



3130 Atlanta Road, Smyrna, Ga. 30080
770-435-1596 Office 770-436-5178 Fax www.ccssmyrna.org

TEACHER APPLICATION

(Also Substitute and Part-time Teachers, Aides, After-hours Staff)

Covenant Christian School (CCS) is a private and religious non-profit educational institution for K4 through the eighth grade. As a Christian and Classical school and ministry of Smyrna Presbyterian Church, the policies and procedures, which guide it, are based upon a clear and defined loyalty to the Holy Scriptures, the authoritative Word of God. Our teachers have each acknowledged Jesus Christ as Savior and are committed to teaching a worldview that is consistently Biblical. Our doctrinal beliefs are best summarized in the Westminster Confession of Faith and Catechisms and other Reformed Creeds. Our methodology and philosophy are best stated in *Recovering the Lost Tools of Learning* (Wilson). Teachers and staff are required to be role models to their students at all times in their professional and personal lives in a manner consistent with the school's stated policies and the Biblical standards for ethical and moral behavior. Therefore, the information requested in this application, in addition to your resume and references will be used by the administration and board of CCS to consider both your professional and experiential preparation as well as personal and character qualifications necessary for a position in our Christian school. Teacher applicants should complete the entire application. Applicants for other educational staff position should complete pertinent sections.

Application Date: _____ Date Available: _____

Full Name: _____

Present Address: _____

Daytime Phone# _____ Evening Phone # _____

Email Address: _____

Position Desired:

Contract Teacher _____ Substitute Teacher _____ Part-time Teacher _____ Teacher's aide _____

Extended care _____ Office Manager _____ Receptionist _____ Bookkeeper _____

Choice of Grade:

1st Choice _____ 2nd Choice _____ 3rd Choice _____



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Choice of Subjects:

1st Choice _____ 2nd Choice _____ 3rd Choice _____

Qualified to substitute in what grades/subjects? _____

Availability (days & hours) _____

Please list any computer experience that you have acquired: _____

Personal Information:

As a Christian school, CCS requires adherence to the high moral and ethical standards indicated in Scripture. Have you ever been divorced? Yes _____ No _____ If so, was the divorce recognized by your church? _____ Have you ever been convicted of a felony? Yes _____ No _____ If so, please supply details. Use a separate sheet if necessary.

What is your church affiliation? _____ Member? Yes _____ No _____

Address _____

Pastor _____ How often do you attend? _____

What is your previous church experience if different than above? State reasons for the change.

General Information:

Are you legally qualified to work in the United States? Yes _____ No _____



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What is your present employment? _____

Why do you wish to leave your present position (applying for full-time position only)

Does your employer know of your application here? _____

When may your employer be contacted? _____

What is your annual salary at the present time? _____

Why do you wish to teach or work at
CCS? _____

Do you now belong to any teacher or other organizations? Yes _____ No _____

What are they and for how long have you been a
member? _____

Have you ever been terminated from a position, asked to leave, refused or not reissued a contract, or resigned
a position under adversity? Yes _____ No _____ If yes, what were the circumstances?



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Have you ever quit your job or left a contract prior to its expirations? Yes _____ No _____
If so, what were the circumstances?

How long to you foresee being employed at CCS? _____

What do you expect to be doing five years from now? _____

Certification:

Do you hold a valid Georgia teaching credential? _____

Type _____ Credential Number/Expiration _____

Do you hold a valid teaching credential from any other state or organization? _____

Name of organization _____

Type _____ Credential Number/Expiration _____



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Professional Qualifications:

Education- List all of your post-high school education (if not included on resume).

What degree or degrees do you hold?

<u>Degree</u>	<u>Date Received</u>	<u>Issuing Institution</u>

Your Major(s) _____

Your Minor(s) _____

Cumulative grade point average BA _____

Graduate Work _____

Teaching/Employment History- attach your work resume if available

<u>Employer/Supervisor</u>	<u>Mailing Address</u>	<u>Phone</u>	<u>Your Position</u>	<u>To</u>	<u>From</u>



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Other Training and Experience: Use separate sheets if needed.

Do you have any experience working with children or youth other than professional teaching? Please explain.

Please list any special interests, hobbies, training or qualifications you have which may relate to teaching.

Do you have certifications from any other organization which may contribute to your qualifications for teaching at CCS? Please list.



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Have you received any awards or commendations in connection with your education, employment or other activities? Please explain.

Christian Commitment: Use separate sheets if needed and Scriptural citations where appropriate.

Are you trusting Jesus Christ, alone, as your only Savior from sin? Yes_____ No_____ On what basis do you answer as you do?

Please write about your personal relationship to Jesus Christ including something about your present walk of faith and Christian maturity.



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State your belief about Creation. Include your conviction about the length of the days of Creation, the creation of Adam, and the effects of his fall into sin.

What is your philosophy concerning the goal and priority of Christian education?

What do you believe concerning the importance and benefits of classical education? Applicants are encouraged to read *Recovering the Lost Tools of Learning* by Douglas Wilson and other titles on the CCS teacher required reading list.



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Have you read the Westminster Confession of Faith and Catechisms? Yes _____ No _____
 Please state any exceptions you may have at this time with the Westminster standards and your reasons.

Do you believe you are qualified to teach all other subjects from a biblical and Christ-centered worldview?
 Yes _____ No _____ Why do you answer as you do?

Personal Reference:

List below at least four references including your most recent employer, pastor, and Christian leaders who have firsthand knowledge of your character, personality, scholarship and teaching ability. Do not list family members or relatives. Please indicate when your employer may be contacted.

Name	Complete Address	Phone#	Email	Position



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Applicants Certification and Agreement:

Covenant Christian School is committed to the historical Christian faith as summarized in the creeds and confessions of the Protestant Reformation, in particular, the *Westminster Confession of Faith*. We hold to the central doctrines of orthodox Christianity, namely that:

- The Bible is the only inerrant and authoritative Word of God.
- There is one God, eternally existent in three persons: Father, Son, and Holy Spirit. He is omnipotent, omniscient, and omnipresent.
- Jesus Christ is the divine Son of God, was born of a virgin, was sinless in life, was crucified on the cross, rose bodily from the grave, and ascended to the right hand of the Father, and will personally return in power and glory. By His shed blood and vicarious death, Jesus made atonement for the sins of His people.
- The church under the headship of Christ has been given the ministry of gathering and perfecting his people, both adults and children.
- Salvation from sin is by grace through faith in Christ alone.
- Faith without works is dead.
- In His present ministry, the Holy Spirit indwells, the Christian believer, enabling him to live a Godly life.
- Both the saved and the lost will be resurrected: the saved to the resurrection of life, and the lost to the resurrection of damnation.
- There is spiritual unity of faith among all believers through our Lord Jesus Christ.
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I understand that Covenant Christian School does not discriminate in its employment practices against any person because of sex, race, color, national or ethnic origin, gender, or handicap. I further understand that any offer of employment is conditioned on the proof of legal authority to work in the United States.

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 significant omission of fact during any phase of the hiring process may prevent me from being hired, or if hired, may subject me to immediate dismissal.

I authorize Covenant Christian School to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews. I authorize the release and giving of any information requested by Covenant Christian School such as employment records, performance reviews, and personal references. I release any person, organization, or company from liability or damage, which may result from furnishing the information requested. I further waive the right to ever personally view any references given to Covenant Christian School.

If hired, I agree to go to the local police station and have a Code W background check performed and turn the results in to CCS.



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Signature of Applicant _____

Date _____