

COSHOCTON CHRISTIAN SCHOOL

TEACHER & STAFF APPLICATION FORM

23891 Airport Road
Coshocton, OH 43812
Office: (740)622-5052
Fax: (740)622-9244

Your interest in Coshocton Christian School is appreciated. We invite you to fill out this initial application and return it to our school office, **along with an attached resumé**. If an opening occurs for which you may qualify, we will notify you. We will also contact your references. If we have continued interest in your candidacy, we will send you some follow up questions and arrange a personal interview.

We realize that the key to a successful Christian school is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models. Luke 6:40

We look forward to receiving your initial application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

CONTACT INFORMATION

Full Name	_____	
Present Address	_____	
Permanent Address (if different)	_____	
Other residences from the past five years	_____	
Email Address	DOB	_____
Home Phone	Cell Phone	_____
Best time to call?	Length of time at current address?	_____
Application Date	Date Available	_____

POSITION DESIRED

Please indicate 1, 2, 3 choice in parenthesis. Then to the right please indicate the grades or subjects in order of preference:

- () Preschool _____
- () Kindergarten _____
- () Elementary _____
- () Jr. High / High School _____
- () Other Staff _____

Full Time _____ Part Time _____ Substitute _____

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

Can you submit verification of your legal right to work in the US? Yes _____ No _____

CHRISTIAN BACKGROUND

***In your own handwriting, on a separate paper, briefly give your Christian testimony.**

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?

What other Christian service have you done since becoming a Christian?

Are you capable of teaching a Bible class? _____ If yes, what would be your subject preference?

To what extent do you believe you should become involved in Sunday and other weekday ministries of the sponsoring church or the church of which you are a member?

Describe your routine of personal Bible study and prayer

PROFESSIONAL QUALIFICATIONS

***Please list your postsecondary education. Should you be offered a position, copies of your degree(s) must be provided to the school for inclusion in your personnel file.**

What degrees do you hold?

Degree

Date Received

Issuing Institution

Your Major(s)

Your Minor(s)

PROFESSIONAL QUALIFICATIONS - continued

Total semester or quarter units after date of bachelor's degree _____

Sequentially list your teaching experience with most recent first:

School's Name	Grades or Subjects	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____

To what degree are you familiar with various Christian or secular textbooks series (i.e., ACSI, Abeka, Bob Jones, Saxon, Open Court Reading)?

Textbook series preferences?

Do you have an ACSI Teaching Certificate? _____

What level? _____ Remains valid for _____ years

Do you have a state teaching certificate? _____ State? _____

What kind? _____ Remains valid for _____ years

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

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

If not, would you be willing to take such a course by correspondence or otherwise? _____

PERSONAL PHILOSOPHY

***On separate paper please label and succinctly answer in one or two paragraphs each of the questions below.**

***Attach a typed copy of your personal Christian philosophy of education and how you would implement it in the classroom.**

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

B. What are the main characteristics that distinguish a Christian school from a public school?

C. **After reading our Statement of Faith** (pg. 8), do you strongly hold any doctrines that are not on that statement? (e.g. instrumental music should not be a part of a worship service, you should not eat pork, etc.) If yes, please list and describe.

D. What is your philosophy of discipline? Your attitude toward physical punishment?

E. What areas do you feel are your strengths? Weaknesses?

F. What do you believe about the origin of earth and mankind?

G. Frequently Christian schools enroll children from more than one evangelical denomination. How would you handle a child's question if you knew that it was theologically controversial, and the family's church held a different viewpoint than your own?

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 reverse

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 _____

EMPLOYMENT HISTORY - continued

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 _____

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.

PERSONAL INFORMATION

Marital Being a Christian role model in all aspects of life is a major requirement for this position. The Bible is our standard for marriage and sexual conduct. It is a bona fide occupational requirement for staff to live by those standards. Please indicate your marital status.

Single _____ Engaged _____ Married _____ Separated _____ Divorced _____ Remarried _____

Widow(er) _____ *Please attach explanation if divorced or remarried.

Spouse's name _____ Years married _____

Spouse's occupation _____

Family

Number of children _____

Ages _____ Fall Grade Levels _____

_____	_____
_____	_____
_____	_____

Finances

What was your most recent annual salary? _____

Personal Background

Have you ever been dismissed, resigned to avoid being dismissed, or been asked to resign from a position? Yes _____ No _____

If yes, explain. Use the reverse side if necessary.

Have you ever been charged in civil or criminal proceedings with improprieties regarding children? Yes _____ No _____ If yes, indicate the nature of suit, offense, date, court, and disposition.

Ability

You have read the job description and essential functions for this position. Is there any reason why you might be unable to perform the essential duties and responsibilities of the position for which you are applying? Yes _____ No _____ If yes, please explain.

If you answered "yes" to above question, is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position?

Do you have any personal responsibilities or other commitments that may prevent you from meeting this position's requirements for on-time arrival, attendance, or work schedules?

Our school welcomes employees, volunteers, and students of different nationalities, races, and denominations. How have you demonstrated an ability to work with others that may be different from you or have beliefs different from yours? Please describe any difficulties that you may have encountered.

Personal Interests

List your hobbies and personal interests.

List any experience, skills, or qualifications that you believe would especially fit you for work with our school.

CURRENT ISSUES

We live in a pluralistic society with many conflicting beliefs and values. As a teacher you may be asked specific questions about controversial issues by your students. Your answers will come from your personal convictions. We need to know the views of those that would be **Christian role models** for our children. Please share your personal convictions as a Christian toward:

Wine, beer, and other alcoholic beverages

Smoking and chewing tobacco

CURRENT ISSUES - continued

Marijuana and other non-prescription drugs

Premarital sex

Divorce and remarriage

Abortion

Homosexuality

STATEMENT OF FAITH / MISSION STATEMENT

1. We believe there is one God, eternally existing in three persons: the Father, the Son, and the Holy Spirit.
2. We believe that the Bible is God's written revelation to man, and that it is verbally inspired, authoritative, and without error in the original manuscripts.
3. We believe in the deity of Jesus Christ, His virgin birth, sinless life, miracles, death on the cross to provide for our redemption, bodily resurrection and ascension into heaven, present ministry of intercession for us, and His return to earth in power and glory.
4. We believe in the personality and deity of the Holy Spirit, that He performs the miracle of the new birth in unbelievers and indwells believers, enabling them to live godly lives.
5. We believe that man was created in the image of God, but because of sin was alienated from God. Only through faith, trusting in Christ alone for salvation, which was made possible by His death and resurrection, can that alienation be removed.

EDUCATION PHILOSOPHY

Coshocton Christian School is committed to guiding each student to discover their unique abilities and to develop those graces and skills demonstrated in the life of Jesus Christ. CCS's staff will help each individual student strive to use their talents fully in all areas of academics, social and artistic endeavors, and to exercise those God-given talents in God's service and for His glory. Our team of parents, teachers, and administrators will work together to create a supportive environment conducive to learning and fulfilling God's plan.

ADADEMIC POLICY

Coshocton Christian School's admission policy requires that parents of prospective students do the following:

1. Have transcripts forwarded
2. Complete the initial paperwork (Pastoral Reference Form, Statement of Cooperation)
3. Complete interview with principal/administrator
4. Return the completed registration packet for each student along with registration fee, birth certificate, and shot records. (Packet includes: Registration Form, Emergency Medical Form, Standards of Conduct – Grades 5-12, Financial Agreement Form, and Child Medical Statement for Preschool students.)

CERTIFICATION & AGREEMENT

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, 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 **Coshocton 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 a fingerprint check by the FBI and possible 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.

Name (Signature)

Date

Name (Printed)

The Coshocton Christian School recruits and admits students of any race, color, or ethnic origin to all rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in the administration of its educational programs and athletics/extra-curricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.

The Coshocton Christian School will not discriminate on the basis of age, gender, race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

Please return this completed application with an attached resumé to our school office.

Address: 23891 Airport Road Coshocton, OH 43812

Email: ccsadminoffice@gmail.com

Fax: (740)622-9244