



# Texoma Christian School

## **FACULTY APPLICATION**

Your interest in **TEXOMA CHRISTIAN SCHOOL** is sincerely 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 arrange for a personal interview.

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, exemplify Christ.

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**

Full name: \_\_\_\_\_

Application date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Date available: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Social Security # \_\_\_\_\_

Present address: \_\_\_\_\_

\_\_\_\_\_

Phone: Days (\_\_\_\_\_) \_\_\_\_\_ Evenings (\_\_\_\_\_) \_\_\_\_\_

Cell Phone:(\_\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

Best time to call you? \_\_\_\_\_ Length of time at this address? \_\_\_\_\_

Permanent address and phone number if different than present address

\_\_\_\_\_

\_\_\_\_\_

Please list any additional addresses where you have resided at any time during the past five years:

\_\_\_\_\_

\_\_\_\_\_

**B. POSITION DESIRED**

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

( ) Preschool ( ) Kindergarten ( ) Elementary \_\_\_\_\_

( ) Junior High \_\_\_\_\_ ( ) High School \_\_\_\_\_

Full time \_\_\_ Part time \_\_\_ Substitute \_\_\_

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

\_\_\_\_\_

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?

\_\_\_\_\_

**C. CHRISTIAN BACKGROUND**

\*Please attach, on a separate paper, your Christian testimony.

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

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

\_\_\_ 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?

\_\_\_\_\_

\_\_\_\_\_

In what other ways have you served your church since becoming a Christian?

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

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Describe the value you place on personal Bible study and prayer.

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What books have you read recently that have strengthened you spiritually?

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#### **D. PROFESSIONAL QUALIFICATIONS**

**\* Please attach copies 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.**

What degree or degrees do you hold?

Degree	Date Received	Issuing Institution
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Your Major(s)

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Your Minor(s)

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Cumulative grade point average Bachelor's \_\_\_\_\_ Graduate work \_\_\_\_\_

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

\_\_\_\_\_

Do you have an ACSI teacher or administrator certificate? \_\_\_\_\_

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

Do you have a state teacher or administrator 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 copies of any certificates held.**

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

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**\* 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 schools? Give details.

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

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Describe how teacher or administrative evaluation has been helpful to you.

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### **E. PERSONAL PHILOSOPHY**

**\* On separate paper please briefly answer in one or two paragraphs, each of the questions below:**

A. Why do you wish to be employed 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 and classroom management?

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. 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.

1. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

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

2. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

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

3. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

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

4. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

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

5. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

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

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

\_\_\_\_\_

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

\_\_\_\_\_

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

**G. PERSONAL REFERENCES**

Do not list family members or relatives for references. You will also need to sign the **Applicant's Certification and Agreement 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/Complete Address	Phone	Position
1. _____		
_____		
2. _____		
_____		
3. _____		
_____		

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

Name/Complete Address	Phone	Position
1. _____		
_____		
2. _____		
_____		
3. _____		
_____		

**H. APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that **TEXOMA 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 **TEXOMA 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.

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.

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Signature of Applicant

Date



**FACULTY APPLICATION - PART II**

**A. PERSONAL INFORMATION**

Our school board has adopted the policy that all children of faculty must attend this school if it has the appropriate grades and programs. Please provide the following information:

Number of children \_\_\_\_\_ Ages \_\_\_\_\_ Names and grade levels:  
\_\_\_\_\_

*I understand this requirement and agree to have my children enrolled at Texoma Christian School. Please initial \_\_\_\_\_.*

What was your most recent annual salary? \_\_\_\_\_

*[If you answer "Yes" to any of the questions in this section, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition or other appropriate explanation. A conviction record will not automatically be a bar to employment. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job relatedness, and subsequent rehabilitation will be considered.]*

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer? Yes \_\_\_ No \_\_\_

Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave a job or volunteer position on the grounds of any unlawful sexual behavior, or violation of an employer's sexual misconduct or harassment policy?  
Yes \_\_\_ No \_\_\_

Have you ever been charged in **civil** or **criminal** proceedings with improprieties regarding children? Yes \_\_\_ No \_\_\_

Have you ever entered a plea of guilty, a plea of "no contest" (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense? Yes \_\_\_ No \_\_\_

Have you ever been suspended, discharged, or resigned in lieu of discharge from any position?  
Yes \_\_\_ No \_\_\_

As you understand the job description and essential functions for this position, is there any reason why you might be unable to perform the essential duties and responsibilities of the position for which you are applying? Yes \_\_\_ No \_\_\_

If yes, please explain.  
\_\_\_\_\_  
\_\_\_\_\_

If you answered "yes" to the above question, is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position?

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Do you have any personal responsibilities or other commitments that may prevent you from meeting this position's requirements for on-time arrival, attendance, or work schedules?

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Please list your hobbies and personal interests.

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List any experience, skills, or qualifications that you believe would especially fit you for work with our school.

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Do you belong to any professional groups or other organizations that you consider relevant to your ability to perform this job?

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

wine, beer, and other alcoholic beverages -

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smoking and chewing tobacco -

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marijuana and other non-prescription drugs -

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entertainment (music/dancing/movies) -

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social media (Facebook, Instagram, Twitter, etc.)

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divorce and remarriage -

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abortion -

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homosexuality -

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sexual activity outside Christian marriage -

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same-sex marriage

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gossip -

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lying / cheating -

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### **C. ADDITIONAL ESSAY QUESTIONS**

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

A. You have read our Statement of Faith. Do you strongly hold any doctrines that are not in that statement [e.g., the King James Version of the Bible is the only valid translation, etc.]? If yes, please list and describe.

B. Frequently, Christian schools enroll children from more than one 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?

C. How well do you feel that you get along with your peers?

D. Have you ever led a child or youth to Christ?

E. If married, is your spouse supportive of you teaching in a Christian school?

Do you understand that this is an application for employment and that no employment contract is being offered at this time? \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Texoma Christian School Lifestyle Statement-Employees**

Texoma Christian School is a religious, non-profit Christian school organization representing Jesus Christ throughout the evangelical Christian community. TCS requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9-10; I Tim. 4:12; Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity and appropriate personal and family relationships, business conduct and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority and a commitment to follow the Matthew 18 principle when an issue arises with fellow colleagues, students, parents or administration.

Texoma Christian School expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity, homosexual behavior or any other violation of the unique roles of male and female. (Romans 1:21-27; I Corinthians 6:9-20). TCS believes that biblical marriage is limited to a covenant relationship between a man and a woman.

TCS employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of TCS that each employee will have a lifestyle where " ... He might have the pre-eminence." Colossians 1:18.

I declare that I am in agreement with the above statements. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of TCS.

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Employee's signature

Date

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Administrator's signature *after* discussion with employee/volunteer

Date

## Statement of Faith

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

INDIVIDUALS FROM THE FOLLOWING DENOMINATIONS AND FELLOWSHIPS HOLD MEMBERSHIP IN THE NATIONAL ASSOCIATION OF EVANGELICALS. THE DATE IN PARENTHESIS INDICATES WHEN THE DENOMINATION OR FELLOWSHIP JOINED NAE.

Advent Christian General Conference (1986)  
American Baptist Churches USA  
Assemblies of God (1943)  
American Reformed Presbyterian  
Baptist General Conference (1966)  
Berean Fundamental Church  
Bible Churches  
The Brethren Church (Ashland, Ohio) 1968  
Brethren in Christ Church (1949)  
Christian & Missionary Alliance (1966)  
Christian Catholic Church (Evangelical Protestant) (1975)  
Christian Church of North America (1953)  
Christian Churches  
Christian Reformed Church in North America (1988)

Christian Union (1954)  
Church of God (1944)  
Church of God, Mountain Assembly, Inc (1981)  
Church of the Brethren  
Church of the Lutheran Brethren of American  
The Church of the Nazarene (1984)  
Church of the United Brethren in Christ (1953)  
Churches of Christ in Christian Union (1945)  
Community Churches  
Congregational Holiness Church (1994)  
Conservative Baptist Association of America (1990)  
Conservative Congregational Christian Conference (1951)  
Conservative Lutheran Association (1984)  
Elm Fellowship (1947)  
Episcopal Church  
Evangelical Church of North America (1969)  
Evangelical Congregational Church (1962)  
Evangelical Free Church of America (1942)  
Evangelical Friends International  
Evangelical Mennonite Church (1944)  
Evangelical Methodist Church (1952)  
Evangelical Presbyterian Church (1982)  
Evangelistic Missionary Fellowship (1982)  
Federated Churches  
Fellowship of Evangelical Bible Churches (1948)  
Fire Baptized Holiness Church of God of the Americas (1978)  
Free Methodist Church of North America (1944)  
Friends Churches  
General Association of General Baptists (1988)  
General Conference Mennonite  
Grace Brethren Churches  
Independent Baptist Churches  
Independent Churches  
International Church of the Foursquare Gospel (1952)  
International Pentecostal Church of Christ (1946)  
International Pentecostal Holiness Church (1943)  
Mennonite Brethren Churches, USA (1946)  
Midwest Congregational Christian Fellowship (1964)  
Missionary Church, Inc (1944)  
Midwest Association of Free Will Baptists  
North American Baptist Conference  
Open Bible Standard Churches (1943)  
The Orthodox Presbyterian Church  
Pentecostal Church of God (1954)  
Pentecostal Free Will Baptist Church, Inc. (1988)  
Presbyterian Church in America (1986)  
Primitive Methodist Church USA (1946)  
Reformed Church in America  
Reformed Episcopal Church (1990)  
Presbyterian Church USA  
Reformed Presbyterian Church of North America (1949)  
The Salvation Army (1990)  
Southern Baptist Convention  
Synod of Mid-America (Reformed Church in America)  
United Church of Christ of North America (1944)  
United Methodist Church  
United Zion  
The Wesleyan Church (1948)  
Willow Creek Association

# TEXOMA CHRISTIAN SCHOOL

In connection with your application for employment, understand that consumer reports or investigative consumer reports which may contain public record information may be requested or made on you including consumer credit, criminal records, driving record, education, current and prior employer verification, worker's compensation claims and others. These reports will include experience along with reasons for termination of past employment. Further, understand that information from various Federal, State, local and other agencies which contain your past activities will be requested.

By signing below, you hereby authorize without reservation, any party or agency contacted by this employer to furnish the above-mentioned information. You further authorize ongoing procurement of the above-mentioned reports at any time during your employment. You have the right to make a request of Employment Screening Alliance, upon proper identification and the payment of any authorized fees, for the information in its files on you at the time of your request.

**Applicant Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Applicant, please legibly print the following answers:**

Name: 

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LAST
FIRST
MIDDLE

Position: 

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Maiden Name (if married after 18<sup>th</sup> birthday) 

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Soc Sec #: 

			-			-								
--	--	--	---	--	--	---	--	--	--	--	--	--	--	--

 Sex:  Race:  DOB: 

		/			/						
--	--	---	--	--	---	--	--	--	--	--	--

Driver's Lic #: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 Issuing State: 

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**Please list other names (including maiden name) you have used after your 18<sup>th</sup> birthday and the dates names were used.**

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The pay for this job is \$\_\_\_\_\_ Put "V" in \$ space if this is a volunteer position.

**Addresses since 18<sup>th</sup> birthday or for past 7 years: (Add another sheet if necessary and check here \_\_\_\_\_. Do not write on back of this page.)**

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_

Dates Resided: From: \_\_\_\_\_ To: \_\_\_\_\_

Previous Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_

Dates Resided: From: \_\_\_\_\_ To: \_\_\_\_\_