

CONWAY CHRISTIAN SCHOOL EMPLOYMENT APPLICATION

500 East German Lane
 Conway, AR 72032
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 www.conwaychristianschool.org



Application Date: _____
Date Available: _____

POSITION(S) DESIRED _____

NAME: _____
First Middle Last Maiden

SOCIAL SECURITY NUMBER _____ - _____ - _____ PHONE _____

ADDRESS _____
Street City State Zip

EMAIL ADDRESS _____

LIST, IN ORDER OF PREFERENCE, THE GRADES, SUBJECTS AND/OR POSITIONS FOR WHICH YOU ARE APPLYING:

1. _____ 2. _____ 3. _____

CERTIFICATION

(LIST ALL AREAS IN WHICH YOU HOLD VALID ARKANSAS AND/OR OUT-OF-STATE TEACHING CERTIFICATES. NOTE: APPLICANTS HOLDING A CERTIFICATE FROM ANOTHER STATE MUST OBTAIN OR BE IN PROCESS OF OBTAINING AN ARKANSAS CERTIFICATE IN ORDER TO TEACH AT CONWAY CHRISTIAN SCHOOL.)

AREA OF CERTIFICATION	ISSUING STATE	DATE ISSUED

PLEASE ATTACH COPIES OF YOUR COLLEGE TRANSCRIPTS AND YOUR STATE TEACHING CERTIFICATE TO THIS APPLICATION.

EDUCATIONAL BACKGROUND

	SCHOOL OR INSTITUTION & LOCATION	MAJOR/MINOR	DIPLOMAS, DEGREES OR CREDITS EARNED	GRADE POINT AVERAGE (GPA)
HIGH SCHOOL				
COLLEGE/UNIVERSITY				
COLLEGE/UNIVERSITY				
GRADUATE STUDY				
GRADUATE STUDY				

PLEASE LIST ACTIVITIES THAT YOU ARE QUALIFIED TO SUPERVISE OR COACH:

EXPERIENCE

(PRESENT OR MOST RECENT FIRST)

DATES		NAME OF EMPLOYER AND ADDRESS		YOUR TITLE
FROM				
TO		(AREA CODE) TELEPHONE:		
WORK PERFORMED:			REASON FOR LEAVING:	
NAME & TITLE OF SUPERVISOR:				
DATES		NAME OF EMPLOYER AND ADDRESS		YOUR TITLE
FROM				
TO		(AREA CODE) TELEPHONE:		
WORK PERFORMED:			REASON FOR LEAVING:	
NAME & TITLE OF SUPERVISOR:				
DATES		NAME OF EMPLOYER AND ADDRESS		YOUR TITLE
FROM				
TO		(AREA CODE) TELEPHONE:		
WORK PERFORMED:			REASON FOR LEAVING:	
NAME & TITLE OF SUPERVISOR:				

OTHER QUALIFICATIONS

SUMMARIZE SPECIAL JOB-RELATED SKILLS AND QUALIFICATIONS ACQUIRED FROM EMPLOYMENT OR OTHER EXPERIENCES (INCLUDING U.S. MILITARY SERVICE) AND/OR STATE ANY ADDITIONAL INFORMATION YOU FEEL MAY BE HELPFUL IN CONSIDERING YOUR APPLICATION, I.E. HONORS, AWARDS, ACTIVITIES, TECHNOLOGY SKILLS OR PROFESSIONAL DEVELOPMENT ACTIVITIES:

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REFERENCES

REFERENCES SHOULD INCLUDE SUPERINTENDENTS, PRINCIPALS OR PROFESSORS WHO HAVE FIRST-HAND KNOWLEDGE OF YOUR PROFESSIONAL COMPETENCE AND YOU PERSONAL QUALIFICATIONS. EXPERIENCED TEACHERS SHOULD INCLUDE THE SUPERINTENDENT AND PRINCIPAL OF THE TWO MOST RECENT SCHOOLS IN WHICH EMPLOYED. IF ANY PERSON(S) LISTED SHOULD NOT BE CONTACTED FOR REFERENCE AT THE PRESENT TIME, INDICATE IN THE LEFT-HAND MARGIN THE DATE CONTACT(S) MAY BE MADE.

NAME	POSITION	ADDRESS	TELEPHONE

GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer "Yes" to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate, which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

	Yes	No
Were you ever convicted of a criminal offense?		
Are you currently under charges for a criminal offense?		
Have you ever forfeited bond or collateral in connection with a criminal offense?		
Have you ever been charged in civil or criminal proceedings with improprieties regarding children?		

Within the last ten year, have you been fired from any job for any reason?		
Within the last ten years, have you quit a job after being notified that you would be fired?		
Have you ever been professionally disciplined in any state?		
Are you subject to any visa or immigration status, which would prevent lawful employment?		

PERSONAL INFORMATION

BEING A CHRISTIAN ROLE MODEL IN ALL ASPECTS OF LIFE IS A MAJOR REQUIREMENT FOR THIS POSITION. THE BIBLE IS OUR STANDARD FOR LIFE GUIDANCE. IT IS A BONA FIDE OCCUPATIONAL REQUIREMENT FOR STAFF TO LIVE BY THOSE STANDARDS.

MARITAL STATUS:	<input type="checkbox"/> SINGLE	<input type="checkbox"/> ENGAGED	<input type="checkbox"/> MARRIED	<input type="checkbox"/> SEPARATED	<input type="checkbox"/> WIDOW(ER)	<input type="checkbox"/> DIVORCED
SPOUSE'S NAME:				YEARS MARRIED:		
SPOUSE'S OCCUPATION:						
OUR BOARD POLICY REQUIRES CHILDREN OF THE FACULTY ATTEND THIS SCHOOL IF IT HAS THE APPROPRIATE GRADES AND PROGRAMS.						
NUMBER OF CHILDREN:		AGES:		CURRENT GRADE LEVEL(S):		

PERSONAL INTERESTS

LIST ANY HOBBIES AND PERSONAL INTERESTS:	
WHAT LITERATURE DO YOU READ REGULARLY?	

WRITTEN COMMENTS

WE ARE INTERESTED IN YOUR ABILITY TO ORGANIZE AND EXPRESS THOUGHTS IN A SUCCINCT MANNER. IN THE SPACE PROVIDED OR ON A SEPARATE PAPER, PLEASE ANSWER EACH OF THE QUESTIONS THAT FOLLOW.

PLEASE READ CAREFULLY OUR CHRISTIAN COMMUNITY STATEMENT. DO YOU HOLD ANY DOCTRINES THAT ARE <u>NOT</u> ON THAT STATEMENT? IF YES, PLEASE EXPLAIN.	
FREQUENTLY CHRISTIAN SCHOOLS ENROLL CHILDREN FROM MORE THAN ONE EVANGELICAL 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 VIEW POINT THAN YOUR OWN?	

HOW WELL DO YOU FEEL THAT YOU GET ALONG WITH YOUR PEERS?	
HAVE YOU EVER LED A CHILD OR YOUTH TO CHRIST?	

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 TOWARD THE FOLLOWING:

ILLCIT DRUGS, MARIJUANA, ALCOHOL ABUSE:	
PREMARITAL SEX:	
ABORTION:	
HOMOSEXUALITY:	

CHURCH SERVICE

WHAT IS YOUR LOCAL CHURCH AFFILIATION?	
ARE YOU PRESENTLY A MEMBER IN GOOD STANDING? YEARS ATTENDED?	
IN WHAT CHURCH ACTIVITIES ARE YOU INVOLVED AND WITH WHAT DEGREE OF REGULARITY?	
ARE YOU CAPABLE OF TEACHING A BIBLE CLASS? IF YES, WHAT WOULD BE YOUR SUBJECT PREFERENCE?	

PROVIDE SUMMARY STATEMENT OF YOUR CHRISTIAN TESTIMONY

WHY DO YOU WANT TO CHANGE YOUR CURRENT POSITION TO WORK AT CONWAY CHRISTIAN?

While we believe a Christian's personal life and activities are a matter of personal commitment to Christ, we also believe a staff member of Conway Christian School has a responsibility of Christian influence and example. Recognizing that your teaching will be in deed as well as in word, would it be your Christian commitment to so conduct yourself that your Christian testimony would follow Biblical principles?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Do you understand that this is an application for employment and that no employment contract is being offered at this time?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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AUTHORIZATION

I HAVE APPLIED FOR A POSITION AS A TEACHER/OTHER WITH CONWAY CHRISTIAN SCHOOL (CCS). I AUTHORIZE CCS TO PERFORM A BACKGROUND CHECK, TO THOROUGHLY INVESTIGATE REFERENCES, WORK RECORDS, EVALUATIONS, EDUCATION AND OTHER MATTER RELATED TO MY SUITABILITY FOR EMPLOYMENT.

I AUTHORIZE REFERENCES AND MY FORMER EMPLOYERS TO DISCLOSE TO CONWAY CHRISTIAN ANY AND ALL EMPLOYMENT RECORDS, PERFORMANCE REVIEWS, LETTERS, REPORTS AND OTHER INFORMATION RELATED TO MY LIFE AND EMPLOYMENTS, WITHOUT GIVING ME PRIOR NOTICE OF SUCH DISCLOSURE.

IN ADDITION, I HEREBY RELEASE CONWAY 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 CONWAY CHRISTIAN SCHOOL.
I GIVE MY CONSENT FOR THE ARKANSAS STATE POLICE TO CONDUCT A CRIMINAL BACKGROUND CHECK ON MYSELF AND RELEASE ANY RESULTS TO CONWAY CHRISTIAN SCHOOL AND LET CONWAY CHRISTIAN MAINTAIN MY APPLICATION AND PHOTO ID ON FILE ACCORDING TO ITS CHILD PROTECTION POLICY.
I HAVE CAREFULLY READ AND DO UNDERSTAND THE AFOREMENTIONED STATEMENTS.
EQUAL EMPLOYMENT OPPORTUNITY
IT IS AND SHALL BE THE POLICY AND PRACTICE OF CONWAY CHRISTIAN SCHOOL TO PROVIDE EQUAL EMPLOYMENT OPPORTUNITY FOR ALL QUALIFIED CANDIDATES AND EMPLOYEES WITHOUT REGARD TO RACE, COLOR, GENDER, NATIONAL OR ETHNIC ORIGIN, AGE, DISABILITY, STATUS AS A COVERED VETERAN, OR GENETIC INFORMATION. AS NOTED IN THE PRIVATE RELIGIOUS ORGANIZATION DISCLOSURE, THE SCHOOL RESERVES THE RIGHT, AS ALLOWED BY LAW, TO USE RELIGION AS AN EMPLOYMENT CRITERION. CONWAY CHRISTIAN SCHOOL DOES NOT UNLAWFULLY DISCRIMINATE IN EMPLOYMENT OPPORTUNITIES OR PRACTICES ON THE BASIS OF RACE, COLOR, GENDER, NATIONAL OR ETHNIC ORIGIN, AGE, DISABILITY, STATUS AS A COVERED VETERAN, OR GENETIC INFORMATION, AND EMPLOYMENT DECISIONS WILL BE BASED ON MERITS, QUALIFICATIONS, PERFORMANCES, AND ABILITIES WHICH SUPPORT THE PURPOSE AND CORE GOALS AND VALUES OF THE SCHOOL.
ANY EMPLOYEE WITH QUESTIONS OR CONCERNS ABOUT ANY TYPE OF PERCEIVED DISCRIMINATION IN THE WORKPLACE SHOULD PROMPTLY BRING THESE ISSUES TO THE ATTENTION OF THE SUPERVISOR, THE PRESIDENT OF THE SCHOOL, OR THE CHAIR OF THE BOARD OF TRUST. EMPLOYEES CAN RAISE CONCERNS AND MAKE REPORTS WITHOUT FEAR OF REPRISAL. ALL EMPLOYEES ARE RESPONSIBLE FOR COMPLYING WITH THE SCHOOL'S EQUAL EMPLOYMENT OPPORTUNITY POLICY. ANYONE FOUND TO BE ENGAGING IN THE TYPE OF UNLAWFUL DISCRIMINATION WILL BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION OF EMPLOYMENT.
OUR MISSION
CONWAY CHRISTIAN SCHOOL EXISTS TO PARTNER WITH CHRISTIAN FAMILIES BY OFFERING A BIBLICALLY-DIRECTED, COLLEGE PREPARATORY EDUCATION FOCUSED ON EQUIPPING STUDENTS TO SERVE AND IMPACT THE WORLD FOR JESUS CHRIST.

APPLICANT'S NAME (Print): _____

APPLICANT'S SIGNATURE: _____

DATE: _____