



## EMPLOYMENT APPLICATION

Your interest in Chinese Christian Schools is appreciated. The key to a successful Christian School is its staff. We are grateful for those who are (1) called of God, (2) trained and qualified, (3) apt to teach, (4) loving towards children, (5) servants at heart, and (6) positive Christian role models (Luke 6:40). If you possess these qualities, we invite you to complete this initial application and return it to Human Resources.

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. PERSONAL BACKGROUND

Applicant's full legal name: \_\_\_\_\_

Application date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date available to begin work: \_\_\_\_/\_\_\_\_/\_\_\_\_

Street Address: \_\_\_\_\_

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

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

\* Please only provide numbers at which you would feel comfortable with us contacting you

Best time to call you? \_\_\_\_\_ Email Address: \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_

Permanent Address and Phone number if different than present address \*

\_\_\_\_\_  
\* On the reverse side please list any additional addresses where you have resided for over three months during the past five years.

### B. CHRISTIAN BACKGROUND

1. In your own words, on separate paper, briefly describe how you became a Christian.

2. Statement Of Faith

Please carefully read the Articles of Faith of Bay Area Chinese Bible Church and indicate your degree of support.

- I fully support the Articles of Faith as written without mental reservations.
- I support the Articles of Faith 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.

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



**3. Church Membership**

Of which church are you presently a member in good standing?

\_\_\_\_\_ Number of Years? \_\_\_\_\_

Do you have any prior local church affiliations? \_\_\_\_\_

If yes, with which church and for how long? \_\_\_\_\_

\_\_\_\_\_

In what church activities are you currently involved, with what degree of regularity, and in what capacity?

\_\_\_\_\_

\_\_\_\_\_

In what other areas of Christian service have you been actively involved since becoming a Christian?

\_\_\_\_\_

\_\_\_\_\_

Do you consider yourself capable of teaching a Bible class? \_\_\_\_\_ If Yes, what would be your grade level and subject preferences?

\_\_\_\_\_

\_\_\_\_\_

**4. Devotional Life**

Describe your routine of personal Bible study and prayer. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What books have you read recently that have helped you spiritually? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**C. EDUCATION & TRAINING**

*Please attach photocopies of all your post-high school transcripts. Should you be offered a position, official copies of your transcripts will be required to be submitted for inclusion in your personnel file.*

**1. Formal Training**

*What degrees, certifications, or professional licenses do you hold?*

Degree	Date Received	Issuing Institution/Agency
_____	_____	_____
_____	_____	_____
_____	_____	_____

Your Major(s)

Your Minor(s)

\_\_\_\_\_

\_\_\_\_\_

**2. Teaching Experience**

*Sequentially list your teaching experience with the most recent first.*

School's Name	Grades or Subjects	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____

To what degree are you familiar with various Christian or secular curriculums (i.e., ACE, ABeka, Bob Jones, Saxon math, Spaulding, etc.?) \_\_\_\_\_

\_\_\_\_\_

Do you have any curriculum preferences? \_\_\_\_\_

\_\_\_\_\_

List any other educational or life experience opportunities that you have had, including travel. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_



**3. Teaching Credentials (Please attach photocopies of any certificates held.)**

Do you have an ACSI Teaching Certificate? \_\_\_\_\_

What level? \_\_\_\_\_ Remains valid until: \_\_\_\_\_

Do you have a state teaching credential? \_\_\_\_\_ Which state? \_\_\_\_\_

What kind? \_\_\_\_\_ Remains valid until: \_\_\_\_\_

Endorsement(s): *List semester hours in endorsement area(s)*

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**4. Christian School Preparation**

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

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Have you taken any courses offering specific training for Christian day schools? \_\_\_\_\_ Give details:

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

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Describe how teacher evaluation has been helpful to you.

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**D. EMPLOYMENT HISTORY**

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may make copies of this page or, following the same format, use the reverse side.

**Work Background**

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

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

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

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

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

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

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

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

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

Supervisor's Name \_\_\_\_\_ 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? \_\_\_\_\_

Are you under contract for employment next year with any another employer? \_\_\_Yes \_\_\_No



**E. REFERENCES**

Please sign the **Reference Release Form** that is attached and return it with this application. Do not list family members or relatives for references.

**Personal References**

Give three references who are qualified to speak of your spiritual experience and Christian service.

1. Name \_\_\_\_\_ Phone \_\_\_\_\_

Complete Address \_\_\_\_\_

Nature of Relationship/Position \_\_\_\_\_

2. Name \_\_\_\_\_ Phone \_\_\_\_\_

Complete Address \_\_\_\_\_

Nature of Relationship/Position \_\_\_\_\_

3. Name \_\_\_\_\_ Phone \_\_\_\_\_

Complete Address \_\_\_\_\_

Nature of Relationship/Position \_\_\_\_\_

**Professional References**

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

4. Name \_\_\_\_\_ Phone \_\_\_\_\_

Complete Address \_\_\_\_\_

Nature of Relationship/Position \_\_\_\_\_

Employer/School Name & Location \_\_\_\_\_

5. Name \_\_\_\_\_ Phone \_\_\_\_\_

Complete Address \_\_\_\_\_

Nature of Relationship/Position \_\_\_\_\_

Employer/School Name & Location \_\_\_\_\_

6. Name \_\_\_\_\_ Phone \_\_\_\_\_

Complete Address \_\_\_\_\_

Nature of Relationship/Position \_\_\_\_\_

Employer/School Name & Location \_\_\_\_\_



**F. PERSONAL PHILOSOPHY**

*On separate paper please label and succinctly answer in one or two paragraphs each of the questions below. Only applicants for teaching positions need to complete questions 5 - 7.*

**Short Essay**

1. Why do you wish to serve in Chinese Christian Schools?
2. What areas do you feel are your strengths? Weaknesses?
3. Summarize any additional information that you would like to present regarding your candidacy for this position.
4. Write a 200-word essay describing yourself.
5. What are the main characteristics that distinguish a Christian school from a public school?
6. What do you consider to be the proper classroom atmosphere for learning?
7. What is your philosophy of discipline, including your attitude towards corporal discipline?

**G. POSITION(S) DESIRED**

- Teacher
   
  Teaching Assistant
   
  Administrator

*Please indicate 1, 2, 3 choice in the parenthesis, then to the right please indicate the grade or subject in order of preference*

- Kindergarten  
 Elementary \_\_\_\_\_  
 Middle School \_\_\_\_\_  
 High School \_\_\_\_\_

- Office Admin Assistant
   
  Other Clerical
   
  School Bus Driver  
  
 Other: \_\_\_\_\_

Are you interested in:

- Full time
   
  Part time
   
  Either

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

**H. OTHER INFORMATION**

**1. Special Abilities**

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

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

**2. Future Plans**

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

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



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

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of 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 that I will be paid and receive benefits only through the day of release.

I authorize **Chinese Christian Schools** to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

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 **Chinese Christian Schools**, 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.

Since I may be working with children, I understand that I must submit to a fingerprint check by the FBI and DOJ (Department of Justice) 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 **Chinese Christian Schools** to conduct a criminal records check.

I understand that this is an 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



**J. AUTHORIZATION TO RELEASE REFERENCE INFORMATION**

I have made application for a position as a \_\_\_\_\_ with **Chinese Christian Schools**. I have authorized the school to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

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 **Chinese Christian Schools**, 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 certify that I have carefully read and do understand the above statements.

\_\_\_\_\_  
Applicant's Name (Print)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date