



Can you perform all the essential job function(s) of the position(s) for which you are applying with reasonable accommodations? Yes No

If no, please explain\_\_\_\_\_

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### Employment Preference

Circle all (if more than one, please rank with 1 being first priority):

- Kindergarten Teacher
- Kindergarten Assistant
- First Grade Teacher
- First Grade Assistant
- Assistant Director

*Section 702 of the Civil Rights Act of 1964 exempts religious organizations from Title VII's prohibition against discrimination in employment on the basis of religion. Applicants who meet the religious requirements shall be provided an equal opportunity to be considered for hire regardless of race, color, national origin, sex, age or the presence of a non-job-related medical condition or handicap.*

## Education, Certifications, and Employment History

1) COMPLETE THE FOLLOWING INFORMATION REGARDING YOUR EDUCATION

SCHOOL NAME/LOCATION	MAJOR/MINOR	DEGREE	DATES ATTENDED	YEAR GRADUATED	GPA

2) PLEASE LIST YOUR CERTIFICATIONS BELOW:

CERTIFICATION	STATE	DATE RECEIVED	EXPIRATION DATE	SUBJECT

3) BEGINNING WITH YOUR CURRENT EMPLOYER, LIST YOUR LAST THREE JOBS:

BEGINNING / ENDING DATES	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING

## ESSAY PORTION

(Attach numbered answers in a separate document.)

### Education

- 1) Please state your philosophy of education.
- 2) Describe your personal understanding of Christian education and how you would lead children in the Christian faith in the classroom.
- 3) What are the qualities of an excellent teacher (or teacher's assistant)?
- 4) Our school requires a high level of order and structure. How do order and structure look for you in your own life?

- 5) What are your thoughts about creating and maintaining order in the classroom.
- 6) How do you function working alongside of others? How do you handle criticism and feedback?
- 7) Are you comfortable having someone observe you in the classroom and working as a team to implement changes?
- 8) Are you comfortable making significant changes to your current teaching style to implement this new approach?

**Spiritual Maturity**

- 1) Briefly, give your testimony. How and when did you become a Christian?
- 2) Which church do you attend? How long have you attended?
- 3) What role does prayer play in your life?
- 4) Have you been baptized? When/Where?
- 5) In what areas are you currently involved in your church?
- 6) In your opinion, what Christian teachings are crucial or non-negotiable?
- 7) Please share your beliefs on the following subjects: salvation, the Trinity, the Deity of Christ, the inerrancy of scripture, creation and evolution.
- 7) Do you believe that you are capable and ready to communicate the Christian faith to others?

**For Administrator Position Only:**

- 1) Describe your approach to leadership?
- 2) What are your strengths when it comes to administrating? What are your biggest challenges?

**Background Check Information Form**

Name (Last, First, Middle) \_\_\_\_\_ Maiden Name \_\_\_\_\_

Address \_\_\_\_\_ Apt # \_\_\_\_\_

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

Phone # \_\_\_\_\_ Other Phone # \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_ Drivers License # \_\_\_\_\_

**Personal Reference:**

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ Apt # \_\_\_\_\_

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

Relationship \_\_\_\_\_ Known for \_\_\_\_\_ years

\*Please attach a photocopy of Driver's License (required).

Please answer the following with Yes or No:

Are you eligible to work in the United States?      Yes      No

Have you ever been convicted of a criminal offense, other than a minor traffic violation? Yes  
No

Does your name appear on any Sex Offender Database in any state or country? Yes      No

Have you ever been accused or charged with a crime or incident involving a child, the elderly or the disabled? Yes      No

Have you ever struggled with any sin involving a child, the elderly or the disabled? Yes      No

Have you ever been charged with a crime or misconduct at your workplace?      Yes      No

Have you ever been accused of improper conduct by an employer or as a volunteer for any reason?      Yes      No

Is there any other information regarding your past that is relevant to your involvement with The Trinity School, including but not limited to a child, the elderly, the disabled, or ministry in general we should know?      Yes      No

If you answered "Yes" to any of the questions above, please provide a written explanation on a separate sheet of paper and attach it to this form. Please be prepared to discuss your answers. By signing below I agree to immediately inform The Trinity School of any subsequent information, including any accusations, convictions or other occurrences that relate to the areas of inquiry set forth above.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_

## References

(Please attach a list of references as specified above)

## Affidavit

I HEREBY RELEASE AND HOLD HARMLESS FROM LIABILITY all persons, organizations, and other entities which provide references or information to THE TRINITY SCHOOL with regard to me or my background. I HEREBY RELEASE AND HOLD HARMLESS FROM LIABILITY The Trinity School., and its clergy, staff, employees, and volunteers, with regard to any decision that it makes on my application.

I consent to a copy of this consent being furnished to any reference that I have provided to The Trinity School and to any other person, organization or entity that The Trinity School deems necessary in connection with its investigation of my character and qualifications.

I realize that this information may be of a confidential nature and will be discussed with only those on a need to know basis: at a Pastoral level, Human Resources, or anyone who might be involved in the background check.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

PRINTED NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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