

Christian Life

Preparatory School

TEACHER APPLICATION

We appreciate your interest in Christian Life Preparatory School. Please complete this initial application and return it to the school office. If you qualify for an opening, an interview will be scheduled, and your references will also be contacted.

The quality of the teaching staff is critical to the successful operation of a Christian School. We want teachers who are professionally qualified, who really love children, and who, by the pattern of their lives, exemplify Christ.

Thank you for your interest in Christian Life Preparatory School. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

SECTION I: PERSONAL INFORMATION

Full Name _____

Social Security Number _____ Driver's License # _____

Application Date ___/___/___ Date Available ___/___/___ DoB ___/___/___

Present Address _____
Street City State Zip

How long have you lived at the above address? _____

Please list additional addresses where you have resided within the past 5 years

Phone (Days) (____) _____ (Evenings) (____) _____ E-mail _____

SECTION 2: CHRISTIAN BACKGROUND

On a separate paper, write a brief essay about your Christian experience.

Please include the following:

- Salvation experience
- Denominational preference
- Local church affiliation
- Church activities and frequency of participation
- Daily devotional practices
- Books recently read that have helped you grow spiritually

SECTION 3: PROFESSIONAL QUALIFICATIONS

University/College (City/State)	Degree	Date Received	Area(s) of Emphasis	Cumulative GPA
			Major(s): Minor(s):	
			Major(s): Minor(s):	
			Major(s): Minor(s):	

SECTION 4: TEACHING EXPERIENCE

Name and Address of School	Dates of Service	Grade(s)	Name of Administrator	Telephone Number

1. Total years of teaching experience: Public _____ Private _____ Private Christian _____
2. List subject areas that you have taught _____

3. Circle any of the following for which you have special training or experience:

Art	Drama	Computer/Technology	Gifted	Athletic/Sports _____(specify)
Dance	Band/Music	Science/Fair	Latin	Spanish
French	Logic			

SECTION 5: TEACHING PREFERENCES

1. Would you like to teach _____ Full Time _____ Part time _____ Substitute
2. List grade level preferences (in order of preference) _____
3. List subject areas that you are interested in teaching _____

SECTION 6: TEACHING CREDENTIALS OR CERTIFICATES

1. Are you certified as a teacher with the Association of Christian Schools International? _____
What level? _____ Valid until what year? _____
2. If you are not ACSI certified, would you be interested in securing ACSI certification? _____
3. Have you taken a Philosophy of Christian Education course? _____
4. Do you have any Bible classes on your transcript? If so, what? _____
5. Do you have a valid state teaching certificate? _____ What state? _____

SECTION 7: PERSONAL PHILOSOPHY

On a separate paper, write a short essay about your personal philosophy on Christian education. Include the following:

- Your reason for teaching in a Christian school
- How to establish a proper atmosphere for learning
- Classroom discipline strategy
- Your strengths/weaknesses as a teacher
- Any other additional pertinent information

SECTION 8: REFERENCES

Give three (3) references who can testify as to your Christian service and character. List your current pastor first.

Name	Position	Address	Phone

Give three (3) references who are qualified to speak of your professional training and experience. List your current or most recent principal or supervisor.

Name	Position	Address	Phone

SECTION 9: EMPLOYMENT HISTORY

**Please start with your current or most recent employer and work backwards for the past ten (10) years.
(Attach paper if necessary.)**

1. Name of present or last employer _____ Address _____
City _____ State _____ Zip _____
Name of Supervisor _____ Supervisor's Title _____ Phone (____) _____
Dates of Employment ____/____/____ to ____/____/____ Job Title _____ Final salary/week _____
Description of Work _____
Reason for Leaving _____

2. Name of previous employer _____ Address _____
City _____ State _____ Zip _____
Name of Supervisor _____ Supervisor's Title _____ Phone (____) _____
Dates of Employment ____/____/____ to ____/____/____ Job Title _____ Final salary/week _____
Description of Work _____
Reason for Leaving _____

3. Name of previous employer _____ Address _____
City _____ State _____ Zip _____
Name of Supervisor _____ Supervisor's Title _____ Phone (____) _____
Dates of Employment ____/____/____ to ____/____/____ Job Title _____ Final salary/week _____
Description of Work _____
Reason for Leaving _____

4. Name of previous employer _____ Address _____
City _____ State _____ Zip _____
Name of Supervisor _____ Supervisor's Title _____ Phone (____) _____
Dates of Employment ____/____/____ to ____/____/____ Job Title _____ Final salary/week _____
Description of Work _____
Reason for Leaving _____

5. Name of previous employer _____ Address _____
City _____ State _____ Zip _____
Name of Supervisor _____ Supervisor's Title _____ Phone (____) _____
Dates of Employment ____/____/____ to ____/____/____ Job Title _____ Final salary/week _____
Description of Work _____
Reason for Leaving _____

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as a _____ with Christian Life Preparatory School. I have authorized the school to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals which 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 all other matters related to my suitability for employment.

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 Christian Life Preparatory School, my former employers, references and all other parties from any such 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 reference given to Christian Life Preparatory School.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

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

Applicant's Name (PRINT)

Applicant's Signature

Date

APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Christian Life Preparatory 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 the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or 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 that I will be paid and receive benefits only through the day of release.

I authorize Christian Life Preparatory 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 job.

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 to 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.

Applicant's Signature

Date

Please Attach:

- Essay on Christian Experience
- Essay on Philosophy of Christian Education
- Copy of Teaching Certificate(s)
- Copy of Transcript(s) (**If hired, an official transcript(s) will be needed**)
- Signed Agreement on the Mission, Philosophy, Non-Discrimination Policy, Statement of Faith, and Non-Denominational Position of Christian Life Preparatory School
- Employee Reference Forms with Page 1 completed

SEND TO:

CHRISTIAN LIFE PREPARATORY SCHOOL

6250 SOUTH FREEWAY

FORT WORTH, TX 76134

OR

E-mail: clps@msn.com

Christian Life Preparatory School

EMPLOYEE REFERENCE FORM

TYPE OF REFERENCE (please circle one): Personal Professional Church-Related

To the applicant: Please print in ink or type all information in this section and forward this form to the school office. (Make copies as needed)

Applicant's Name _____

Applicant's Address _____
Street City State Zip

Position for which you are applying _____

I hereby waive my right to have access to this evaluation form, when completed, and understand that this confidential recommendation is to be used only in consideration of my application for employment at Christian Life Preparatory School. I also give my permission to the individual named in the document as a reference, to release his or her personal information and opinions of me to Christian Life Preparatory School.

I hereby release, discharge, and hold harmless Christian Life Preparatory School, its agents or representatives, and the individual named in this document as a reference, from any and all liability of every nature and kind arising out of the furnishing, inspection, and use of such personal information and opinions.

Signature of Applicant

Date

To the Reference: Thank you for taking the time to give your honest evaluation of this applicant. It will help the Administration and/or Faculty Development Committee understand the applicant's potential qualifications for employment at CLPS. Please feel free to call the school at (817) 832-1554 if you have any question regarding this form. You are welcome to provide further statements or explanations on a separate sheet of paper. We sincerely appreciate your timely attention to this matter.

Name _____ Date _____

Address _____
Street City State Zip

Phone (____) _____ Title or Position _____

Please send this form to:
Christian Life Preparatory School
6250 South Freeway
Fort Worth, TX 76134
Or
FAX 817.293.1500
ATTN: Administration

Position(s) held by applicant:

Dates of service: _____ Full time _____ Part time _____

Reason for leaving: _____

Is there a performance evaluation for this individual? What are the ratings on the form? Are any problems noted?

Did this individual ever receive a written or verbal employment warning?

Yes No

Because we put such a high priority on the safety of our students, we ask some pretty direct questions regarding misconduct. We ask these questions on all reference checks.

Are you aware of any instance in which the applicant sexually harassed another individual or was accused of doing so?

Yes No

Has anyone ever brought or discussed bringing a civil or criminal claim against the applicant alleging physical or sexual abuse by him/her? Yes No

Did you, as his/her employer, ever discipline or reprimand him/her for any reason related to physical or sexual abuse, or sexual impropriety? Yes No

Do you have any reason to believe that he/she should not be working around children, those in need of counsel, or any other individual? Yes No

Do you have any reason to believe that he/she is not totally honest or that he/she cannot be trusted in handling funds? Yes No

For reasons that you may prefer to keep confidential, should we enlarge our search beyond this particular applicant?

Yes No

Please provide both positive and negative comments on this person regarding anything that you feel we should know.

Do you believe that this applicant demonstrated a real commitment to Christian living both on and off the job site? Would he/she be a good Christian role model for our students?

Please list main character and personality strengths.

REFERENCES: Please provide the name and address of an additional individual who knows the applicant and may be able to provide information about him or her.

Please check the column that most closely applies:

1 - Outstanding; 2 - Above Average; 3 - Satisfactory; 4-Improvement Needed; 5 - No Opportunity to Observe

TEACHER PERFORMANCE

	1	2	3	4	5
A. Provides for biblical integration in subject areas	_____	_____	_____	_____	_____
B. Is consistently thorough in lesson planning and in securing necessary materials	_____	_____	_____	_____	_____
C. Uses a variety of teaching techniques and resources	_____	_____	_____	_____	_____
D. Demonstrates a knowledge of subject matter	_____	_____	_____	_____	_____
E. Understands and relates effectively to student needs/maturity	_____	_____	_____	_____	_____
F. Exhibits ability to arouse interest and to stimulate intellectual growth	_____	_____	_____	_____	_____
G. Is fair, firm and consistent with students	_____	_____	_____	_____	_____
H. Maintains effective classroom control	_____	_____	_____	_____	_____
I. Develops appropriate relationships with students	_____	_____	_____	_____	_____
J. Maintains voice control in the classroom	_____	_____	_____	_____	_____
K. Provides a well-organized, attractive classroom	_____	_____	_____	_____	_____

PROFESSIONALISM

A. Follows ethical and professional practices	_____	_____	_____	_____	_____
B. Develops appropriate relationships with administration, staff, and parents	_____	_____	_____	_____	_____
C. Is assertive and authoritative as a staff member at appropriate times	_____	_____	_____	_____	_____
D. Accepts and acts upon supervisory guidance	_____	_____	_____	_____	_____
E. Follows through on assignments	_____	_____	_____	_____	_____
F. Is accurate and prompt in record keeping and in responding to communications	_____	_____	_____	_____	_____
G. Is punctual at post of duty	_____	_____	_____	_____	_____
H. Makes good decisions after considering necessary information	_____	_____	_____	_____	_____
I. Is a builder of loyalty and goodwill to the employer	_____	_____	_____	_____	_____
J. Maintains neat, appropriate appearance	_____	_____	_____	_____	_____
K. Displays emotional stability	_____	_____	_____	_____	_____

Thank you for your help and cooperation!

PLEASE RANK THE APPLICANT ON THE FOLLOWING AREAS:

	No Basis for Judgment	Below Average	Average	Good	(Top 10%) Excellent
Character					
Flexibility					
Organization					
Relationships: Students, Teachers, Administration					
Knowledge of subject matter					
Ability to motivate students					
Classroom Management					
Professional Ethics					
Responsibility					
Responsiveness to legitimate authority					
Record-keeping skills					
Sound Judgment					
Professional Loyalty					
Punctuality					
Teachable and general interest in professional growth					
Initiative					

1. How long have you known the applicant?
2. In what capacity have you known the applicant?
3. What three adjectives best describe this applicant?
4. If given the opportunity, would you hire this teacher?
5. How would you describe the applicant's character and Christian witness, including the witness of his or her lifestyle?
6. How would you describe the applicant's skills in relating to elementary/secondary students?
7. What would you identify as the applicant's main growth need(s)?
8. Are there any other general comments you would like to make regarding this applicant's character, personality, or abilities that would have a bearing on the probable quality of his or her ministry in a Biblically-centered Christian school.