

# COACHING APPLICATION FOR EMPLOYMENT

## ORANGEWOOD CHRISTIAN SCHOOL

### 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 prior to employment and at any time during employment. 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 CERTIFY THAT THE SCHOOL MAY PERFORM A BACKGROUND CHECK 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 <span style="float: right;">Months</span>	
E-mail Address:	Home Phone:	
Cell Phone:	When are you available to coach?	Are you 18 years of age or older: <input type="checkbox"/> Yes <input type="checkbox"/> No
Sport Desired: _____ Placement Desired: <input type="checkbox"/> Elem <input type="checkbox"/> Middle <input type="checkbox"/> Junior Varsity <input type="checkbox"/> Varsity (check all that apply)		

**PREVIOUS COACHING EXPERIENCE**

Please list the names of your present or previous employers in chronological order with present or last employer listed first. Include part-time and seasonal employment. If self-employed, give firm name and supply business references. **DO NOT ANSWER "SEE RESUME."** Fill out this form **completely**.

<b>Employer 1</b>		<b>Dates Employed</b>		<b>Description of Coaching</b>
		<b>From</b>	<b>To</b>	
<b>Telephone Number(s)</b>				
<b>Address</b>		<b>Hourly Rate/Salary</b>		
<b>Job Title</b>	<b>Supervisor Name &amp; Title</b>	<b>Starting</b>	<b>Final</b>	
<b>Reason for Leaving</b>				
<b>Employer 2</b>		<b>Dates Employed</b>		<b>Description of Coaching</b>
		<b>From</b>	<b>To</b>	
<b>Telephone Number(s)</b>				
<b>Address</b>		<b>Hourly Rate/Salary</b>		
<b>Job Title</b>	<b>Supervisor Name &amp; Title</b>	<b>Starting</b>	<b>Final</b>	
<b>Reason for Leaving</b>				
<b>Employer 3</b>		<b>Dates Employed</b>		<b>Description of Coaching</b>
		<b>From</b>	<b>To</b>	
<b>Telephone Number(s)</b>				
<b>Address</b>		<b>Hourly Rate/Salary</b>		
<b>Job Title</b>	<b>Supervisor Name &amp; Title</b>	<b>Starting</b>	<b>Final</b>	
<b>Reason for Leaving</b>				
<b>Employer 4</b>		<b>Dates Employed</b>		<b>Description of Coaching</b>
		<b>From</b>	<b>To</b>	
<b>Telephone Number(s)</b>				
<b>Address</b>		<b>Hourly Rate/Salary</b>		
<b>Job Title</b>	<b>Supervisor Name &amp; Title</b>	<b>Starting</b>	<b>Final</b>	
<b>Reason for Leaving</b>				

**BACKGROUND INFORMATION**

List any other names which 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

If not, what steps must be taken for you to begin employment lawfully? \_\_\_\_\_

Have you ever been terminated or asked to resign from any coaching 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 OCS or OPC before?  Yes  No

If yes, please give dates and position: \_\_\_\_\_

Do you have any friends or relatives working here or for one of our other schools?  Yes  No

If yes, Name(s) and Relationship: \_\_\_\_\_

Have you ever plead “no contest,” 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

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: \_\_\_\_\_

(NOTE: Answering “yes” to these questions does not constitute an automatic bar to employment.) If you answered yes to any of the preceding questions, please give dates and details: \_\_\_\_\_

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

If yes, explain:

**EDUCATION**

School Name	Years Completed (Circle)	Diploma/Degree	Describe Course of Study or Major	Describe Specialized Experience, Training, Skills, and Extra-Curricular Activities
<b>Elementary:</b>	4 5 6 7 8			
<b>High School:</b>	9 10 11 12			
<b>College/University:</b>	1 2 3 4			
<b>Graduate/Professional:</b>	1 2 3 4			
<b>Trade or Correspondence:</b>				

**OTHER INFORMATION**

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


**CERTIFICATION INFORMATION**

Are you a licensed coach?  Yes  No If yes, type: \_\_\_\_\_ State or agency certifying: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Sports in which you are certified: \_\_\_\_\_

Endorsements or other coaching/athletic certification(s): \_\_\_\_\_

What other positions would you be interested in filling (office, art, P.E., music)? \_\_\_\_\_

List any other professional designations, licenses, or courses that may be applicable:

\_\_\_\_\_

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

Current Church Membership: \_\_\_\_\_

Church Address & Phone: \_\_\_\_\_

In what ways are you involved in the ministry of your church? \_\_\_\_\_

\_\_\_\_\_

**REFERENCES**

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

Name & Address	Phone #	Occupation
Minister _____	_____	_____
Professional _____	_____	_____
Other _____	_____	_____

**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

Essential to employment in a Christian school is a clear testimony of salvation. Please give a brief account of your Christian experience.

What is your personal view of the bible as to its purpose, accuracy, authority, and your own private study of it?

Do you have any area of disagreement with the Westminster Standards as adopted by the Presbyterian Church in America? It is not necessary that you have a perfect understanding of the Westminster Standards, but we would like to know of any serious questions or reservations which you currently hold , [http://www.pcanet.org/general/cof\\_chapi-v.htm](http://www.pcanet.org/general/cof_chapi-v.htm)

Are you willing to submit yourself to the session of Orangewood Presbyterian Church, the OCS school board, and other authorities over you in the school? <http://www.pcanet.org/general/history.htm> , <http://www.pcanet.org/general/beliefs.htm>

If you find yourself at variance with the decisions of the session or other authorities, do you promise to make the variance known to the authorities, and to pursue resolution with a loving, careful spirit?

What is your approach to student discipline?

What are your goals and career objectives?

If you become a part of our staff, what, in your opinion, would you bring with you as strengths to OCS? What weaknesses?

Why do you want to work at Orangewood Christian School?