



## Instructional Staff Application (K-8)

PLEASE PRINT CLEARLY OR TYPE

### **PERSONAL INFORMATION:**

Name \_\_\_\_\_ Date \_\_\_\_\_  
(Last) (First) (MI)

Street Address \_\_\_\_\_ Email \_\_\_\_\_

City, State, Zip \_\_\_\_\_ SS# \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

Position(s) applying for \_\_\_\_\_  Elementary  Middle School  
I am willing to work:  Full time  Part time  Substitute (Please check all that apply)

Date available for employment \_\_\_\_\_

How did you learn about this job opportunity? \_\_\_\_\_

Marital Status:  Married  Single  Divorced  Widowed

Circle one: Male Female

Children: (Names and Ages) \_\_\_\_\_

### **TEACHER CERTIFICATION AND DRIVERS LICENSE INFORMATION**

#### **Teacher Certificates or Drivers License Currently Held:**

##### **Teacher Certificate:**

- None  Valid NE Expires \_\_\_\_\_ License# \_\_\_\_\_  
 Valid Other State/Specify \_\_\_\_\_ Expires \_\_\_\_\_ License # \_\_\_\_\_

Certification Areas(s) \_\_\_\_\_

##### **Drivers License:**

- Valid NE DL# \_\_\_\_\_  Valid Other State/Specify \_\_\_\_/#\_\_\_\_\_  
 Yes  No Have you been cited for any moving violations or accidents within the last 5 years? If yes, please explain: \_\_\_\_\_

- Yes  No Have you had any convictions for driving under the influence of drugs and/or alcohol? If yes, please explain: \_\_\_\_\_

**EDUCATION/TRAINING**

Name and location of Schools attended	Course of study and Major/Minor	Diploma, degree Certificate, or license held	Year Graduated (College only)

**Current Level of Education (Example, BA +22 semester hours) \_\_\_\_\_**

**Approximate Cumulative GPA: B.A. \_\_\_\_\_ M.A. \_\_\_\_\_ Other \_\_\_\_\_**

**Major Subject G.P.A. \_\_\_\_\_**

**OTHER WORK EXPERIENCE (List ALL previous work experience..paid/unpaid)**

School District/ Firm Name	Position/Title	Dates Employed Mo/Yr – Mo/Yr	Reason for Leaving

**Total full years of teaching experience completed at time of application \_\_\_\_\_**

If additional room is needed, please copy this page and attach to your application.

**TEACHING EXPERIENCE (List ALL previous teaching experience..paid/unpaid**

In the space below, list teaching experience beginning with the most recent.

<b>1. School:</b>	<b>Month/Year to Month/Year:</b>
<b>Administrator:</b>	<b>May be contacted</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Address:</b>	<b>Phone:</b>
<b>Type of Assignment and Duties:</b>	
<b>Reason for Leaving:</b>	
<b>Ending Salary:</b>	

<b>2. School:</b>	<b>Month/Year to Month/Year:</b>
<b>Administrator:</b>	<b>May be contacted</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Address:</b>	<b>Phone:</b>
<b>Type of Assignment and Duties:</b>	
<b>Reason for Leaving:</b>	
<b>Ending Salary:</b>	

<b>3. School:</b>	<b>Month/Year to Month/Year:</b>
<b>Administrator:</b>	<b>May be contacted</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Address:</b>	<b>Phone:</b>
<b>Type of Assignment and Duties:</b>	
<b>Reason for Leaving:</b>	
<b>Ending Salary:</b>	

If additional room is needed, please copy this page and attach to your application.

**PROFESSIONAL/PERSONAL REFERENCES:**

List three persons (other than relatives) who are familiar with your character, professional qualifications, and experiences to whom we may direct inquiries.

	<b>Name</b>	<b>Address</b>	<b>Phone</b>	<b>Relationship</b>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

**PROFESSIONAL DATA:**

Please list relevant professional Activities, Distinctions, or Honors.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

List any extra-curricular activities and/or sports that you feel qualified to advise or coach

1. \_\_\_\_\_
2. \_\_\_\_\_

**GENERAL INFORMATION:**

1. Are you related by blood or by marriage to any present employee(s) at Community Christian School?  Yes  No If yes, please list below.

<b>Name(s)</b>	<b>Relationship</b>
_____	_____

2. Please state specifically why you desire employment at Community Christian School. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Have you previously been employed by Community Christian School?  Yes  No  
If yes, give position and dates. \_\_\_\_\_

4. Has anyone ever filed or threatened to file a civil or criminal action against you alleging physical or sexual abuse or sexual harassment **by you?**  Yes  No

If yes, give an explanation indicating the date, nature and place of the incident leading to the allegation, and the disposition of the matter. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Have you ever terminated your employment or had your employment terminated or has your employer ever reprimanded you for reasons relating to allegations of use of pornography, physical or sexual abuse or sexual harassment **by you?**  Yes  No

If yes, give a short explanation of the allegations. (Please indicate the date, nature and place of the allegations, the disposition of the allegations, and your employer at the time, including your employer's name, address and telephone number.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Have you ever been convicted of, plead guilty or no contest to, or received probation, suspension, or deferred adjudication for a felony or offense involving moral turpitude (including, but not limited to, theft, rape, murder, swindling, and indecency with a minor)?  Yes  No

If yes, please state where, when and the nature of the offense. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Consent to a background check.  Yes  No

### **SPIRITUAL COMMITMENT**

Please respond to the following:

1. How do you spend your time daily with the Lord? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What is your philosophy of Christian education? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Describe your experiences with integrating Biblical truth into academic subjects. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Describe how you would be a teacher example to the spiritual lives of your students. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. State briefly your philosophy on a teacher's relationship with the student's parents. \_\_\_\_\_

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6. What are your goals and priorities in the classroom? \_\_\_\_\_

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7. Please describe your regular association with a group of Christian believers.

a. Church affiliation, membership and current attendance: \_\_\_\_\_

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b. Bible study or prayer group: \_\_\_\_\_

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c. Community outreach/ministry: \_\_\_\_\_

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d. Other: \_\_\_\_\_

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Signature

Date

**Please return this completed application to the school office or mail to 511 W. 14<sup>th</sup> Street, Scottsbluff, NE 69361. Incomplete applications will not be considered. CCS, in its hiring and employment practices, does not discriminate on the basis of race, color, sex, age, handicap, or national and ethnic origin.**

## CCS and Christian Commitment

As a religious educational institution, one of Community Christian School's criteria is religious belief and Community Christian School reserves the right to select employees on the basis of religion. Please read the following Statement of Faith.

### STATEMENT OF FAITH

1. I believe the Bible to be the inspired and the only infallible authoritative Word of God.
2. I believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. I 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.
4. I believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified by faith in the shed blood of Christ and that only by God's grace and through faith are we saved.
5. I believe in the continuing ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life.
6. I believe in the resurrection of both the saved and the lost. They who are saved unto eternal life and they who are lost unto eternal damnation.
7. I believe in the spiritual unity of believers in our Lord Jesus Christ.
8. I believe in the creation of man by the direct Act of God.

### STANDARDS OF CONDUCT

Members of Community Christian School faculty are to be the highest examples of the Christian truth they teach. The faculty and staff are to show deference (limiting our freedom so as to not offend others) in all areas of life. Our example must be above reproach; therefore, practices that do not contribute to our spiritual growth and development should not be practiced (i.e. use of alcoholic beverages, smoking, criticism, vile language, etc.) As Paul states in Ephesians 4:1 "Walk worthy of the vocation wherewith you have been called."

I subscribe without reservation the Statement of Faith and Standards of Conduct.

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Signature

Date

**Community Christian School  
Employee's Pastor Recommendation Form**

Minister's name \_\_\_\_\_

Date \_\_\_\_\_

Name of  
Church \_\_\_\_\_

Applicant's Name  
\_\_\_\_\_

The applicant named above is interested in a teaching position at Community Christian School. Since a commitment to Jesus Christ and church involvement is an extremely important factor for us to consider in hiring teachers, we would appreciate you taking the time to answer the following questions. (You are encouraged to provide information that would be helpful to us in making a decision).

1. How long have you know this person? \_\_\_ 1-12 months \_\_\_ 2-5 yrs \_\_\_ 5+ yrs

Comments:

2. How often does he/she attend services? \_\_\_ weekly \_\_\_ monthly \_\_\_ occasionally

Comments:

3. Is this person involved in any church activities other than worship services? If so, please describe these activities.

4. Please share with us your perception of this person's commitment to Christ.

5. Please make any other comments, which you feel would be valuable in helping us become better acquainted with this person.

6. Would you recommend this person to teach Christian young people?

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Pastor's Signature

Date

Thank you for your assistance. Please return this form to:

Mr. Chris Geary

511 W. 14<sup>th</sup> Street

Scottsbluff, NE 69361

For questions, contact Mr. Chris Geary at (308)632-2230