

Youth Enrichment Summer Program @ Calvary Baptist Church

10 Martin Luther King Avenue Morristown, NJ 07960 T 973.267.0136 F 973.898.1971

Application for Employment

Your interest in **Calvary Youth Ministry** is appreciated. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which you may qualify, we will notify and ask you to send your placement file to our office. We will also contact your references. If we have 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 program 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. Luke 6:40.

We look forward to receiving your initial application. 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.

A. APPLICANT'S NAME AND ADDRESS

Name _____
Last First Middle

Address _____
Street City State Zip Code

Telephone Number _____ Email Address _____

Ever Bonded? _____ YES _____ NO If YES, Place and Date _____

Ever been refused bond? _____ YES _____ NO If YES, explain _____

Have you been employed by a church? _____ YES _____ NO If YES, give church name and address _____

B. POSITION DESIRED

Position(s) applying for: Please indicate 1, 2, 3 choice in the parenthesis. Then to the right please indicate the grades or subjects in order of preference: () Teacher () Counselor () Caregiver _____

List job related skills: _____

Personal Achievements: (training/special skills/language proficiency) _____

Do you have any impairments, physical, mental, or medical, which would interfere with your ability to perform the job for which you have applied? _____ YES _____ NO If YES, explain _____

Can you submit verification of your legal right to work in the US? Yes__ No__

If you are under 18, can you furnish a work permit? Yes No

Have you been convicted of a felony in the last seven (7) years? Yes No (Such conviction may be relevant if job related, but does not bar you from employment.) If yes, please explain _____

Please list activities or sports for which you would be capable and willing to direct, sponsor, or coach. (Indicate grade or ability levels). _____

What would you like to be doing five years from now? _____

Organizations/memberships which you consider relevant to your ability to perform the job for which you are applying: _____

C. CHRISTIAN BACKGROUND

* In your own handwriting, on separate paper, briefly give your Christian testimony.

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

I fully support the Statement as written without mental reservations.

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.

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth and conduct? Yes No

Denominational preference? _____

What is your local church affiliation? _____

Are you presently a member in good standing? _____ Years? _____

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

What other Christian service have you done since becoming a Christian? _____

Are you capable of teaching a Bible class? If yes, what would be your subject preferences? _____

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? _____

Describe your routine of personal Bible study and prayer. _____

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

D. PROFESSIONAL QUALIFICATIONS

* Please attach photocopies of all your postsecondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.

List the last three (3) schools attended, starting with most recent. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade Point Average or Class Rank and E. Major and minor field of study (if applicable).

A. School	B. Years Completed	C. Degree Diploma	D. GPA Class Rank	E. Major	F. Minor

Total (circle one) semester or quarter units **after** date of Bachelor's degree _____

Sequentially list your teaching experience with most recent first.

School's Name

Grades or Subjects

Dates

To what degree are you familiar with various Christian or secular textbook series (i.e., ACSI, ABeka, Bob Jones, Saxon math, Open Court Reading)?

Textbook series preferences? _____

List any other educational advantages that you have had including opportunities for travel.

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

Do you have an ACSI Teaching Certificate? _____

What level? _____ Remains valid for _____ years.

Do you have a state teaching certificate? _____ State? _____

What kind? _____ Remains valid for _____ years.

Endorsement(s)

List semester hours in endorsement area(s)

If you do not hold a certificate, what requirements do you lack? _____

*** Please attach photocopies of any certificates held.**

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

If not, would you be willing to take such a course by correspondence or otherwise? _____

*** Attach a typed copy of your personal Christian philosophy of education and how you would implement it in the classroom.**

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

List any conferences or seminars that you have led or participated in recently.

Describe how teacher evaluation has been helpful to you.

E. PERSONAL PHILOSOPHY

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

- A. Why do you wish to teach in a Christian school?
- B. What are the main characteristics that distinguish a Christian school from a public school?
- C. What do you consider to be the proper classroom atmosphere for learning?
- D. What is your philosophy of discipline? Your attitude toward physical punishment?
- E. What areas do you feel are your strengths? Weaknesses?
- F. What do you believe about the origin of the earth and mankind?
- G. Please summarize any additional information that you would like to present regarding your candidacy for this position.

F. PERSONAL REFERENCES

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.

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

Name	Telephone	Years Known
	()	
	()	
	()	

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

Name	Telephone	Years Known
	()	
	()	
	()	

G. EMPLOYMENT HISTORY

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. Explain any gaps in employment in comments section below.

Employer	Telephone ()	Dates Employed		Summarize the nature of the work performed and job
		From	To	
Address				
Job Title		Hourly		
		Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly		
		Final		
May we contact for reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	\$	Per	

Employer	Telephone ()	Dates Employed		Summarize the nature of the work performed and job responsibilities:
		From	To	
Address				
Job Title		Hourly		
		Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly		
		Final		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	Per	

Employer	Telephone ()	Dates Employed		Summarize the nature of the work performed and job responsibilities:
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary		
		Final		
May we contact For reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	Per	

Have you ever worked under a different name for any of the employers you have listed? If so, what was the name or names?

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

H. APPLICANT'S CERTIFICATION AND AGREEMENT

*I understand that **Calvary Youth Ministry** 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 **Calvary Youth Ministry** 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 program.

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 program may refuse employment or terminate conditional employment if the program deems any background information unfavorable or that it could reflect adversely on the program 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. Signature of Applicant _____ Date _____

The employer is an Equal Opportunity Employer. The employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.