



## EMPLOYMENT APPLICATION

### OFFICE USE ONLY

Interview Date: \_\_\_\_\_

2<sup>ND</sup> Interview  Yes  No

2<sup>ND</sup> Interview Date: \_\_\_\_\_

Reference Check: \_\_\_\_\_

Background Check: \_\_\_\_\_

Position...  Offered  Accepted

Date Of Application: \_\_\_\_\_

Date Available For An Interview: \_\_\_\_\_

Applying For:  Full Time  Part Time  Instructional  Non-Instructional

Referred By: \_\_\_\_\_ When Are You Available To Begin Work? \_\_\_\_\_

### PERSONAL INFORMATION

Name: \_\_\_\_\_  
*Last*

\_\_\_\_\_

*First*

\_\_\_\_\_

*Middle*

Social Security Number: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Marital Status:  Married  Divorced  Single  
 Previously Married  Widowed

Email Address: \_\_\_\_\_

***Please provide the name, address, and telephone number of someone who should be contacted in case of an emergency:***

Name: \_\_\_\_\_  
*Last*

\_\_\_\_\_

*First*

\_\_\_\_\_

*Middle*

Relationship to you: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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**POSITION FOR WHICH YOU ARE APPLYING**

*Please indicate below the position(s) for which you are applying:*

**INSTRUCTIONAL POSITIONS**

<b>Position Applied For:</b>			
<b>Date Available:</b>		<b>Desired Pay:</b>	\$ _____ per year
<b>Have you previously been employed by the school?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, dates _____		
<b>Were you referred by a current employee?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, name _____		

What specific disciplines/courses are you qualified for if applying for a specialized or upper level position: \_\_\_\_\_

\_\_\_\_\_

Are you capable of performing the required job duties of this position, with or without a reasonable accommodation?

- Yes
- No

Other subjects or extra-curricular programs you are interested / qualified in (i.e., chess, track coach, volleyball, etc.): \_\_\_\_\_

\_\_\_\_\_

**NON-INSTRUCTIONAL POSITIONS**

Please indicate the specific position you are applying for:

\_\_\_\_\_

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## CERTIFICATION

Do you hold teacher's certification?    Yes    No  
 Expiration date: \_\_\_\_\_

If yes, date issued: \_\_\_\_\_ (Please attach a copy)  
 If no, date applied: \_\_\_\_\_

Certified Areas/Subjects	N.C. or Other (Please Specify)	Class A=Bachelor's/G=Master's	Expiration Date

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## NATIONAL TEACHER EXAMINATION

***NTE or GRE (Graduate Records Examination) scores are preferred for all applicants including those from states with reciprocity agreements. NTE or GRE scores may be submitted after the application has been submitted.***

Have you taken the National Teacher Examination?    Yes    No  
 Professional Knowledge Score: \_\_\_\_\_ Area Score: \_\_\_\_\_

If yes, when? \_\_\_\_\_  
 If not, when do you plan to take it? \_\_\_\_\_

***Please attach a copy of your NTE or GRE scores. NTE scores may be requested from: National Teacher Examinations, ETS, CN 6015, Princeton, NJ 08541-6050.***

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## COMPUTER EXPERIENCE

***Please list below your experience with computers and software programs.***

List all software (programs or operating systems) and/or hardware (equipment) with which you have experience and of which you possess a working knowledge.


Please state below any other helpful information regarding your expertise with technology, especially in a classroom setting:

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### EDUCATION

College or University	City/State	Degree	Major	Dates Attended	Overall GPA

*Copies of all College and / or University transcripts, both undergraduate and graduate, must be filed with your application or soon after it has been submitted.*

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### STUDENT TEACHING

If student teaching was completed within the **last three years** supply the following information:

School: \_\_\_\_\_ Grade/Subject: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates: From: (M/D/Y) \_\_\_\_\_ To: (M/D/Y): \_\_\_\_\_  
Cooperating Teacher: \_\_\_\_\_ Telephone: \_\_\_\_\_  
College Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_  
College/University Address: \_\_\_\_\_

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## TEACHING OR INSTRUCTIONAL EXPERIENCE

***Beginning with your most recent position, list all teaching or instructional support experience for which you have been compensated. Please complete all information even if you include a resume. If necessary, attach additional sheets, but include all teaching and instructional experience.***

Name of School: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title/Grade(s) and/or Subject Taught: \_\_\_\_\_ Full-time  Part-time

Reason for leaving: \_\_\_\_\_

Name and title of supervisor: \_\_\_\_\_ May we contact?  Yes  No

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Name of School: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title/Grade(s) and/or Subject Taught: \_\_\_\_\_ Full-time  Part-time

Reason for leaving: \_\_\_\_\_

Name and title of supervisor: \_\_\_\_\_ May we contact?  Yes  No

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Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title/Grade(s) and/or Subject Taught: \_\_\_\_\_ Full-time  Part-time

Reason for leaving: \_\_\_\_\_

Name and title of supervisor: \_\_\_\_\_ May we contact?  Yes  No

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Name of School: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title/Grade(s) and/or Subject Taught: \_\_\_\_\_ Full-time  Part-time

Reason for leaving: \_\_\_\_\_

Name and title of supervisor: \_\_\_\_\_ May we contact?  Yes  No

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## NON-INSTRUCTIONAL EXPERIENCE

*Please list below your non-instructional work experience beginning with the most recent.*

Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Your position/title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name and title of supervisor: \_\_\_\_\_ May we contact?  Yes  No

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Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Your position/title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name and title of supervisor: \_\_\_\_\_ May we contact?  Yes  No

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Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Your position/title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name and title of supervisor: \_\_\_\_\_ May we contact?  Yes  No

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Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Your position/title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name and title of supervisor: \_\_\_\_\_ May we contact?  Yes  No

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## REFERENCES

List persons, such as former employers, pastors, supervisors, and instructors, who have first hand knowledge of your professional preparation, experience, and competence, as well as your spiritual maturity. A minimum of three references is requested.

*Incomplete/inaccurate reference information (i.e., names, addresses, zip codes, phone numbers, etc.) may make it difficult for your application to be given further consideration.*

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Name: \_\_\_\_\_ Title: \_\_\_\_\_ School/Company: \_\_\_\_\_

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

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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Name: \_\_\_\_\_ Title: \_\_\_\_\_ School/Company: \_\_\_\_\_

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

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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Name: \_\_\_\_\_ Title: \_\_\_\_\_ School/Company: \_\_\_\_\_

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

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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Name: \_\_\_\_\_ Title: \_\_\_\_\_ School/Company: \_\_\_\_\_

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

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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## PERSONAL HISTORY

- Can you, after employment, submit verification of your legal right to work in the United States?  Yes  No
- Are you 18 years of age or older?  Yes  No
- Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation?  Yes  No
- Have you been convicted of a felony or misdemeanor? *A conviction will not necessarily disqualify you for employment.*  Yes  No

If yes, briefly describe the nature of the crime(s), the date(s) of conviction, and the place(s) of conviction:

Are you currently released on a criminal offense on bail, bond, or your own recognizance while awaiting trial?

If yes, briefly describe:

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## RELIGIOUS AND EDUCATIONAL PHILOSOPHY

Why do you wish to teach / work at Christ Covenant School? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you belong to a church?  Yes  No      If not, do you attend church regularly?  Yes  No

What church? \_\_\_\_\_ Denomination \_\_\_\_\_

Please briefly give your personal Christian testimony: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain your knowledge of the modern classical movement within Christian education: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list the curricula with which you are familiar and corresponding grade levels: \_\_\_\_\_

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I. List in order of priority what you consider to be the three most important objectives of Christian education:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

II. Why have you chosen education as a career? \_\_\_\_\_

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III. In the last year, what have you done to enhance your knowledge in any area that was not required or paid for by any employer, educational institution, or other person? Please include lists of books or periodicals which you have read. \_\_\_\_\_

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## Statement of Faith

We believe that the Bible, the Word of God, is the only and final authority in faith and practice, and that the great creeds of historic Christianity best define our doctrine. The creeds we adhere to are the Apostle's Creed and the Nicene Creed and these creeds constitute our complete statement of faith. As an independent school, without institutional ties to any church or denomination, we remain committed to what C.S. Lewis called mere Christianity: "no insipid inter-denominational transparency, but something positive, self-consistent, and inexhaustible." We hold to these truths which have promoted grace, abhorred legalism and division, and which have united Christians across the boundaries of time, place, race, denomination, and tradition. The following seven statements concisely reiterate a few of the important doctrines explained in these Creeds. These are the key elements of Christianity that will be taught in various ways at all grade levels.

1. Concerning Scripture, we believe that the Bible is the Word of God, inspired by the Holy Spirit, inerrant in the original writings, infallible, and the final authority in faith and practice (2 Tim. 3.14–17; 1 Cor. 2.12; Matt. 5.18; John 5.39; Col. 3.16; Rom. 15.4; Josh. 1.8).
2. Concerning God, we believe in one living, sovereign, and true God, existing in three persons: Father, Son, and Holy Spirit, coequal in power and glory, and having the same essence and attributes (Jer. 10.10; 2 Cor. 13.14; John 15.26; Matt. 28.19; Matt. 3.16,17).
3. Concerning God's purpose, we believe that the eternal purpose of God includes all events; is holy and wise; and neither deprives man of responsibility, nor makes God the author of sin. Before the foundation of the world, God the Father chose for Himself in Christ a people whom He gave to His Son that they should be holy and without blame before Him (Eph. 1.11; Rom. 9.11–16; John 6.37,65; Matt. 1.21; Eph. 2.8–10,19–22).
4. Concerning sin, we believe that all men are sinners because Adam and Eve, their first parents, were tempted by Satan, disobeyed God's command, and by their own choice fell from their original state of innocence and fellowship with God, and came under the power and penalty of sin. All men fell in Adam, being sinners by imputation and by choice, separated from God, and under His condemnation (Gen. 2.17; Gen. 3.6; Rom. 3.23; Rom. 5.12–19; 1 Cor. 15.21,22; Rom. 3.10–18).
5. Concerning Christ, we believe that Jesus Christ was born of the virgin Mary, having been conceived by the Holy Spirit. He was both fully human and fully divine. He lived a sinless life, died a substitutionary death to save His people from their sins, and was raised bodily from the dead and exalted to the right hand of God the Father (1 Tim. 2.5; Heb. 1.2; John 17.6; Isa. 53.6; Luke 1.35; 1 Pet. 3.18; 1 Cor. 15.3–5).
6. Concerning salvation, we believe that all who are born again by the Holy Spirit receive by faith the Lord Jesus Christ and are justified on the grounds of His shed blood, not because of any works they have done. They are indwelt and sealed by the Spirit until the day of redemption, are secure in Christ, and together form the true church (2 Tim. 1.9; Titus 3.5; 1 Cor. 2.12; 1 Cor. 3.16; Rom. 3.24; Eph. 1.13,14).
7. Concerning the return of Christ, we believe in the personal, bodily, and visible return of the Lord Jesus Christ to judge the world, the bodily resurrection of the just and the unjust, the everlasting punishment of the lost, and the everlasting bliss of the saints (1 Thess. 4.16,17; Luke 23.43; 1 John 3.2; Acts 1.11; Matt. 25.31–34,41,46; Rom. 8.30).

All teachers, administrators, staff, and School Board members have declared unconditional acceptance of these statements.

# Philosophy of Education

Classical education is the cultivation of wisdom and virtue by nourishing the soul on truth, goodness, and beauty by means of the seven liberal arts. A Judeo-Christian worldview recognizes the ultimate purpose of education: to glorify God and enjoy Him forever. We believe that since learning occurs over the span of a lifetime, that schools should provide a student with the tools necessary for the lifetime educative process. Thus, our school is designed to provide the two basic needs of starting a student on the path to a lifetime of learning: communicating and modeling wisdom and virtue.

We are constantly seeking to increase our students' knowledge, actions, judgments, and thoughts by teaching them the habits and knowledge of the Western canon. Knowledge in and of itself is of great worth, yet we believe education should surpass knowledge alone to address moral behavior and virtuous character. Through the means of rational and critical thinking, knowledge is heightened into understanding. Understanding, when it is experienced in the classroom, begins to form the habits of wise and virtuous living. The habits of thinking and judging are tempered by an appreciation of that which is beautiful. In all these content areas, a harmony is brought to the true, the good, and the beautiful through a focus on Christ and His revelation of God's love.

Perhaps another way of setting this path of learning forth is to reference the seven liberal arts. Long a historical practice, the arts' recent disappearance from education is something we are seeking to recover. The seven arts are skills that all learners use with greater or lesser facility to study any discipline. The Trivium<sup>1</sup>, or three grammatical arts, covers the inventing and combining of symbols (grammar), thinking (logic), and communicating (rhetoric); together these form the three verbal arts. The Quadrivium moves from words to numbers by addressing the concept of numbers (arithmetic), the application of numbers (music), the notion of space (geometry), and how numbers and space relate when set in motion (astronomy). The fact that we usually regard the Quadrivium arts as scientific disciplines indicates how "lost" these arts have become in our culture of learning.

Our students' pursuit of these arts and disciplines will naturally change their own behavior. The characteristics of a Christian scholar are preeminent in our school. Both the student and the teacher share in a love and pursuit of: intellectual curiosity; intellectual justice (including honesty and fairness); a personal commitment to one's moral duty; a passion for the virtuous and the good; a growing love of beauty; a commitment to giving reasons for what is believed; and a commitment to knowing God and His holiness.

We believe the teacher in our school must see his position as one of fellow learner alongside his students. He will seek to develop a relationship of tutorial love with them. The teacher must be an accomplished student of the specific content he is to teach. He is to model the characteristics of a Christian scholar mentioned above. Not only should his intellectual depth and breadth be continually growing, but his spiritual life should be characterized as constantly moving "further up and further in." Inherent in this relationship is the notion that a teacher will pray for his students and pattern all his dealings with the students after the ethic of Scripture.

Along with study of such a scholarly Christian character, the teacher should have a growing facility with the seven liberal arts that allows him to be coach of these arts to his students. His focus should constantly be on developing these arts and skills in each of his charges. Teaching is above all else relational in its nature and tutorial in its methods. The two most common forms of classical teaching, dialectic and didactic instruction, will be the main techniques employed in pursuing the seven liberal arts.

The student must also be actively involved in his pursuit of his education. Learning is not a passive activity, but makes demands upon the learner. Above all, the student must be a lover of wisdom and virtue, and must seek it as for great treasure. If this love is intact and growing, there should be a growing relationship of love and respect for his teachers, especially those who emulate the vision set forth above. The student will follow his teacher as his teacher follows after Christ.

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<sup>1</sup> As defined by Sister Miriam Joseph, [The Trivium](#), p.3.

The cultivation of wisdom and virtue requires moving beyond the student-teacher relationship and involves a full community. A true culture of learning will engender passionate conversation between students themselves, among the teaching faculty, and seek to bring them home into the classroom as well. The creation of a local community of learning is the means by which young people will be brought into a lifelong interaction with the larger community of learning in which they will become an increasingly important member.

The first goal of a student then becomes that of striving to acquire specific content in order to grow in what he knows, how he acts, how he makes judgments, and how he thinks. Secondly, he will continually be developing behaviors and character traits that facilitate the lifelong enterprise of acquiring knowledge, becoming virtuous, acting morally, judging rightly, appreciating beauty, thinking rationally, and becoming holy. Thus our school is a place where truth, goodness, and beauty cultivate wisdom and virtue in the hearts and lives of its participants, both the teachers and students, by following after Christ.

## ACKNOWLEDGEMENT

I understand and acknowledge the following:

1. If I am offered employment, as a condition of employment, I will be required within three days of beginning work to submit proof of my identity and legal right to work in the United States.
2. I hereby certify that all of the information set forth in this application (and any attached resume), is true, complete, and correct to the best of my knowledge. I further certify that I, the undersigned, applicant, have personally completed this application. I agree that any omission, misrepresentation, falsification or misstatement of material facts or information on this application or related document may result in the rejection of this application or my immediate discharge if I am employed.
3. I hereby affirm that I in good conscience can agree with and teach in accordance with the Statement of Faith and Philosophy of Education set forth in this application.
4. I authorize any of the persons or organizations referenced in this application to provide CHRIST COVENANT School with any and all information that they may possess concerning my previous employment, education, or experience. I authorize CHRIST COVENANT School to request and receive such information. I also understand that, in conjunction with this application, I will be asked to complete and sign a "New Employee Background Check Authorization Form."
5. I understand and agree that, if I am offered a position, it will be offered on condition that my employment shall be at will, as defined by law and for no definite period, and that my employment may be terminated, at any time, with or without cause and with or without prior notice by myself or the school, unless I am offered and sign an employment contract that explicitly specifies other terms and conditions of contract employment.
6. I have read and understand everything on this application.

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Date

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Signature

# New Employee Background Check Authorization Form

## Christ Covenant School

1. The information contained in my application for employment with Christ Covenant School (hereinafter, "The Company") is true to the best of my knowledge and belief. I understand that any misrepresentation or false statement made by me in connection with the application or any related documents which is deemed material by The Company shall result in The Company not employing me or, if employed, terminating my employment. I understand and agree that all information furnished in my application and all attachments may be verified by The Company or its authorized representative.
2. I hereby authorize all individuals and organizations named or referred to in my application and any law enforcement organization to give The Company all information relative to such verification and hereby release such individuals, organizations and The Company from any and all liability for any claim or damage resulting therefrom.
3. I hereby acknowledge that I have been informed by The Company that The Company may seek to obtain a consumer report and/or investigative report that will include personal information regarding me, including but not limited to, educational history, work references, driving record, drug testing and criminal convictions or arrest records if allowed, in order to assist The Company in making certain employment decisions.
4. I further acknowledge notification by The Company that reports may be provided to The Company by other firms subcontracted for that purpose. I, my heirs, assigns and legal representatives, hereby release and fully discharge The Company, its parent and affiliated companies and the respective officers, directors, shareholders, employees, agents of each, including subcontractors, from any and all claims, monetary or otherwise, that I may have against The Company, its parent, affiliates or subcontractors, arising out of the making, or use of, either a consumer report and/or investigative report, including any errors or omissions contained or omitted from such reports or investigations. The Company agrees to inform you if an employment decision has been influenced by information contained in a consumer report, made at our request by Castle Branch Inc.
5. You may obtain a free copy of the report within sixty days by calling Castle Branch Inc. collect at (910) 815-3880 or toll free at (888) 520-0520. The Company will make available to you "A Summary of Your Rights Under The Fair Credit Reporting Act."

*Please Print*

Name (First, Middle, Last) \_\_\_\_\_ Date of Birth (mo/day/yr) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Maiden Name or "AKA" (First, Middle, Last) \_\_\_\_\_ Dates Used (yr) from \_\_\_\_\_ to \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Current and previous address(es). PROVIDE ALL ADDRESSES FOR PREVIOUS 7 YEARS. (Use extra page if necessary)

Street \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

City, State, Zip, County \_\_\_\_\_

Street \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

City, State, Zip, County \_\_\_\_\_

Street \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

City, State, Zip, County \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

signature required