

ALPINE CHRISTIAN SCHOOL

Physical: 1901 Loop Dr, Alpine, TX 79830

Mailing: P.O. Box 2139, Alpine, TX 79831

Telephone: (432) 837-5757

www.alpinechristianschool.com

APPLICATION FOR EMPLOYMENT

Alpine Christian School hires staff of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school programs.

NOTE TO APPLICANTS

Because of the nature of our school, we consider for employment only those who:

- have acknowledged they are spiritually lost, received Christ as their Savior, and have made a personal commitment to follow Him;
- are active members of a local Christian church;
- unreservedly agree with our mission statement; and
- model responsibilities listed in our core values statement.

Additionally, because all the positions in our school require working in close sensitive contact with minors (children under the age of 18), we request your authorization for us to check references, driver's records, and criminal records. We realize this procedure along with some of the "personal" questions we ask in this application may seem threatening. Nevertheless, we have a moral and legal obligation to make all reasonable effort to protect the children entrusted into our care. We assure you we will treat this information with high standards of confidentiality.

If you meet the preliminary qualifications above and desire to be considered for employment, please complete all the questions in this form and return it to the administrator's office.

PERSONAL DATA

(PLEASE PRINT PLAINLY)

Date of Application _____

Name _____
Last First Middle

Address _____
Street City State Zip

Home Phone (____) _____ Work Phone (____) _____ Email: _____

Position(s) for which you are applying _____

How did you learn of this opening? _____

Which type of work do you desire? _____ Full Time _____ Part Time _____ Temporary

When could you start? _____ Expected earnings _____

If not a U.S. citizen, are you authorized to work in the U.S. on an unrestricted basis? _____ Yes _____ No

Have you ever applied or been employed here before? _____ Yes _____ No If yes, give date(s) _____

Relatives employed by ACS (name/relationship/position) _____

EDUCATION AND TRAINING

SCHOOL	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	DEGREE/ DIPLOMA EARNED
HIGH SCHOOL			
COLLEGE/ UNIVERSITY			
COLLEGE/ UNIVERSITY			
GRADUATE/ PROFESSIONAL			
OTHER TRAINING			

SPECIAL SKILLS, QUALIFICATIONS AND ACTIVITIES

Describe specialized training, apprenticeships, skills: _____

Professional certificates, licenses: _____

What was your strongest subject in high school? _____ In college? _____

Please list any special honors, achievements, professional and community activities and offices: _____

Have you served in the U.S. armed forces? Yes No If yes, what branch? _____

Dates of active duty: from _____ to _____ Highest rank achieved _____

Occupational specialty _____

PERSONAL REFERENCES

Please do not give previous employers or relatives as personal references, but do give your pastor or a church official who knows you.

Name Address email Phone Title/Relationship

Name Address email Phone Title/Relationship

Name Address email Phone Title/Relationship

EMPLOYMENT HISTORY

Please begin with your present or most recent employment.

Company Name	Telephone ()	
Address	From (mo./yr.)	To (mo./yr.)
Name of Supervisor	Starting salary	Ending salary
State job title and describe work	Reason for leaving	
Company Name	Telephone ()	
Address	From (mo./yr.)	To (mo./yr.)
Name of Supervisor	Starting salary	Ending salary
State job title and describe work	Reason for leaving	
Company Name	Telephone ()	
Address	From (mo./yr.)	To (mo./yr.)
Name of Supervisor	Starting salary	Ending salary
State job title and describe work	Reason for leaving	
Company Name	Telephone ()	
Address	From (mo./yr.)	To (mo./yr.)
Name of Supervisor	Starting salary	Ending salary
State job title and describe work	Reason for leaving	

Please indicate any employer (s) you do not wish us to contact and state reason _____

CHRISTIAN LIFE

Have you accepted Jesus Christ as your Lord and Savior? Yes No Uncertain

If yes, when? _____ On what do you base your claim of salvation? _____

Name and address of your church _____

Pastor's name _____ Church denomination _____

Do you attend weekly? Yes No

Please list any church/Christian work or ministry in which you have been involved:

Please give a brief testimony, including the circumstances of your conversion.

Briefly describe your present practice concerning Bible study and prayer.

TEACHER'S ONLY:

List the subjects you are most qualified to teach:

Are you willing to be involved in professional development? Yes No

Are you willing to help with extracurricular activities? Yes No If so, in what types of activities would you be most interested?

Briefly describe the approaches to classroom management/discipline with which you are familiar, and what you think is the most effective approach:

TEACHERS AND ADMINISTRATION POSITIONS :

Briefly explain your personal philosophy of education and describe how it would affect your job:

How would you define the term “Classical Education”?

Why do you desire to work at Alpine Christian School?

How would you define the term “Biblical Worldview”?

List the title and author of five books you have read in the last year:

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Date References Checked: _____

INTERVIEWER

DATE

Employed Yes No

Date of Employment _____

Job Title _____

Hourly Rate/
Salary _____

By _____

NAME AND TITLE

DATE

BACKGROUND CHECK INFORMATION

The information we request below is necessary for doing background checks. We are sorry we must ask you to reprint your name and address, but we need it in this location in order to simplify our application processing procedures. Thank you for your cooperation.

Name _____
Last First Middle

Address _____
Street City State Zip

List any other names by which you have been known (including maiden name) _____

Date of Birth _____ Driver's License # _____ State _____ Expiration Date _____

How long have you resided at your present address? _____ Social Security # _____

Please give your previous addresses for the last five years:

Street City State Zip

Street City State Zip

Street City State Zip

Street City State Zip

Please respond to the following questions:

- 1. Have you received a citation for a moving traffic violation within the last 8 years? Yes No
- 2. Has your driver's license ever been suspended or revoked? Yes No
- 3. Do you use illegal drugs? Yes No
- 4. Have you been convicted of a criminal offense or do you have criminal charges pending? Yes No
- 5. Have you even been charged with neglect, abuse, or assault? Yes No
- 6. Have you ever been convicted or accused of mistreatment, neglect, abuse, or attempted or actual sexual molestation of a minor? Yes No
- 7. Have you ever been disciplined, discharged or asked to resign from any job for misconduct, immoral behavior, or violation of work standards? Yes No

If you answered "yes" to any of these questions, please explain (attach an extra sheet of paper if necessary)

Conviction of a crime does not automatically bar you from employment. All circumstances will be reviewed, including the nature of the offense, when it was committed, and its relevance to the position for which you are applying.

APPLICANT'S CERTIFICATION AND AGREEMENT

Please carefully read the following statements before signing.

I understand and certify by my signature that:

- The facts I have given in this application are true and complete to the best of my knowledge.
- If I am employed, any false or misleading statement may result in dismissal.
- I am authorizing Alpine Christian School to investigate any of the facts and contact any individuals, schools, organizations, employers or other references I have given in this application.
- I am authorizing a criminal records check and a driver's records check be conducted on me. I am also authorizing the release of any information which pertains to any record of conviction in police files or any criminal file maintained on me whether state or local.
- I am authorizing any individuals, schools, organizations, law enforcement agencies, employers or other references to release the information requested by Alpine Christian School for verifying the facts I have given about my background. I further release from any liability Alpine Christian School for requesting the information and any person or organization for providing the information requested. I also waive any right I may have to inspect any information provided about me by any person or organization identified by me in this application.
- Employment at Alpine Christian School is "at-will," which means that apart from those positions (faculty and administrative) that have a separate, individual written employment contract, I am employed for an indefinite period. Either Alpine Christian School or I may end my employment at any time for any reason. I understand that no employee, supervisor or representative of Alpine Christian School may alter this "at-will" employment relationship.
- If employed, I will abide by all of Alpine Christian School's standards and regulations.

Applicant's name (please print) _____

Applicant's signature _____ Date _____

If you cannot sign the above certification and agreement, please explain:

Please return Application *along with a copy of your resume* to the school or in an envelope addressed to:

Alpine Christian School
P.O. Box 2139
Alpine, TX 79831

This application will remain active for 12 months.