



SHEETS MEMORIAL CHRISTIAN SCHOOL

307 Holt Street, Lexington, NC 27292 • 336-249-4224 • www.sheetsmemorial.com

Employment Application – Teaching Position

We thank you for your interest in Sheets Memorial Christian School. We look forward to receiving your application.

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 as described in Luke 6:40.

We will contact your references, arrange a personal interview, and possibly request follow up questions before hiring an applicant.

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.

PERSONAL INFORMATION

First: _____ MI: _____ Last: _____

Present address: _____

City: _____ State: _____ Zip _____

Email Address: _____

Phone: _____ Best time to call you? _____

Length of time at this address? _____ Date available: _____/_____/_____

Marital Status (circle one): Married Single Separated Divorced Widow/er

Spouses name: _____

Name/Ages of children: _____

Have you ever been convicted of any criminal act? NO YES If yes, please explain:

Have you ever been convicted of physical or sexual abuse? NO YES If yes, please explain:

POSITION DESIRED

A. Please indicate 1, 2, 3 choice by department. Then to the right please indicate the grades or subjects in order of preference:

_____ Preschool (K3-K4) _____

_____ Elementary (K5-5th) _____

_____ Junior High (6th-8th) _____

_____ High School (9th-12th) _____

B. Do you want: [] Full Time [] Part Time [] Substitute

C. How did you learn about the position for which you are applying?

D. Can you submit verification of your legal right to work in the US? [] Yes [] No

E. Please list activities or sports for which you would be capable and willing to direct, sponsor, or coach.

Activity/Sport	Grade Level	Direct/Sponsor/Coach	Capability Level
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F. What would you like to be doing five years from now? _____

EDUCATION

* Please attach photocopies of all your postsecondary transcripts.

A. What degree or degrees do you hold? Use separate paper if needed.

Institution Name: _____

Degree _____ Date Received _____

Minor(s) _____

Institution Name: _____

Degree _____ Date Received _____

Minor(s) _____

B. Cumulative grade point average Bachelor's _____ Graduate work _____

C. Have you had any courses in the Christian Philosophy of Education? [] Yes [] No

If so, where and when? _____

D. If not, would you be willing to take such a course? [] Yes [] No

EMPLOYMENT HISTORY

A. Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may follow the same format on the reverse.

1. Company/School _____
Address _____
Position _____ Dates _____ to _____
Grades/Subjects _____
Supervisor's Name _____ Phone _____
Reason for leaving _____
2. Company/School _____
Address _____
Position _____ Dates _____ to _____
Grades/Subjects _____
Supervisor's Name _____ Phone _____
Reason for leaving _____
3. Company/School _____
Address _____
Position _____ Dates _____ to _____
Grades/Subjects _____
Supervisor's Name _____ Phone _____
Reason for leaving _____

B. Have you ever worked under a different name for any of the employers you have listed?
 Yes No If so, what was the name or names?

C. Have you served in the military? Yes No
If yes, what type of training or education did you receive?

D. Are you holding or have you already signed a contract for next year with any other educational institution? Yes No

PROFESSIONAL QUALIFICATIONS

* Please attach photocopies of any certificates held.

- A. Please circle any of the following for which you have special training, experience or interest:
Art Physical Education Nature Journalism Yearbook Computer Music Science
- B. Do you have an ACSI Teaching Certificate? [] Yes [] No
What level? _____ Expiration Date _____
Endorsement(s) _____
- C. Do you have a state teaching certificate? [] Yes [] No State _____ Date _____
- D. To what degree are you familiar with various Christian or secular textbook series (i.e., ACSI, ABeka, Bob Jones, Saxon math, Open Court Reading)?
- E. List any other educational advantages that you have had including opportunities for travel.
- F. List any books or articles that you have read recently that have helped you to grow professionally.
- G. If you do not hold a certificate, what requirements do you lack?
- H. Have you had other courses giving specific training for Christian day schools? Give details.
- I. List any conferences or seminars that you have led or participated in recently.
- J. Describe how teacher evaluation has been helpful to you.

REFERENCES

A. Do not list family members or relatives for references. You will also need to sign the Reference Release Form that is attached and return it with this application.

B. Give three references that are qualified to speak of your spiritual experience and Christian service. List your current pastor first.

1. Name _____ Relationship _____

Address _____

Phone _____ Position _____

2. Name _____ Relationship _____

Address _____

Phone _____ Position _____

3. Name _____ Relationship _____

Address _____

Phone _____ Position _____

C. Give three references that are qualified to speak of your professional training and experience. List your current or most recent principal or supervisor first.

1. Company _____

Supervisor's Name _____

Address _____

Phone _____ Position _____

2. Company _____

Supervisor's Name _____

Address _____

Phone _____ Position _____

3. Company _____

Supervisor's Name _____

Address _____

Phone _____ Position _____

APPLICATION AGREEMENT & SIGNATURE

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

I hereby certify 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 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 and agree that I will be paid and receive benefits only through the day of release.

I authorize Sheets Memorial Christian 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 position.

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.

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 that it could reflect adversely on the school or on me as a Christian role model. Please provide the following information to complete the background check:

Social Security# _____/_____/_____ Date of Birth _____/_____/_____
Current Address _____
City _____ State _____ Zip _____

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.

Signature of Applicant

Date

STATEMENT OF FAITH

- A. Please carefully read our Statement of Faith and indicate your support by signing and dating below.
- B. Sheets Memorial Christian School is a ministry of Sheets Memorial Baptist Church. The basis of our ministry is drawn from the same Statement of Faith. A summary of that statement is listed below:
1. We believe in the Bible as the verbally and plenary inspired Word of God, without error.
 2. We believe in the Godhead existing in three Persons – Father, Son, Holy Spirit – equal in all respects.
 3. We believe in the deity of Jesus Christ, virgin born, manifested in the flesh, died for the sins of the world, buried, arose bodily the third day from the grave, ascended to heaven; imminent return.
 4. We believe the Holy Spirit is the third person of the Trinity.
 5. We believe man was created (not evolved) in God’s image, sinned, totally depraved, and needs salvation.
 6. We believe salvation is by grace through faith in Christ, without Human merit, involving repentance toward God and faith in Jesus Christ. The believer is eternally kept and secure in Christ.
 7. We believe the local church is composed only of believers, baptized by immersion, organized, observing the two ordinances seeking to carry out the Great Commission.
 8. We believe Satan is a person, the archenemy of God and God’s people.
 9. We believe in the imminent return of Christ for His church prior to the Tribulation period, and return to earth to set up His kingdom after the Tribulation. The saved will be forever with the Lord, the lost be confined for eternity in the lake of fire.
 10. The Bible is the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth and conduct?

By signing below:

I the undersigned do understand and agree fully with this Statement of Faith.

I the undersigned fully support the Statement as written without mental reservations

Signed _____ Date _____

I support the Statement except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Signed _____ Date _____

BIBLICAL BACKGROUND

***Please attach a separate paper, briefly giving your Christian testimony.**

- A. Are you a Born again Christian? [] Yes [] No
- B. What is your Denominational preference? _____
- C. What is your local church affiliation? _____
- D. Are you presently a member in good standing? [] Yes [] No How many years? _____
- E. In what church activities are you involved and with what degree of regularity?
- F. What other Christian service have you done since becoming a Christian?
- G. To what extent do you believe you should become involved in Sunday and other weekday ministries of the sponsoring church or the church of which you are a member?
- H. Describe your routine of personal Bible study and prayer.
- I. What books have you read recently that have helped you spiritually?

ADDITIONAL INFORMATION CHECKLIST

- A. The following is a list of copies needed with your application and additional information need
1. Photocopies of all your postsecondary transcripts
 2. Photocopies of any certificates held.
- B. On separate paper please label and succinctly answer each of the questions below.
1. Briefly give your Christian testimony.
 2. Your personal Christian philosophy of education and how you would implement it in the classroom.
 3. If needed, your exceptions to the Statement of Faith.
- C. On separate paper please label and succinctly answer in one or two paragraphs each of the questions below.
1. Why do you wish to teach in a Christian school?
 2. What are the main characteristics that distinguish a Christian school from a public school?
 3. What do you feel is the primary purpose of a Christian School?
 4. What do you consider to be the proper classroom atmosphere for learning?
 5. What is your philosophy of discipline? Your attitude toward physical punishment?
 6. What areas do you feel are your strengths? Weaknesses?
 7. What do you believe about the origin of the earth and mankind?
 8. Please summarize any additional information that you would like to present regarding your candidacy for this position.

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as a _____ with Sheets Memorial Christian 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 that 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 the Sheets Memorial Christian 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 Sheets Memorial Christian 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)

Date

Applicant's Signature