



## EMPLOYMENT APPLICATION

Please Attach A Current Resume

### OFFICE USE ONLY

Interview Date: \_\_\_\_\_  
Second Interview:  Yes  No  
Second Interview Date: \_\_\_\_\_  
Probable Placement: \_\_\_\_\_

Reference Check: \_\_\_\_\_  
Background Check: \_\_\_\_\_  
 Position Offered  Accepted

Date Of Application: \_\_\_\_\_

Date Available For An Interview: \_\_\_\_\_

Applying For:  Full Time  Part Time  Instructional  Non-Instructional

Referred By: \_\_\_\_\_

When Are You Available To Begin Work? \_\_\_\_\_

### PERSONAL DATA

Name: \_\_\_\_\_  
*Last* *First* *Middle*

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Phone: \_\_\_\_\_  
*Home* *Business* *FAX*

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

State: \_\_\_\_ Zip Code: \_\_\_\_\_ Marital Status:  Married  Divorced  Single  Previously Married  Widowed

Email Address: \_\_\_\_\_

#### Emergency Contact Information

Name: \_\_\_\_\_  
*Last* *First* *Middle*

Relationship to you: \_\_\_\_\_

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

State: \_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
*Home* *Business*

*"...taking every thought captive to the obedience of Christ." II Cor. 10:5*

## POSITION FOR WHICH YOU ARE APPLYING

Please indicate below the position(s) for which you are applying.

### INSTRUCTIONAL POSITIONS

- |                                                            |                                       |
|------------------------------------------------------------|---------------------------------------|
| <input type="checkbox"/> Classroom Aide                    | <input type="checkbox"/> Headmaster   |
| <input type="checkbox"/> Elementary Teacher (Grades K-6)   | <input type="checkbox"/> Music/Band   |
| <input type="checkbox"/> Middle School Teacher (Grade 7-8) | <input type="checkbox"/> Art          |
| <input type="checkbox"/> Substitute                        | <input type="checkbox"/> P.E.         |
| <input type="checkbox"/> Latin                             | <input type="checkbox"/> Other: _____ |

Please indicate grades you are qualified to teach: \_\_\_\_\_

Please indicate any grade preference you have: \_\_\_\_\_

Other subjects or extra-curricular programs (i.e., chess, track coach, volleyball, etc.): \_\_\_\_\_

### NON-INSTRUCTIONAL POSITIONS

- |                                                  |                                       |
|--------------------------------------------------|---------------------------------------|
| <input type="checkbox"/> Director of Development | <input type="checkbox"/> Clerical     |
| <input type="checkbox"/> Accounting/Bookeeping   | <input type="checkbox"/> Other: _____ |

## CERTIFICATION

Do you hold teacher's certification?  Yes  No

If yes, date issued: \_\_\_\_\_ (Please attach a copy)

Expiration date: \_\_\_\_\_

If no, date applied: \_\_\_\_\_

Certified Areas/Subjects	N.C. or Other (Please Specify)	Class A=Bachelor's/G=Master's	Expiration Date

## NATIONAL TEACHER EXAMINATION

*NTE or GRE (Graduate Records Examination) scores are required for all applicants including those from states with reciprocity agreements. NTE or GRE scores may be submitted after the application has been submitted.*

Have you taken the National Teacher Examination?  Yes  No

If yes, when? \_\_\_\_\_

If not, when do you plan to take it? \_\_\_\_\_

Professional Knowledge Score: \_\_\_\_\_ Area Score: \_\_\_\_\_

*Please attach a copy of your NTE or GRE scores. NTE scores may be requested from: National Teacher Examinations, ETS, CN 6015, Princeton, NJ 08541-6050.*

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## COMPUTER EXPERIENCE

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Please list below your experience with computers and software programs.

List all software (programs or operating systems) and/or hardware (equipment) with which you have experience and of which you possess a working knowledge.


## EDUCATION

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College or University	City/State	Degree	Major	Dates Attended	Overall GPA

*Copies of all College and/or University transcripts, both undergraduate and graduate, must be filed with your application or soon after it has been submitted.*

## STUDENT TEACHING

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If student teaching was completed within the last three years supply the following information:

School: \_\_\_\_\_ Grade/Subject: \_\_\_\_\_

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

Dates: From (M/D/Y): \_\_\_\_\_ To (M/D/Y): \_\_\_\_\_

Cooperating Teacher: \_\_\_\_\_ Phone: \_\_\_\_\_

College Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

College/University Address: \_\_\_\_\_

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## TEACHING OR INSTRUCTIONAL EXPERIENCE

Beginning with your most recent position, list all teaching or instructional support experience for which you have been compensated. Please complete all information even if you include a resume.

Name of School: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Job Title/Grade(s) and/or Subject Taught: \_\_\_\_\_  Full-time  Part-time  
Reason for leaving: \_\_\_\_\_  
Name and title of supervisor: \_\_\_\_\_ May we contact?  Yes  No

Name of School: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Job Title/Grade(s) and/or Subject Taught: \_\_\_\_\_  Full-time  Part-time  
Reason for leaving: \_\_\_\_\_  
Name and title of supervisor: \_\_\_\_\_ May we contact?  Yes  No

Name of School: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Job Title/Grade(s) and/or Subject Taught: \_\_\_\_\_  Full-time  Part-time  
Reason for leaving: \_\_\_\_\_  
Name and title of supervisor: \_\_\_\_\_ May we contact?  Yes  No

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## NON-INSTRUCTIONAL EXPERIENCE

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Please list below your non-instructional work experience beginning with the most recent.

Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Your position/title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Name and title of supervisor: \_\_\_\_\_ May we contact?  Yes  No

Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Your position/title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Name and title of supervisor: \_\_\_\_\_ May we contact?  Yes  No

Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Your position/title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Name and title of supervisor: \_\_\_\_\_ May we contact?  Yes  No

Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Your position/title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Name and title of supervisor: \_\_\_\_\_ May we contact?  Yes  No

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## REFERENCES

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List persons, such as former employers, pastors, supervisors, and instructors, who have first hand knowledge of your professional preparation, experience, and competence, as well as your spiritual maturity. A minimum of three references is required. One of the three must be your current pastor.

*Incomplete/inaccurate reference information (i.e., names, addresses, zip codes, phone numbers, etc.) may make it difficult for your application to be given further consideration.*

### **Pastoral Reference: Required**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ School/Company: \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Years Acquainted: \_\_\_\_\_

### **Supervisor Reference**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ School/Company: \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Years Acquainted: \_\_\_\_\_

### **Additional References**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ School/Company: \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Years Acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ School/Company: \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Years Acquainted: \_\_\_\_\_

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## PERSONAL HISTORY

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Have you ever been convicted of a felony, or a misdemeanor which resulted in imprisonment? If so, what was the felony or misdemeanor? \_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of child abuse of any kind? If so, please describe: \_\_\_\_\_  
\_\_\_\_\_

Describe personal interests or hobbies: \_\_\_\_\_  
\_\_\_\_\_

## RELIGIOUS AND EDUCATIONAL PHILOSOPHY

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Why do you wish to teach / work at Christ Covenant School? \_\_\_\_\_  
\_\_\_\_\_

Do you belong to a church?  Yes  No      If not, do you attend church regularly?  Yes  No

What church? \_\_\_\_\_ Denomination: \_\_\_\_\_

Describe your activities/involvement in your current church. If you are not currently active in your church, please explain why: \_\_\_\_\_  
\_\_\_\_\_

Please briefly give your personal Christian testimony: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain your knowledge of the classical method of instruction: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list the curricula with which you are familiar and corresponding grade levels: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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List in order of priority what you consider to be the three most important objectives of Christian education:

- I. \_\_\_\_\_
- II. \_\_\_\_\_
- III. \_\_\_\_\_

Why have you chosen education as a career? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In the last year, what have you done to enhance your knowledge in any area that was not required or paid for by any employer, educational institution, or other person? Please include lists of books or periodicals which you have read. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ANY INTENTIONAL FALSIFICATION OF ANY PORTION OF THIS APPLICATION WILL BE GROUNDS FOR IMMEDIATE DISMISSAL.**  
 I verify that all of the above information is true and correct. I understand that any intentional falsification of any portion of this application will be grounds for immediate dismissal. Employment is contingent on successful completion of background investigation.

\_\_\_\_\_

Applicant's signature

\_\_\_\_\_

Date

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## STATEMENT OF FAITH

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We believe that the Bible, the Word of God, is the only and final authority in faith and practice, and that the Westminster Confession of Faith and Catechisms accurately summarize the system of doctrine taught in the Bible; therefore, these documents constitute our complete statement of faith. The following seven statements concisely reiterate a few of the important doctrines explained in the Confession and Catechisms. These are the key elements of Christianity that will be taught in various ways at all grade levels. All teachers, administrators, staff, and School Board members have declared unconditional acceptance of these statements.

1. Concerning Scripture, we believe that the Bible is the Word of God, inspired by the Holy Spirit, inerrant in the original writings, infallible, and the final authority in faith and practice (2 Tim. 3.14–17; 1 Cor. 2.12; Matt. 5.18; John 5.39; Col. 3.16; Rom. 15.4; Josh. 1.8).
2. Concerning God, we believe in one living, sovereign, and true God, existing in three persons: Father, Son, and Holy Spirit, coequal in power and glory, and having the same essence and attributes (Jer. 10.10; 2 Cor. 13.14; John 15.26; Matt. 28.19; Matt. 3.16,17).
3. Concerning God's purpose, we believe that the eternal purpose of God includes all events; is holy and wise; and neither deprives man of responsibility, nor makes God the author of sin. Before the foundation of the world, God the Father chose for Himself in Christ a people whom He gave to His Son that they should be holy and without blame before Him (Eph. 1.11; Rom. 9.11–16; John 6.37, 65; Matt. 1.21; Eph. 2.8–10,19–22).
4. Concerning sin, we believe that all men are sinners because Adam and Eve, their first parents, were tempted by Satan, disobeyed God's command, and by their own choice fell from their original state of innocence and fellowship with God, and came under the power and penalty of sin. All men fell in Adam, being sinners by imputation and by choice, separated from God, and under His condemnation (Gen. 2.17; Gen. 3.6; Rom. 3.23; Rom. 5.12–19; 1 Cor. 15.21,22; Rom. 3.10–18).
5. Concerning Christ, we believe that Jesus Christ was born of the virgin Mary, having been conceived by the Holy Spirit. He was both fully human and fully divine. He lived a sinless life, died a substitutionary death to save His people from their sins, and was raised bodily from the dead and exalted to the right hand of God the Father (1 Tim. 2.5; Heb. 1.2; John 17.6; Isa. 53.6; Luke 1.35; 1 Pet. 3.18; 1 Cor. 15.3–5).
6. Concerning salvation, we believe that all who are born again by the Holy Spirit receive by faith the Lord Jesus Christ and are justified on the grounds of His shed blood, not because of any works they have done. They are indwelt and sealed by the Spirit until the day of redemption, are secure in Christ, and together form the true church (2 Tim. 1.9; Titus 3.5; 1 Cor. 2.12; 1 Cor. 3.16; Rom. 3.24; Eph. 1.13,14).
7. Concerning the return of Christ, we believe in the personal, bodily, and visible return of the Lord Jesus Christ to judge the world, the bodily resurrection of the just and the unjust, the everlasting punishment of the lost, and the everlasting bliss of the saints (1 Thess. 4.16,17; Luke 23.43; 1 John 3.2; Acts 1.11; Matt. 25.31–34,41,46; Rom. 8.30).

### **Additional Statements of Faith Relating to Sexual Identity, Marriage, and Sexual Immorality**

1. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person.
2. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other.
3. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God.
4. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

All administrators, staff, teachers, coaches, and School Board members have declared unconditional acceptance of these statements. Sign if you declare unconditional acceptance of the above Statement of Faith.

Applicant Signature \_\_\_\_\_  
Signature required Date

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# PHILOSOPHY OF EDUCATION

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*Teach me Thy way, O LORD; I will walk in Thy truth;  
Unite my heart to fear Thy name.—Psalm 86.11*

In His great mercy and wisdom, God has given man a capacity to reason and think. As with all gifts the Creator has given, reasoning and thinking are to be used for His glory and for His pleasure. Since all knowledge, understanding, and wisdom come from the Lord, and since in Him we live and move and have our being, any endeavors to learn or to teach must be done with the recognition that the beginning of both knowledge and wisdom is the fear of the Lord and that every area of knowledge is under the lordship of Christ. Therefore, every area of knowledge must be taught and learned in conformity to the Holy Scriptures, which are God's revelation of Himself and His will and are the only rule of faith and obedience.

Since in Christ all the treasures of wisdom and knowledge are hidden and in Him all things are held together, educating students must be accomplished in light of the truth of Christ. Although the effects of sin have darkened human understanding and caused ignorance and futility of thinking concerning God and His ways, we are told that in Christ we are to put off the old self, which includes not conforming to the false and deceptive philosophies that depend on human tradition and the basic principles of this world, and to put on the new self, which includes being transformed by the renewing of our minds. Therefore, in any educational undertaking, not only are we to love the Lord our God with all our heart and all our soul, but also we are to love Him with all our mind, taking captive every thought and making it obedient to Him.

Since all educational matters must be rooted and established in Christ, obedience and personal holiness are necessary components for those involved in teaching students. Personal holiness allows a teacher to be useful to the Master for noble purposes. Sin must be dealt with regularly because God cannot be mocked; a man will reap what he sows. Obedience and holiness must go hand in hand with teaching, because as Jesus said, "everyone, after he has been fully trained, will be like his teacher" (Luke 6.40). We are warned that it is a serious thing to cause, by our actions or words, a young one who believes in Christ to sin. Therefore, the importance of personal holiness must be emphasized for all who desire to teach.

The Lord has given ultimate responsibility for a child's education to the parents. Not only are we to keep His commandments on our hearts, but also we are to impress them on our children so that they will be brought up in the training and instruction of the Lord. The school offers a service to the parents by assisting them in this responsibility. This is proper and good, for it serves as a more efficient way of utilizing the gifts the Spirit has given to the body of Christ. Parental involvement in a child's education should not only be encouraged, but also considered necessary.

Although there are many theories and approaches to education, the classical approach is historically proven and is amenable to God's Word. Many great leaders, theologians, and reformers of the church have been classically trained (examples are Augustine, John Calvin, and Jonathan Edwards). The trivium, the integral part of a classical education, coincides well with the biblical view of learning expounded in the book of Proverbs. The biblical concepts of knowledge, understanding, and wisdom correspond to the grammar, dialectic, and rhetoric stages of the trivium. The grammar (knowledge) stage is characterized by the gathering of facts and information. In the dialectic (understanding) stage, this information is assembled into logical and reasonable relationships. In the rhetoric (wisdom) stage, once the relationships of the mass of information have been established, knowledge and understanding are arranged, articulated, and applied to ourselves and to the world in which we live.

Since man's chief end is to glorify God and to enjoy Him forever, education must be built on the foundation of Christ, to the glory of God, and from a heart longing to please Him. Because the educational program at Christ Covenant School is dedicated to these principles, there is no place for mediocrity in any part of the school program or in student performance. Excellence is only accomplished by having a Christ-centered view of all things, by obeying our Lord in what He commands (including taking responsibility for the education of the next generation), and by seeking to gain knowledge, understanding, and wisdom in a disciplined, godly fashion. In this way we entrust ourselves and our children to God, being established in Christ with the conviction that salvation is not found in education, but that Jesus, the King of kings and Lord of lords, is our only salvation.

Applicant Signature \_\_\_\_\_

*Signature required*

\_\_\_\_\_

Date

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CHRIST COVENANT LOWER SCHOOL  
4889 OLD TAR ROAD  
WINTERVILLE, NC 28590

(252) 756-3002  
WWW.CHRISTCS.COM

CHRIST COVENANT UPPER SCHOOL  
746 WORTHINGTON ROAD  
WINTERVILLE, NC 28590

## AT-WILL EMPLOYMENT STATEMENT

**IF HIRED, I AGREE AS FOLLOWS:**

- My employment and compensation is terminable at-will.
- My employment and compensation is for no definite period.
- My employment and compensation may be terminated by Christ Covenant School at any time and for any reason whatsoever, with or without good cause at the option of either Christ Covenant School or myself.
- No implied, oral, or written agreements contrary to the express language of this agreement are valid unless they are in writing and signed by the Headmaster of Christ Covenant School.
- No supervisor or representative of Christ Covenant School, other than the Headmaster, has any authority to make any agreements contrary to the foregoing. This agreement is the entire agreement between Christ Covenant School and the employee regarding the rights of Christ Covenant School or employee to terminate employment with or without good cause, and this agreement takes the place of all prior and contemporaneous agreements, representations, and understandings of the employee and Christ Covenant School.

\_\_\_\_\_  
Signature, prospective employee

\_\_\_\_\_  
Printed name, prospective employee

\_\_\_\_\_  
Date signed

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# NEW EMPLOYEE BACKGROUND CHECK AUTHORIZATION FORM

## Christ Covenant School

1. The information contained in my application for employment with Christ Covenant School (hereinafter, "The Company") is true to the best of my knowledge and belief. I understand that any misrepresentation or false statement made by me in connection with the application or any related documents which is deemed material by The Company shall result in The Company not employing me or, if employed, terminating my employment. I understand and agree that all information furnished in my application and all attachments may be verified by The Company or its authorized representative.

2. I hereby authorize all individuals and organizations named or referred to in my application and any law enforcement organization to give The Company all information relative to such verification and hereby release such individuals, organizations and The Company from any and all liability for any claim or damage resulting therefrom.

3. I hereby acknowledge that I have been informed by The Company that The Company may seek to obtain a consumer report and/or investigative report that will include personal information regarding me, including but not limited to, educational history, work references, driving record, drug testing and criminal convictions or arrest records if allowed, in order to assist The Company in making certain employment decisions.

4. I further acknowledge notification by The Company that reports may be provided to The Company by other firms subcontracted for that purpose. I, my heirs, assigns and legal representatives, hereby release and fully discharge The Company, its parent and affiliated companies and the respective officers, directors, shareholders, employees, agents of each, including subcontractors, from any and all claims, monetary or otherwise, that I may have against The Company, its parent, affiliates or subcontractors, arising out of the making, or use of, either a consumer report and/or investigative report, including any errors or omissions contained or omitted from such reports or investigations. The Company agrees to inform you if an employment decision has been influenced by information contained in a consumer report, made at our request by Castle Branch Inc.

5. You may obtain a free copy of the report within sixty days by calling Castle Branch Inc. collect at (910) 815-3880 or toll free at (888) 520-0520. The Company will make available to you "A Summary of Your Rights Under The Fair Credit Reporting Act."

### Please Print

Name (First, Middle, Last) \_\_\_\_\_ Date of Birth (mo/day/yr) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Maiden Name or "AKA" (First, Middle, Last) \_\_\_\_\_ Dates Used (yr) from \_\_\_\_\_ to \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Current and previous address(es). PROVIDE ALL ADDRESSES FOR PREVIOUS 7 YEARS. (Use extra page if necessary)

Street \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

City, State, Zip, County \_\_\_\_\_

Street \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

City, State, Zip, County \_\_\_\_\_

Street \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

City, State, Zip, County \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Signature required*

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