friend, etc.) _____ | |
| Name _____ | Phone _____ |
| Address _____ | |
| Is this person a Christian? _____ How long have you known this person? _____ | |
| Relationship to you (employer, pastor, friend, etc.) _____ | |
| Name _____ | Phone _____ |
| Address _____ | |
| Is this person a Christian? _____ How long have you known this person? _____ | |
| Relationship to you (employer, pastor, friend, etc.) _____ | |

EDUCATIONAL AND PROFESSIONAL TRAINING (List chronologically)

List all colleges and universities attended. If applying for a position that does not require a degree please note the high school you graduated from. Include degree work currently in progress. Please have official transcripts forwarded to Christian Center School.

| School and Location | Dates Attended | Major | Degree |
|---------------------|----------------|-------|--------|
| | | | |
| | | | |
| | | | |
| | | | |

Special Courses or Training: _____

Academic and Athletic Honors, Extra-Curricular Activities, Travel, and Offices Held: _____

WORK EXPERIENCE (List chronologically beginning with most current employer)

You may attach an additional page if necessary

| |
|---|
| Employer _____ Phone _____ Address _____ Dates Employed _____ Position _____ Reason for leaving _____ Supervisor _____ |
| Employer _____ Phone _____ Address _____ Dates Employed _____ Position _____ Reason for leaving _____ Supervisor _____ |
| Employer _____ Phone _____ Address _____ Dates Employed _____ Position _____ Reason for leaving _____ Supervisor _____ |
| Employer _____ Phone _____ Address _____ Dates Employed _____ Position _____ Reason for leaving _____ Supervisor _____ |

GENERAL INFORMATION:

- 1. Date available for employment: _____
- 2. Are you currently under contract? YES NO. If yes, where? _____

- 3. Why do you wish to change jobs? _____

- 4. Have you ever been discharged or requested to resign from a position? YES NO
- 5. Have you ever been convicted of a violation of law other than a minor traffic violation? YES NO
- 6. Are any criminal charges or proceedings pending against you? YES NO
- 7. Have you been convicted of any offense involving the sexual molestation, physical or sexual abuse, or rape of a child? YES NO

For questions 4 - 7, please explain all **YES** answers (you may attach a separate sheet if necessary):

- 8. Please provide your personal testimony and details of your walk with Jesus Christ. _____

- 9. How would you share the plan of salvation with a child? _____

TEACHING APPLICANTS ONLY

Teaching Certification and Student Teaching Information: Applicants applying for teaching positions must provide recommendations from principals from all contracted educational work experiences within the last three years. If experience was not in the last three years, provide references from last contracted experience. Applicants who are beginning teachers registered with a college placement office must include references from their student teaching supervisor and co-operating teacher. *Please submit a copy of your certification with this application. If not certified, please explain on a separate sheet.*

1. Type of Certificate: _____

2. Student Teaching Information (Grade Level, Subjects, and Place): _____

3. Are you willing to cover the documented curriculum covering all materials with the understanding that you tailor the curriculum to meet individual needs? YES NO

4. What educational and professional organizations are you a member? _____

5. How would you use test results and permanent records in the classroom? _____

6. What would you do with a student who is upset and having a temper tantrum or sulking in reaction to a classroom situation? _____

7. What would you do with a pupil who sits and daydreams all day? _____

8. What makes a good classroom climate and environment for the pupil's learning? _____

9. Discuss your general teaching approach in the classroom: _____

I understand that Christian Center School does not discriminate in its employment practices against any person because of sex, race, color, national or ethnic origin, gender, or handicap. I further understand that any offer of employment is conditioned on the proof or legal authority to work in the U.S.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or significant omission of any fact during any phase of the hiring process may prevent me from being hired OR if hired may subject me to immediate dismissal.

I authorize Christian Center School to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and oral interviews. I authorize the release of any information requested by Christian Center School such as employment records, performance review, and personal references. I release any person, organization, or company from liability or damage which may result from furnishing the information requested. I waive the right to ever personally view any references given to Christian Center School.

I authorize Christian Center School to perform criminal history record checks and Child Abuse Central Registry checks with the Commonwealth of Virginia. I understand that employment is prohibited if I have been convicted of any of the offences specified in the sworn disclosure statement or if I have been the subject of a founded complaint of child abuse or neglect. Further, I understand that Christian Center School reserves the right to deny employment based on any other felony charges that I have committed. As a condition of employment I understand that I will be required to have an annual PPD test (tuberculin test) or chest x-ray showing a "negative result". This is done at the employees expense.

I further certify that I have carefully read and do understand the above statements.

Date: _____ Signature of Applicant: _____

Christian Center School, Inc. admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its education, admissions, scholastics, athletics or other school administrated programs.