

# ORANGEWOOD CHRISTIAN SCHOOL

## APPLICATION FOR ADMINISTRATIVE POSITION

### APPLICANT'S STATEMENT

I understand that Oranewood Christian School is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, sex, handicap or disability, or any other category protected by federal, state, or local law.

I authorize former and present employers, and professional, work, and personal references listed in the application and any other individuals I may name, to give the School or its designee any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release such parties from all liability for any damages that may result from furnishing same to the School. I also authorize the School to provide truthful information concerning my employment with it to future employers and I agree to hold it harmless for providing such information.

I understand that the School reserves the right, to the extent permitted by law, to require drug and alcohol screening tests of an applicant or an employee either prior to employment or any time during employment and I hereby give my consent to any such tests. I consent to the release of the results of any such tests to the School or its designee. I release the School and its designee from any and all liability and damages which may result or arise from any drug test or the provision of information in connection with such a test.

I understand that this employment application and any other School documents are not promises of employment. Should I be employed, I understand that my employment will be on a trial period for ninety (90) days from the date of my hiring, and that I will remain an at-will employee thereafter. I further understand that, if I am employed, I can terminate my employment at any time with or without cause and with or without advance notice, and that the School has a similar right. I understand that no manager, representative, or agent of the School has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, except that the Headmaster may do so in writing.

The information given by me on this application and during the interview process is true and complete in all respects, and I agree that if the information is found to be false, misleading, or unsatisfactory in any respect (in the School's judgment) that I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired.

I AM AWARE THAT I MAY RECEIVE A SEPARATE WRITTEN NOTIFICATION THAT THE SCHOOL MAY OBTAIN A CONSUMER REPORT ON ME FOR USE IN CONNECTION WITH MY APPLICATION AND, IF I AM HIRED, MY EMPLOYMENT WITH THE SCHOOL. I AUTHORIZE THE SCHOOL TO OBTAIN THIS REPORT.

THIS APPLICATION WILL BE CONSIDERED "ACTIVE" FOR A MAXIMUM OF THIRTY (30) DAYS  
IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THESE STATEMENTS.

\_\_\_\_\_

\_\_\_\_\_

Date

Applicant's Signature

Each inquiry on this application must be fully answered or completed. Otherwise, you will not be considered for employment.

**PERSONAL DATA**

Last Name	First Name	Middle Name
Present Address Street and Number City, State, Zip		
How long have you lived there: Years                      Months	Email Address	
Telephone Number(s)	When are you available for work?	Are you 18 years of age or older: __Yes __ No
Position Desired: _____ Placement Desired: __Full-Time __Part-Time __Temporary		

**PREVIOUS EMPLOYMENT—TEACHING EXPERIENCE**

Please list the names of your present or previous teaching positions in chronological order with present or last employer listed first. Include part-time and seasonal employment. DO NOT ANSWER "SEE RESUME." Fill out this form **completely**.

School Name	Teaching Dates	Subject/Grade	Supervisor
Address	Phone Number	Salary	Reason for leaving
School Name	Teaching Dates	Subject/Grade	Supervisor
Address	Phone Number	Salary	Reason for leaving
School Name	Teaching Dates	Subject/Grade	Supervisor
Address	Phone Number	Salary	Reason for leaving

**PREVIOUS EMPLOYMENT—OTHER EXPERIENCE**

Please list the names of your present or employers (non-teaching positions) in chronological order with present or last employer listed first. Include part-time and seasonal employment. DO NOT ANSWER "SEE RESUME." Fill out this form **completely**.

Employer Name	Responsibilities		Supervisor
Address	Phone Number	Salary	Reason for leaving
Employer Name	Responsibilities		Supervisor
Address	Phone Number	Salary	Reason for leaving
Employer Name	Responsibilities		Supervisor
Address	Phone Number	Salary	Reason for leaving

**BACKGROUND INFORMATION**

Please explain fully any gaps in your employment history. Be sure to account for all periods of time including military service and any period of unemployment.

List any other names that you may have used and which will be necessary to verify prior to your employment:

If hired, can you provide proof that you are legally entitled to work in the U.S.?  Yes  No

Have you ever been terminated or asked to resign from any job?  Yes  No

If yes, please explain circumstances:

May we contact your current employer?  Yes  No

If no, please explain:

Have you ever worked for this school before?  Yes  No

If yes, please give dates and position:

Do you have any friends or relatives working here?  Yes  No

If yes, name(s) and relationship

Have you ever plead "no contest," nolo, or guilty to a crime, or been convicted of a crime?  Yes  No

Are any charges currently pending against you?  Yes  No

Has any adjudication ever been withheld?  Yes  No

(NOTE: Answering "yes" to these questions does not constitute an automatic bar to employment.)

If yes, please provide dates and explain circumstances:

Have you ever been a defendant in a civil suit on an intentional tort (assault, battery, false imprisonment, invasion of privacy, intentional infliction of emotional distress, intentional wrongful death)?  Yes  No

If yes, provide details:

Do you have any commitments to any other employer that may affect your employment?  Yes  No

If yes, explain:

If you are employed in a faculty position, will your children attend OCS?  Yes  No

If no, explain:

**EDUCATION**

List school name below	Years completed (Circle or underline)	Diploma/Degree	Describe course of study or major	Describe specialized experience, training, skills, honors, offices held, and/or extra-curricular activities
High School Name:	9 10 11 12			
College/University Name:	1 2 3 4			
College/University Name:	1 2 3 4			
Graduate/Professional Name:	1 2 3 4			
Graduate/Professional Name:	1 2 3 4			

**Please have all college and graduate school transcripts sent to Orangewood Christian School. If available, also have your college teacher placement file forwarded.**

**CERTIFICATION INFORMATION**

Are you a certified teacher?  Yes  No If yes, type: \_\_\_\_\_ State or agency certifying: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Are you a certified administrator?  Yes  No If yes, type: \_\_\_\_\_ State or agency certifying: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Subject area(s) in which you are certified
Endorsements or other academic certification(s)

**PLACEMENT DATA**

What grade or subjects are you prepared to teach?
With what age students do you prefer to work?
What other school activities could you sponsor or assist with?

**CHURCH LIFE (Serving as a Christian role model and teaching from a Biblical world & life view are essential functions for teachers.)**

Are you a current church member?  Yes  No

Current Church Membership:
Church Address & Phone:
In what ways are you involved in the ministry of your church?

**REFERENCES**

Please list below five references: two should be those who have been in a position to observe your performance as a teacher; two should be character references; one should be a minister in the church you attend. Please do not use relatives.

Name & Address	Phone #	Occupation
Minister		
Professional		
Professional		
Character		
Character		

**DRIVING INFORMATION** (Complete only if driving is an essential function of the job for which you are applying).

Do you have a current valid driver's license?  Yes  No

If yes, License No.: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

If you do not have a driver's license for the state in which you currently reside, why not?

Has your license ever been suspended or revoked?  Yes  No

If yes, explain:

Do you have personal automobile insurance?  Yes  No

If no, explain:

Have you ever been denied personal automobile insurance or has it ever been terminated or suspended?  Yes  No

If yes, explain:

Have you ever been convicted, pled guilty, or pled nolo to a charge of DWI or DUI?  Yes  No

Are any such charges currently pending against you? Yes  No

If yes to either question, explain:

Please list all moving traffic violations in the last five (5) years:

OFFENSE	DATE	LOCATION	COMMENTS

Please answer the following questions.

1. Essential to teaching in a Christian school is a clear testimony of salvation. Please give a brief account of your Christian experience.
2. If you were to die tonight and stand before God and He were to ask you, "Why should I let you into heaven?" what would you say?
3. What is your personal view of Scripture and to its purpose, accuracy, authority, and your own study of it?
4. Do you have any area of disagreement with the Westminster Confession of Faith as adopted by the Presbyterian Church in America? If so, please describe. <http://www.pcaac.org/resources/wcf/> (It is not necessary that you have a perfect understanding of the Westminster Confession, but we would like to know if you have any serious questions or reservations.)
5. Are you willing to become a member of Orangewood Church? Will you submit yourself to the session, school board, and other authorities in the school?
6. If you find yourself at variance with the decision of the session, school board, or other authorities in the school, do you promise to make the variance known to the authorities and to pursue resolution with a loving, careful spirit?
7. What do you understand to be the purpose of Christian education?
8. What is your approach to student discipline?
9. Please describe your leadership style.
10. At this time in your life, what are your goals and career objectives?
11. Have you had any course (or attended any conference which provided specific instruction) in the Christian philosophy of education? If so, please describe, also stating when, where, and who instructed.
12. Why do you want to work at Orangewood Christian School?

**OTHER INFORMATION**

Please describe any other experience that you have which would be relevant to the job for which you are applying.