



# CENTRAL VIRGINIA CHRISTIAN SCHOOL

## TEACHER APPLICATION

### Part I

Your interest in **Central Virginia Christian School** is appreciated. We invite you to fill out this application and return it to our office. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models. We look forward to receiving your initial application. Thank you for your interest in the ministry of our school.

*Central Virginia Christian School does not discriminate against its members, students, teachers, or staff members on the basis of race, color, or national or ethnic origin. Central Virginia Christian School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.*

### **A. APPLICANT'S NAME AND ADDRESS**

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

Application date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Date available: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Present address: \_\_\_\_\_

\_\_\_\_\_

Social Security #: \_\_\_\_\_ Phone: (H) \_\_\_\_\_ (C) \_\_\_\_\_

Best time to call you? \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(to be used for criminal background check)

Please list any additional addresses where you have resided at any time during the past five years:

\_\_\_\_\_

\_\_\_\_\_

### **B. POSITION DESIRED**

Please indicate 1, 2, 3 choice in the parenthesis.

( ) Kindergarten ( ) Elementary (Gr. 1-4)

( ) Middle School (Gr. 5-8)

How did you learn about the position for which you are applying? \_\_\_\_\_

### **C. CHRISTIAN BACKGROUND**

**On a separate sheet of paper, briefly discuss your Christian testimony.**

Please carefully read our Statement of Faith and indicate your degree of support.

\_\_\_ I fully support the Statement as written without reservations.

\_\_\_ I support the Statement except for the area(s) listed and explained on a separate paper.  
Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth and conduct? Yes \_\_\_ No \_\_\_

Denominational preference: \_\_\_\_\_

What is your local church affiliation? \_\_\_\_\_

Are you presently a member in good standing? \_\_\_\_\_ Years? \_\_\_\_\_

In what church activities are you involved and with what degree of regularity?  
\_\_\_\_\_  
\_\_\_\_\_

**D. PROFESSIONAL QUALIFICATIONS**

- **Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.**

What degree or degrees do you hold?

Degree	Date Received	Issuing Institution
_____	_____	_____
_____	_____	_____

Your Major(s)  
\_\_\_\_\_

Your Minor(s)  
\_\_\_\_\_

Cumulative grade point average: Bachelor's \_\_\_\_\_ Graduate work \_\_\_\_\_

Do you have an ACSI Teaching Certificate? \_\_\_\_\_

What level? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years.

Do you have a state teaching certificate? \_\_\_\_\_ State: \_\_\_\_\_

Grades: \_\_\_\_\_ Remains valid for \_\_\_\_\_ years.

Endorsement(s)	List semester hours in endorsement area(s)
_____	_____
_____	_____

If you do not hold a certificate, what requirements do you lack?

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**\* Please attach photocopies of any certificates held.**

Have you had any courses in the Christian Philosophy of Education? If so, where and when? \_\_\_\_\_

List any conferences or seminars that you have led or participated in recently.  
\_\_\_\_\_  
\_\_\_\_\_

**E. EMPLOYMENT HISTORY**

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may follow the same format on the next page.

1. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_

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

Have you ever worked under a different name for any of the employers you have listed?  
If so, what was the name or names?  
\_\_\_\_\_

Have you served in the military? Yes \_\_\_ No \_\_\_. If yes, what type of training or education did you receive?  
\_\_\_\_\_

Are you holding or have you already signed a contract for next year with any other educational institution? Yes \_\_\_ No \_\_\_

**G. PERSONAL REFERENCES**

Do not list family members or relatives for references. You will also need to sign the **Reference Release Form** that is attached and return it with this application.

Give three references who are qualified to speak of your spiritual experience and Christian service. **List your current pastor first.**

Name/Complete Address	Phone	Position
1. _____		
_____		
2. _____		
_____		
3. _____		
_____		

Give three references who are qualified to speak of your professional training and experience. **List your current or most recent principal or supervisor first.**

Name/Complete Address	Phone	Position
1. _____		
_____		
2. _____		
_____		
3. _____		
_____		

## **H. APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that **Central Virginia Christian School** does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability.

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact 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 and agree that I will be paid and receive benefits only through the day of release.

I authorize **Central Virginia 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 position.

I authorize 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 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. I authorize the school to conduct a criminal records 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 that it could 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 the above statements.

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Signature of Applicant

Date