

MANSFIELD CHRISTIAN SCHOOL

500 Logan Road
Mansfield, Ohio 44907
Ph. (419) 756-5651 Fax (419) 756-7470

Initial Teacher Application

Position desired: _____ Full-time _____ Part-time _____
Application date: _____ Date available: _____

Your interest in Mansfield Christian School is appreciated. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which it appears you may qualify, we will request that you have your placement file forwarded to our office. We will also contact your references. If there is 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 grateful for those who are professionally qualified, who really love children, and who, by the pattern of their lives, exemplify Christ.

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

I. APPLICANT'S NAME AND ADDRESS

Full name: Miss () Mrs. () Mr. () _____
Present address: _____
Telephone Number: Days _____ Evenings _____
How long have you lived at the above address? _____

II. PERSONAL INFORMATION

Marital Status: Single () Engaged () Married ()
Separated () Divorced () Widow(er) ()
Please attach explanation if divorced or remarried
Spouse's name: _____
Occupation: _____
Years married _____ Number of Children _____ Ages _____

III. POSITION DESIRED

Preference:
Pre-K _____ Elementary _____ Junior High _____ High School _____
Grade or subject in order of preference:
1. _____
2. _____

IV. CHRISTIAN BACKGROUND

On a separate paper, briefly give your Christian testimony, detailing your conversion experience.

Bible

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, conduct, and truth?

Yes _____ No _____ Signature _____

Statement of Faith

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

_____ I fully support the Statement of Faith as written without mental reservations.

Signature _____

_____ I support the Statement of Faith except for the area(s) listed and explained on a separate paper.

Signature _____

Church

Denominational affiliation _____

In what church activities are you involved and to what degree of regularity?

Service

What other Christian service have you been involved with since becoming a Christian?

To what extent should a Christian school teacher become involved in Sunday and other weekday ministries? _____

Devotional Life

Describe your routine of personal Bible study and prayer. _____

What books have you read recently that have helped you spiritually _____

What is your definition of a Christian? _____

V. PROFESSIONAL QUALIFICATIONS

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

Formal Training

What degree(s) do you hold?

Degree Major Minor Date Received Institution

Honors/Awards _____

Cumulative GPA (Undergraduate) _____ (Graduate) _____

Teaching Experience

Sequentially list your teaching experience, listing most recent first.

School _____

Address _____

Dates Employed _____

Grade Level/Subjects Taught _____

Other Responsibilities _____

Reason for Leaving _____

School _____

Address _____

Dates Employed _____

Grade Level/Subjects Taught _____

Other Responsibilities _____

Reason for Leaving _____

School _____

Address _____

Dates Employed _____

Grade Level/Subjects Taught _____

Other Responsibilities _____

Reason for Leaving _____

Number of years of teaching experience: Christian schools _____ Public Schools _____

How familiar are you with various Christian or secular curriculums (i.e. ACE, ABeka, Bob Jones, Saxon Math, etc.)? _____

Preferences? _____

Teaching Credentials

Do you have an ACSI Teaching Certificate? _____ What level? _____

Expiration Date _____

Do you have a State Teaching Certificate? _____ What state? _____

Type? _____ Expiration Date: _____

Endorsements _____

If not certified, do you anticipate being certified? _____

What is your plan to accomplish this? _____

Other Experience

List other work or military experiences that may have significance for the type of position for which you are applying:

<u>WHERE</u>	<u>TYPE OF WORK/EXPERIENCE</u>	<u>DATES</u>
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List any other educational advantages that you have had including travel opportunities.

List any books or articles recently read that have helped you grow professionally.

Christian School Preparation

Please attach a copy of your personal Christian philosophy of education.

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

Have you had other courses giving specific training for Christian schools? Give details.

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

Describe how teacher evaluations have been helpful to you.

VI. PERSONAL PHILOSOPHY

On a separate paper, please label and succinctly answer each of the questions below.

- A. Explain your definition of a Christian teacher.
- B. Why do you wish to teach at Mansfield Christian School?
- C. What are your career goals in Christian Education?
- D. What are the main characteristics that distinguish a Christian school from a public school?
- E. What do you consider to be the proper classroom atmosphere for learning?
- F. What is your philosophy of discipline?
- G. On what basis would you require obedience from your pupils?
- H. What spiritual objectives would you establish for the students in your class?
- I. What areas do you feel are your strengths?
- J. How would you like to be developed as a professional Christian teacher?

VII. PERSONAL REFERENCES

You will need to sign the REFERENCE RELEASE FORM that is attached and return it with this application. Do not list family members or relatives as references.

Personal: Give three references who are qualified to speak of your spiritual experience and Christian service.

<u>NAME</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>	<u>POSITION</u>
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Professional: Give three references who are qualified to speak of your professional training and experience. Please list your current or most recent administrator first.

VIII. PERSONAL INTERESTS

List memberships, offices, and honors attained in:

High School: _____

College: _____

Currently: _____

List your hobbies and personal interests: _____

What periodicals do you regularly read? _____

IX. APPLICANT'S CERTIFICATION AND AGREEMENT

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

I further understand that any offer of employment is conditioned on the proof or legal authority to work in the United States.

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 during any phase of the hiring process may prevent me from being hired or, if hired, may subject me to immediate dismissal.

I authorize Mansfield Christian School to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews. I authorize the release and giving of any information requested by Mansfield Christian School such as employment records, performance reviews, and personal references. I release any person, organization, or company from liability or damage which may result from furnishing the information requested. I further waive the right to ever personally view any references given to Mansfield Christian School.

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

Applicant's Signature

Date

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Part Two: Teacher Application

Applicant's Name

Daytime Phone Number

Personal Follow-Up Questions

Based upon our preliminary information, you may be qualified for an opening in our school. You have therefore reached the second phase of our application process. Your college placement file should now be forwarded to our school. Please also fill out this form and send it to our office. After having an opportunity to review your answers, our administrator will contact you further. Thank you.

A. PERSONAL INFORMATION

Personal Background Information

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

If yes, explain. _____

Have you ever been convicted of any offense involving dishonesty, breach of trust, child abuse, moral turpitude, or any other type of crime? _____ Yes _____ No

If yes, indicate the nature of offense, date, court, and disposition.

Finances

Do you think that you can support yourself (and your family) on the salary as indicated by your salary step on our salary scale? _____

B. 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 role models for our children. Please share your personal convictions as a Christian toward:

wine, beer, and other alcoholic beverages: _____

smoking and chewing tobacco: _____

marijuana and other drugs: _____

music: _____

premarital sex: _____

divorce and remarriage: _____

abortion: _____

homosexuality: _____

lodges and secret societies: _____

Do you have a personal testimony regarding any of the above items that you would like to share? _____

C. ADDITIONAL ESSAY QUESTIONS

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

1. You have read our Statement of Faith. Do you hold any doctrines that are not on that statement. If yes, please list and describe.
2. 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 to a different viewpoint than your own?
3. How well do you feel that you get along with your peers?
4. Have you ever led a child or youth to Christ?
5. If married, please have your spouse state his/her feelings about your teaching in a Christian school.

Applicant's Signature

Date

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Authorization to Release Reference Information

I have made application for a position with Mansfield Christian School. I authorize Mansfield Christian School to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews.

I authorize the release and giving of any information requested by Mansfield Christian School such as employment records, performance reviews, and personal references whether such information is favorable or unfavorable to me.

I release any person, organization, or company from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

I further waive the right to ever personally view any references given to Mansfield Christian School.

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

Applicant's Name (print)

Applicant's Signature

Applicant's Social Security Number

Date

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Applicant Declaration of Ethical and Moral Integrity

As an applicant for a position at Mansfield Christian School and its ministries, I _____ recognize, understand, and adhere to the moral and ethical standards and mandates of said 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, but is not limited to, the following: homosexuality, 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, I declare that I meet the moral and ethical standards of Mansfield Christian School.

Applicant Signature

Date

Administrator's Signature (after discussing the form with applicant)

Date

* * * *

We at Mansfield Christian School admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, admission policies, and athletic and other school-administered programs.