



## APPLICATION FOR EMPLOYMENT

Thank you for your interest in Saint Simons Christian School. We take great care in the selection of our teaching and administrative staff and would like to know more about you and your background before considering your employment with our School. As an initial step, we invite you to complete this form. Should we desire to pursue your candidacy further, we will notify you and ask that you forward your academic documentation and allow us to contact your references. We may then request an initial interview, together with follow-up meetings with staff, parents, and teachers as appropriate.

### I. PERSONAL INFORMATION

Full name: \_\_\_\_\_

Address \_\_\_\_\_

Phone: Days \_\_\_\_\_ Evenings \_\_\_\_\_

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

Date available for employment \_\_\_\_\_

### II. EDUCATIONAL BACKGROUND:

#### Formal Training

What degree or degrees do you hold?

Degree	Date Received	Issuing Institution	Major /Minor
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\_\_\_\_\_

\_\_\_\_\_

Cumulative grade point average BA \_\_\_\_\_ Graduate Work \_\_\_\_\_

*\* Should you be offered a position, official copies of your college transcripts will be required to be submitted for inclusion in your personal file.*





## V. REFERENCES:

Please list at least three professional references and include an organization name, address, and contact information (*including phone* and email address) for each. References should be prepared and qualified to answer questions and complete a written questionnaire concerning your professional teaching qualifications as well as personal character qualities. Additionally, please provide us with the name and contact information of your current pastor or another member of your church's pastoral staff that we may contact.

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## VI. EDUCATIONAL PHILOSOPHY:

Please briefly answer the following questions.

A. Why do you wish to teach in a Christian school?

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B. What areas of teaching do you feel are strengths for you? Areas of potential growth?

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C. What do you consider to be the *optimal* classroom atmosphere for learning, and what is your approach to classroom management and discipline?

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## VII. APPLICANT'S CERTIFICATION AND AGREEMENT

*Please carefully read, and certify by your signature your agreement to, the following:*

I understand that Saint Simons Christian School does not discriminate in its employment practices against any person because of race, color, national origin, ethnicity, gender, age, or disability.

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 a significant omission of act 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 Saint Simons 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 job.

I authorize my 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 background 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 are necessary for such an investigation and agree to disclose any felony or child-abuse related convictions in my past, whether or not they are revealed by the FBI check. I authorize the school to conduct a criminal records check and will sign all necessary permissions required to facilitate said 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 and agree to the foregoing.

\_\_\_\_\_  
Applicant full name (Please print)

\_\_\_\_\_  
Signature and Date

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