



Carolina Christian School  
406 Renee Ford Road  
Locust, NC 28097  
704.888.4332

## Classroom Teacher Application

Our school exists to provide a distinctive, biblically based education in a nurturing environment through which students are instilled with godly character, inspired to excel, and prepared for a life of enduring commitment to Christ. Your interest in being a part of such a ministry at Carolina Christian School is appreciated. We invite you to fill out this application and return it to our school office. If an opening occurs for which you may qualify, we will notify and ask you to send your placement file to our office. We will also contact your references. If we have continued interest in your candidacy, we will send you some follow-up questions and arrange for 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 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.

### A. Applicant's Name and Address

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle initial \_\_\_\_\_

Position applied for:

\_\_\_\_\_

Please indicate:      Full Time      or      Part Time

Age/Grade Level Preference \_\_\_\_\_

Application date \_\_\_\_/\_\_\_\_/\_\_\_\_

Date available \_\_\_\_/\_\_\_\_/\_\_\_\_

Current address:

Street address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Days ( \_\_\_\_\_ ) \_\_\_\_\_ Evenings ( \_\_\_\_\_ ) \_\_\_\_\_

Cell phone ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail \_\_\_\_\_

Best time to call? \_\_\_\_\_ Length of time at this address? \_\_\_\_\_

Permanent address and phone number if different from current address

### **B. Christian Background**

Please carefully read our statement of faith and indicate your degree of support.

#### **STATEMENT OF FAITH**

Carolina Christian School is traditionally and historically reformed in doctrine.

#### **WE BELIEVE . . .**

- in the verbal inspiration and authority of the Holy Bible.
- that the Bible reveals God, the fall of man, the way of salvation, and God's plan and purpose in the ages.
- in one God, who has revealed Himself in three Persons, God the Father, God the Son (Jesus) and God the Holy Spirit.
- in the deity and the virgin birth of Jesus Christ.
- that Jesus physically suffered and died on the cross, was buried, and physically rose again from the dead.
- Jesus ascended into heaven and will one day visibly and physically return.
- that men are justified by grace through faith alone are made righteous through the redemptive work of Jesus Christ.
- in the system of doctrine as contained in the Westminster Confession of Faith and the Larger and Shorter Catechisms.

I fully support the statement as written, without mental reservations.

I support the statement except for any areas listed and explained on a separate paper. These areas represent either disagreements or items for which I have not yet formed an opinion or a conviction.

Signature: \_\_\_\_\_

What is your denominational preference?  
\_\_\_\_\_

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

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

**On a separate paper in your own handwriting, briefly give your Christian testimony, as well as your personal plan for continued Christian growth.**

**C. Questions for Instructional Personnel**

Please list teaching certificates that you hold: \_\_\_\_\_

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

**Teaching Certificate:** YES NO    **State:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_

**ACSI Certification?** YES NO    **Type** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_

Please list K-12 activities, clubs or sports that you would be capable and willing to direct, sponsor, or coach (indicate grade or ability levels):

\_\_\_\_\_

**Employment Experience**—Please list your experience beginning with your most recent job.

Employer/School	Location	Dates Employed (from-to)	Subjects Taught Grade Level	Position Held

Reason for terminating most recent or current position:

**Other Employment History**

Please start with your current or most recent employer and work backward for the past ten years.

If necessary, use a separate paper and follow the same format for additional positions.

Employer	Position	Dates (from-to)	Supervisor


**D. Professional Qualifications**

Please attach photocopies of all your post secondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.

**Education**

Name of School or College	Location	Years Attended	Subjects Major/Minor	Degree

Describe your level of computer and software program skills: \_\_\_\_\_

**E. Personal Philosophy**

On a separate paper, please type your viewpoints on the following questions.

1. Why do you wish to serve in a Christian program?
2. What do you believe distinguishes a Christian program from a secular one?
3. If you had a conflict with a student, parent, or another staff member, how would you work to resolve it?
4. Is there anything that we have not asked you but that you believe we would consider significant if we did know it? If "yes," please explain.

**F. Personal References and information**

Please include one pastoral reference, and at least one professional reference. None of your three references should be a member of your family. Please inform your references that we may be contacting them by telephone to request further information. You will also need to sign the attached Authorization to Release Reference Information form and return it with this application.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Years acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Occupation: \_\_\_\_\_

\_\_\_\_\_ Years acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Occupation: \_\_\_\_\_

\_\_\_\_\_ Years acquainted: \_\_\_\_\_

Have you ever been charged with a felony, misdemeanor, or any other infraction more serious than a simple traffic citation? (please circle)      **YES**    **NO**      If yes, please explain:

**G. Applicant's Certification and Agreement**

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

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment, and 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 on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. 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 Carolina Christian School to thoroughly interview the primary references that 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 my former employers and any other references 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, all other 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 conditional until the school has received the 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 application for employment is valid for no more than 120 days. After that, I must resubmit an application in order to be considered for positions at this school. I understand that this is only an application for employment and that no employment or employment contract is being offered at this time.

I understand that failure to complete any portion of this application or to sign this application will result in rejection of my application.

I certify that I have carefully read and do understand the above statements.

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**Applicant Signature & Date**

**Please list the platform (Twitter, Facebook, Instagram, etc) and your screen/user name for all of your social media sites/pages:**

**Certification and Agreement:**

- I understand that Carolina Christian School does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.
- I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for continued employment, and that the facts set forth in this process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. If I am released under these circumstances, I further understand and agree that I will be paid only through the day of release.
- I authorize Carolina Christian School to contact the primary references that I have listed if deemed necessary. I authorize my current and former employers and any other references 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, all other 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.

- Employees should not have any expectations of privacy on their personal social media pages or accounts. As social media exists primarily in the public realm, employee's social media pages or accounts should reflect the standards and expectation of their role as employees at Carolina Christian School. I authorize Carolina Christian School to view the social media accounts that I have listed. In addition, I hereby release the school 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.

- Since I will be working with children, I understand that I must submit to a criminal/child abuse clearance. I understand and agree that any offer of employment that I may receive from the school is conditional until the school has received the 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 contract for employment is valid for no more than one school year. After that, I must resubmit a letter of interest if I want to continue to be considered for a CCS Teaching or Coaching Position.

I certify that I have carefully read and understood the above statements.

Applicant Name (Print):

Applicant Signature:

Date: