

ORANGEWOOD CHRISTIAN SCHOOL

APPLICATION FOR FACULTY

APPLICANT'S STATEMENT

I understand that Orangewood 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, gender, 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 _____ Months _____	
E-mail Address:	Home Phone:	
Cell Phone:	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	Grade Level: ___ Elementary ___ Middle ___ High

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 OCS or OPC 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 you answered yes to any of the preceding questions, please give dates and details:

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

School Name	Years Completed	Diploma/Degree	Describe Course of Study or Major	Describe Specialized Experience, Training, Skills, Honors, Offices held, and/or Extra-Curricular Activities
High School:				
College/University:				
College/University:				
Graduate/Professional:				
Graduate/Professional:				
Trade or Correspondence:				

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: _____

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? _____

What grades or subjects would you most like to teach: _____

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.

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

OTHER INFORMATION

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

PLEASE ANSWER THE FOLLOWING QUESTIONS:

(Feel free to attach additional page(s) as necessary to complete the questions)

Have you had any courses (or attended any conferences which provide specific instruction) in the Christian philosophy of education? If so, please state when, where, and who instructed.

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

Do you believe in infant baptism? Why or why not?

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 do you understand to be the purpose of Christian education? Why do you want to be a part of it?

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?

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? If yes to either question, explain: _____

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

OFFENSE	DATE	LOCATION	COMMENTS