

Trinity Christian Schools



EMPLOYMENT APPLICATION



Equipping students to develop their individual gifts spiritually, academically, physically, and socially, to do so in a manner which brings honor and glory to God.



INSTRUCTIONS & POSITION REQUIREMENTS

Dear Applicant,

Thank you for your interest in a teaching position at Trinity Christian School. Selection of faculty is based on a candidate's commitment to a Christian philosophy of education, personal testimony of walking with Jesus Christ, faithfulness in church attendance, academic credentials, teaching and coaching experience, as well as additional extracurricular interests. It is our prayer that God will give you wisdom and discernment as you seek His will for your future.



Sincerely,

Ron Fellers, Head of School

All Applicants

It is the policy of Trinity Christian Schools to employ, train, compensate, promote, and provide other terms and conditions of employment, without regard to a person's race, color, national origin, sex (including pregnancy), age, disability, veteran status, or other characteristics protected by law. **This application must be completed in full. Please print or write, whichever is more legible. Answer every question.**

Return your completed application to: Trinity Christian Schools
 Attn: Head of School
 3107 Trinity Blvd.
 Texarkana, AR 71854

Please include copies of **official transcripts** (college level and above) and a current **resume** if available. If you are applying for a teaching or administrative position, also include a copy of your **state teaching/administrative certificate(s)**. All applications are kept on file for three years, so please notify us of any changes in your address or phone number and we will update your application.

Administrator Applicants

All applicants for Superintendent and Head of School (Principal) positions must have an earned graduate degree from a regionally accredited institution with at least 18 semester hours of administrative or supervision courses as part of, or in addition to, the graduate degree. All other administrators having responsibilities for instructional/student services must have an earned graduate degree from a regionally accredited institution related to their assigned field.

Teaching Applicants

In order to be hired by Trinity Christian Schools for a teaching position, you must have at least one degree from a regionally accredited institution at the Bachelor's level or above. In addition, one of the two academic requirements listed below must be met.

1. You must have a **current** teaching certificate in the subject area or grade level which you would be teaching.

-OR-

2. You must have a minimum of **24 hours** in the subject area or grade level which you would be teaching and **12 hours** of professional education courses. NOTE: Most applicants who are *not* state certified, but who do have 24 hours in the subject area or at the grade level which they would be teaching, do not meet the 12 hour professional education requirement. *An applicant in this situation may still be hired and would have 2 years from the hire date to fulfill the 12-hour requirement from any regionally accredited institution.*



ALL APPLICANTS

The Immigration Reform and Control Act of 1986 prohibits the employment of unauthorized aliens, and requires employers to verify the employment eligibility of all new employees. An offer of employment made by the Schools will be conditioned upon your providing the documentation required by law as evidence of your personal identity and your authorization to work in the United States. Any offer of employment is also conditioned upon the successful completion of a background investigation, a post-offer physical evaluation (if applicable), and a drug screen.

Are you a U.S. citizen or national, permanent resident, temporary resident, legalization applicant, refugee or asylee? Yes No

Temporary residence does not include those with non-immigrant work authorization (F, J, H or L visas). A legalization applicant is one who is eligible and who has made a naturalization application within the regulatory time requirements of the INS. Exceptions to these requirements will be determined based on shortage of qualified candidates with a particular skill.

Personal Data

Name: _____ Date of Application: _____
Last First Middle

Previous/Different last name(s) used in past 7 years (please indicate N/A if you have no other names)

Street Address _____

City _____ State/Province _____ Country _____ ZIP Code _____

E-mail Address _____

Telephone _____ (day) _____ (evening)

Social Security No. _____ Is Your Age Under 18? Yes No

Job Interest

Position(s) Desired _____ Date Available For Employment _____

How or by whom were you referred to us? _____

Education and Training (please do not abbreviate school names)

Full School Name	City	State	Major	Did you graduate?	Degree	Cum. GP
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> GED		
Trade /Technical School				<input type="checkbox"/> Yes <input type="checkbox"/> No		
College				<input type="checkbox"/> Yes <input type="checkbox"/> No		
College				<input type="checkbox"/> Yes <input type="checkbox"/> No		
College/Graduate School				<input type="checkbox"/> Yes <input type="checkbox"/> No		
College/Graduate School				<input type="checkbox"/> Yes <input type="checkbox"/> No		

Please indicate the name(s) you used during your highest level of education:



ALL APPLICANTS

Prior Address Information

Please indicate all addresses – other than the current address indicated on Page 2 – that you have used in the last seven years. Use additional sheet if necessary.

Street Address:		
City:	State/Province:	ZIP/Postal Code:
Country:	Dates AT This Residence: FROM:	TO:

Street Address:		
City:	State/Province:	ZIP/Postal Code:
Country:	Dates AT This Residence: FROM:	TO:

Street Address:		
City:	State/Province:	ZIP/Postal Code:
Country:	Dates AT This Residence: FROM:	TO:

Street Address:		
City:	State/Province:	ZIP/Postal Code:
Country:	Dates AT This Residence: FROM:	TO:

Street Address:		
City:	State/Province:	ZIP/Postal Code:
Country:	Dates AT This Residence: FROM:	TO:

Street Address:		
City:	State/Province:	ZIP/Postal Code:
Country:	Dates AT This Residence: FROM:	TO:

Employment

Were you ever previously employed by Trinity Christian? Yes No

If Yes, dates employed From: _____ To: _____

Position? _____

Are you currently subject to an employment agreement or contract with another employer? Yes No

If yes, please explain _____



ALL APPLICANTS

Starting with your current or most recent employment, list all previous employers. Include self-employment, military service, summer, and part-time jobs for at least the last ten years. Must be completed in full for each employer. Writing "See resume" is not acceptable. Use additional sheet if necessary to cover 10 years of employment.

Organization Name:	Start Date:	End Date:	Job Title & Duties:
Street Address:	Department:	Salary:	
City:	State:	Telephone:	
When may we contact this employer? <input type="checkbox"/> Now <input type="checkbox"/> After acceptance of offer			
Reason For Leaving:			Name & Title of Supervisor:

Organization Name:	Start Date:	End Date:	Job Title & Duties:
Street Address:	Department:	Salary:	
City:	State:	Telephone:	
When may we contact this employer? <input type="checkbox"/> Now <input type="checkbox"/> After acceptance of offer			
Reason For Leaving:			Name & Title of Supervisor:

Organization Name:	Start Date:	End Date:	Job Title & Duties:
Street Address:	Department:	Salary:	
City:	State:	Telephone:	
When may we contact this employer? <input type="checkbox"/> Now <input type="checkbox"/> After acceptance of offer			
Reason For Leaving:			Name & Title of Supervisor:

Organization Name:	Start Date:	End Date:	Job Title & Duties:
Street Address:	Department:	Salary:	
City:	State:	Telephone:	
When may we contact this employer? <input type="checkbox"/> Now <input type="checkbox"/> After acceptance of offer			
Reason For Leaving:			Name & Title of Supervisor:



ALL APPLICANTS

Do you have any relatives currently employed by Trinity Christian Schools or on the Board of Trustees?

Yes No If yes, please list their names: _____

Are you a current TCS parent? Yes No

If yes, please list student name(s): _____

Grade(s) _____

Are you a graduate of TCS? Yes year of graduation _____ No

Why do you desire to make a change from your present position? _____

Please discuss your spiritual journey, what Christ means to you, and the difference He makes in your life. (Use additional sheet if needed.) _____

Please describe what you consider regular church attendance. _____

Do you attend church regularly? Yes No

If yes, what church do you attend, how long have you attended, and what is the denomination or affiliation? _____



ALL APPLICANTS

Are you a member of the church you attend? Yes No

Please provide the name and phone # of your pastor or other church leader whom we may contact:

Name: _____ Position: _____

Daytime Phone #: _____

Name one person in whose life you have had some spiritual input, and briefly describe your relationship. _____

Lifestyles

Answering “Yes” to the questions below will not automatically disqualify you from employment at TCS. As a biblically based educational institution, however, we must assure that the principles and values of our employees are consistent with our Christian philosophy.

Have you ever been divorced? Yes No If yes, reason: _____

Do you consume alcohol? Yes No If yes, reason: _____

Do you use tobacco products? Yes No If yes, reason: _____

What is your attitude toward matters of recreation and entertainment which some Christians practice and other Christians do not?

Honors and Achievements- Please list relevant academic and athletic honors, extracurricular activities, and offices held.

Interests- Please discuss your travel experiences.



ALL APPLICANTS

What periodicals do you read regularly? _____

Of the books you have read recently, which do you most esteem? _____

What school activities could you coach, sponsor, or assist? _____

Additional References

Besides your pastor and current or past supervisor, please list at least six *other* people we may contact with reference to your application. Include teaching peers if applicable.

<u>Reference Name</u>	<u>Title/Relationship</u>	<u>Daytime Phone Number</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

Convictions/Suspensions/Debarments

Have you ever been convicted of a felony? Include all pleas of "guilty" or "no contest". Yes No

Have you been convicted of or imprisoned for any type of misdemeanor within the last seven years? Yes No

Are you currently debarred, suspended or otherwise ineligible to work in any profession? Yes No

If **Yes** to any of the above questions, please explain fully. _____

This information will not necessarily bar an applicant from employment and, therefore, any uncertainty should be resolved in favor of disclosure. The nature and seriousness of the crime and date of conviction will be considered.



TEACHING, TEACHING ASSISTANT, & ADMINISTRATIVE APPLICANTS

PLEASE COMPLETE THE NEXT TWO PAGES ONLY IF YOU ARE APPLYING FOR A TEACHING, TEACHING ASSISTANT, OR ADMINISTRATIVE POSITION.

Do you have a state teaching certificate? Yes No

If yes, from what state? _____ Is your state certificate current? Yes No

What grade levels and/or subjects does your certificate allow you to teach? _____

Have you taken 12 hours or more of professional education courses? Yes No

Have you taken any formal Bible or Bible-related courses at or above the Bachelor's degree level? Yes No

If yes, how many hours? _____

Have you completed any other types of Bible training or courses outside formal college course work (i.e. Bible Study Fellowship, Correspondence, Church-sponsored classes, etc.)? Yes No

If yes, please list course, date, and location: _____

If you are applying for a 7th – 12th grade History/English teaching position, how many hours of English have you successfully completed? _____ Hours of History? _____

Placement Data

What grades and subjects are you *qualified* to teach? _____

What grades and subjects would you *prefer* to teach and why? _____

Describe your experience with children other than in a school setting. _____

Please comment on the Lord's leading in your life toward teaching in a Christian school. _____



SUPPORT STAFF APPLICANTS

PLEASE COMPLETE THE APPROPRIATE SECTION BELOW ONLY IF YOU ARE APPLYING FOR A SECRETARIAL, ADMINISTRATIVE ASSISTANT, MAINTENANCE, OR SUBSTITUTE TEACHER POSITION.

Secretarial & Administrative Assistant Applicants

Check your ability level for each of the following:

1=No knowledge 2=Basic knowledge 3=Personally proficient 4=Proficient, able to train others

1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Windows	1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Desktop Publishing	1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Hunter Systems School Minder
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> MS Word	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> MS Outlook	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Hunter Systems Lunch Minder
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> MS Excel	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Word Perfect	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Hunter Systems Giftrak
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> MS PowerPoint	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Web Site Design	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other: _____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> MS Publisher	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Photoshop	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other: _____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> MS Access	Typing Speed: _____ wpm	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other: _____

Other secretarial skills: _____

Other education or course work related to this field: _____

Maintenance Applicants Please indicate the amount and level of experience you have in the following areas:

HVAC repairs: _____	Welding: _____	Plumbing repairs: _____
Carpentry: _____	Electrical repairs: _____	Sheetrock repair: _____
Wallpaper: _____	Auto repair: _____	Small Engine repair: _____
Roofing repair: _____	Irrigation repair: _____	Floor/Carpet care: _____

Other relevant maintenance skills: _____

What power tools have you operated? _____

What heavy equipment can you operate? _____

Other education or course work related to this field: _____

Substitute Teacher Applicants

I would prefer to substitute in ___ Preschool (K2 – K5) ___ Elementary (1st - 6th) ___ Jr. High & High School (7th - 12th)

I would prefer not to teach a class, but only monitor or administer quizzes, tests, etc.

I would like to monitor but am also prepared to teach in the following grade levels/subject areas:

<input type="checkbox"/> K- 6 th	<input type="checkbox"/> Spanish	<input type="checkbox"/> Pre-Calculus	<input type="checkbox"/> Biology	<input type="checkbox"/> Band
<input type="checkbox"/> Bible	<input type="checkbox"/> History/English	<input type="checkbox"/> Calculus	<input type="checkbox"/> Physics	<input type="checkbox"/> Choir
<input type="checkbox"/> Psychology	<input type="checkbox"/> Pre-Algebra/Algebra	<input type="checkbox"/> Computer Science	<input type="checkbox"/> Chemistry	<input type="checkbox"/> Visual Arts
<input type="checkbox"/> Latin	<input type="checkbox"/> Geometry	<input type="checkbox"/> Health	<input type="checkbox"/> Anatomy/Physiology	<input type="checkbox"/> Speech/Drama
<input type="checkbox"/> French	<input type="checkbox"/> Algebra II	<input type="checkbox"/> Computer Applicat.	<input type="checkbox"/> PE	<input type="checkbox"/> Photography



COACHING APPLICANTS

PLEASE COMPLETE THE PAGE BELOW ONLY IF YOU ARE APPLYING FOR A COACHING POSITION.

What sports did you participate in during high school? _____

What sports did you participate in during college? _____

What role does athletics have in a student's overall education? _____

How would you integrate your Christian faith into your coaching philosophy? _____

How did your experience as a high school and/or college athlete affect your growth as a person? _____

Did you have a coach growing up that you especially admired? Yes No

Please describe. _____

What are your top 3 personal goals as a coach? _____

Have you ever served as a referee, official, or judge for any sport? Yes No

If yes, please specify. _____

Have you ever been ejected or removed from a sporting event as a coach, athlete, or spectator? Yes No

If yes, please explain the circumstances (use additional sheet if necessary). _____

Coaching Experience

Sport	Year(s)	Age of Athletes Coached	Coaching Position



ALL APPLICANTS

Mission Statement

The mission of TCS is to assist Christian families in equipping students to develop their individual gifts, spiritually, academically, physically and socially, and do so in a manner, which brings honor and glory to God.

Doctrinal Statement

1. We believe in the verbal, plenary inspiration of both the Old and New Testaments, i.e. that the very words of the original Scriptures are infallible and inerrant and that they are our . nal and absolute authority in every area of life and knowledge.
2. We believe in one God, eternally existing in three co-equal persons: Father, Son, and Holy Spirit.
3. We believe that Jesus Christ was conceived by the Holy Spirit, born of the Virgin Mary, and that He is both undiminished deity and genuine humanity in one person forever.
4. We believe that God the Holy Spirit is a personal Being who convicts the world of sin and who regenerates, indwells, empowers, guides, and bestows spiritual gifts on believers, and who seals them eternally for God.
5. We believe that man was created by a direct act of God in His image, not from previously existing life, that all men sinned in Adam (the historical father of the entire human race) and thus incurred both physical and spiritual death; and that all men have inherited a sinful nature.
6. We believe that Jesus Christ died as a substitutionary sacrifice for our sins and that through faith in Him as Lord and Savior, we are declared righteous by God and are eternally secure in Christ.
7. We believe that salvation is by grace through faith in Jesus Christ, totally apart from human merit, and that the experience of regeneration produces a new creature in Christ.
8. We believe that Jesus Christ rose from the dead – physically and bodily – and that He ascended in like form into heaven, where He continually ministers as our Great High Priest and Advocate.
9. We believe that this age will be consummated by the literal, visible, bodily return of Jesus Christ to this earth.
10. We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.
11. We believe that all believers are under the mandate of Jesus Christ to proclaim the Gospel to all the world.

I have read and am in full agreement with TCS mission statement. Yes No

I have read and am in full agreement with TCS doctrinal statement. Yes No

If you answered “No” to either of the above, please discuss the area(s) of disagreement or the area(s) in which you may not yet have formed an opinion. (Use additional sheet if needed.) _____

Signature: _____ Date: _____



ALL APPLICANTS

Privacy Policy

At Trinity Christian Schools, we are committed to protecting your privacy. Your personal information may be maintained in an electronic database in the U.S. and will be processed by a third party provider for purposes of conducting background investigations. Your personal information will be used by Trinity Christian Schools for recruitment and background check purposes. It will be protected from the loss, misuse, unauthorized access or disclosure, alteration, or destruction of the information under our control. By submitting your personal information and signing this application, you agree that Trinity Christian Schools may process it for recruitment, human resources processes, and background check purposes.

Applicant Release and Acknowledgement

I understand that Trinity Christian Schools (hereinafter referred to as TCS) requires certain information about me to evaluate my qualifications for employment and to conduct its business if I become an employee. Therefore, I authorize TCS to investigate my past employment, educational credentials, and other employment-related activities. I agree to cooperate in such investigations and release those parties supplying such information to TCS of responsibility with respect to information supplied.

I agree that TCS may use the information it obtains concerning me in the conduct of its business. I understand that such use may include disclosure outside TCS in those cases where its agents and contractors need such information to perform their functions, where their company's legal interests and/or obligations are involved, or where there is a medical emergency involving me. I understand, however that TCS intends to protect the confidentiality of personal information it obtains concerning me to the extent required by law.

I agree that I will not disclose or use while interviewing with or employed with TCS any confidential or proprietary information of others, including any former employer.

I understand that any employment with TCS would not be for any fixed period of time and that, if employed, I may resign at any time, for any reason, or the Schools may terminate my employment at any time for any reason in the absence of a specific written agreement to the contrary. I understand that my employment-at-will status may not be modified or changed except in writing and signed by a duly authorized officer of the Company.

I understand that any false answers or statements made by me on this application, any supplement thereto, or in connection with the above-mentioned investigations may be grounds for refusal of employment, invalidate my employment or, if employed, will be sufficient grounds for immediate discharge and render me ineligible for any benefits.

My signature below acknowledges that I have read, understand, and agree to the terms of the entire application.

Applicant's Signature: _____ Date: _____

Please return to:

<p>Trinity Christian Schools Head of School 3107 Trinity Blvd Texarkana, AR 71854 Office: 870.779.1009 Fax: 870.772.1258</p>
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