



# APPLICATION FOR EMPLOYMENT

Full name: Miss ( ) Mrs. ( ) Mr. ( ) Dr. ( ) \_\_\_\_\_  
Present Address: \_\_\_\_\_  
Telephone Number: Days \_\_\_\_\_ Evenings \_\_\_\_\_  
Best time to call: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### POSITION DESIRED

**Preference:** (Please indicate 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> choice in parentheses.)  
( ) Elementary ( ) Middle School ( ) High School ( ) Administrative ( ) Athletic ( ) Substitute Teacher

**Preference:** (Grade or subject in order of preference, if applicable)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**Special Abilities:** Please indicate any activities or sports which you would be willing to coach, supervise, sponsor,  
\_\_\_\_\_  
\_\_\_\_\_

### CHRISTIAN BACKGROUND

On a separate sheet of paper, write about your current relationship with Christ. Please include:

- Your definition of a Christian
- How you came to the decision to have faith in and follow Christ
- How you grow your relationship with Him
- Your church affiliation and involvement

Please carefully read our **Statement of Faith** and mark the appropriate space below.

\_\_\_\_ I fully support the Statement as written.

\_\_\_\_ I support the Statement except in the area(s) listed and explained on separate page.

### **ABOUT YOU**

What books and/or periodicals have you read recently?

\_\_\_\_\_

What would you like to share about your interests/hobbies?

\_\_\_\_\_

What experiences, service or missions projects and/or accomplishments are memorable to you and have helped shape who you are today? How might these experiences

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**PROFESSIONAL QUALIFICATIONS**

Please attach photocopies of all your college transcripts. Should you be offered a position, official copies will be required to be submitted for inclusion in your personnel file.

**FORMAL TRAINING**

What degree(s) do you hold?

<u>DEGREE</u>	<u>MAJOR(S)</u>	<u>DATE RECEIVED</u>	<u>ISSUING INSTITUTION</u>

Cumulative GPA: Undergraduate \_\_\_\_\_ Graduate: \_\_\_\_\_

**TEACHING CREDENTIALS**

Do you have a State Teaching Certificate? Yes \_\_\_ No \_\_\_ State \_\_\_\_\_

Do you have an ACSI Teaching Certificate? Yes \_\_\_\_\_ No \_\_\_\_\_

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

Endorsements \_\_\_\_\_

**EMPLOYMENT EXPERIENCE**

Sequentially list your professional experience, beginning with the most recent.

**DATES EMPLOYED** \_\_\_\_\_

SCHOOL/BUSINESS/ORG \_\_\_\_\_

ADDRESS \_\_\_\_\_

JOB DESCRIPTION \_\_\_\_\_

RESPONSIBILITIES (including any subjects that you taught and any extra-curricular activities you led: \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

**DATES EMPLOYED** \_\_\_\_\_

SCHOOL/BUSINESS/ORG \_\_\_\_\_

ADDRESS \_\_\_\_\_

JOB DESCRIPTION \_\_\_\_\_

RESPONSIBILITIES (including any subjects that you taught and any extra-curricular activities you led:

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SCHOOL/BUSINESS/ORG \_\_\_\_\_

ADDRESS \_\_\_\_\_

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RESPONSIBILITIES (including any subjects that you taught and any extra-curricular activities you led:

REASON FOR LEAVING \_\_\_\_\_

**DATES EMPLOYED** \_\_\_\_\_

SCHOOL/BUSINESS/ORG \_\_\_\_\_

ADDRESS \_\_\_\_\_

JOB DESCRIPTION \_\_\_\_\_

RESPONSIBILITIES (including any subjects that you taught and any extra-curricular activities you led:

REASON FOR LEAVING \_\_\_\_\_

To what degree are you familiar with various Christian or secular curriculums (ie. ACE, ABeka, Bob Jones, Saxon Math, Open Court Reading, etc)?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any advantages you have that have not been mentioned that may positively affect your ability to perform your job with excellence.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you had other specific training for Christian schools or Christian education? Give details.

\_\_\_\_\_  
\_\_\_\_\_

List any helpful conferences or seminars in which you have participated.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MISSION**

Greenville Christian School equips the children of Christians with excellent academics, biblical life application and leadership skills to excel in their Christ-centered lives.

Describe how you will equip students with excellent academics: \_\_\_\_\_

\_\_\_\_\_

Describe how you will equip students with biblical life application:

\_\_\_\_\_

Describe how you will equip students with leadership skills:

\_\_\_\_\_

I have read the **Philosophy and the Values Statements** of Greenville Christian School, and I agree with:

\_\_\_ All of them

\_\_\_ All of them except \_\_\_\_\_

(Please explain any exceptions)

\_\_\_\_\_

\_\_\_\_\_

**PERSONAL REFERENCES**

Do not list family members or relatives as references.

**Personal:** Give three character references from your Christian community.

NAME

ADDRESS

PHONE #

POSITION

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Professional:** Give three professional references.

NAME

ADDRESS

PHONE #

POSITION

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPLICANT’S CERTIFICATION AND AGREEMENT**

**I understand** that Greenville 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 to the best of my knowledge the facts set forth in this initial application are true and complete.

**I understand** 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 that I will be paid and receive benefits only through the date of release.

**I authorize** Greenville Christian School to thoroughly investigate references, work records, evaluations, education and 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.

**I waive the right** to ever personally view any references given to Greenville Christian School, on my behalf.

**I authorize** Greenville Christian School to conduct a criminal background check.

I understand this is an application for employment and no employment contract is being offered at this time.

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

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Signature of Applicant

Date

**DECLARATION OF ETHICAL AND MORAL INTEGRITY**

As an applicant for employment or for a volunteer position at GREENVILLE CHRISTIAN SCHOOL and its ministries, I, \_\_\_\_\_ recognize, understand, and agree to live by the moral and ethical standards of the employees and volunteers associated with the school. I further declare that with regard to my personal moral and ethical character and conduct as of this date, I am not, nor have been in the past, engaged in inappropriate conduct toward minors, nor do I have inclinations toward such conduct. Inappropriate conduct includes the following: homosexual, verbal, physical or sexual abuse as defined by Scripture and state law. I do declare that the above statement is factual and true. By affixing my signature below, I declare I meet the moral and ethical standards of those associated with GREENVILLE CHRISTIAN SCHOOL.

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Applicant's Signature

Date