

Humble Christian School

16202 Old Humble Road • Humble, Texas 77396 • Phone 281-441-1313

Application for Employment

Your interest in Humble Christian School is appreciated. We invite you to fill out this initial application and return it to our school office or email to info@humblechristianschool.org. If an opening occurs for which you may qualify, we will notify and ask you to send your placement file to our office. We will also contact your references. If we have continued interest in your candidacy, we will send you some follow up questions and arrange for a personal interview.

We realize that the key to a successful Christian School is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models. Luke **6:40**.

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. APPLICANT'S NAME AND ADDRESS

Full name: _____

Application date: ____/____/____

Date available: ____/____/____

Present Address: _____

Phone: Days (_____) _____

Evenings (_____) _____

Best time to call you? _____

Length of time at this address? _____

Email Address: _____

Permanent address and phone number if different than present address:

Please list any additional addresses where you have resided at any time during the past five years:

B. POSITION DESIRED

Position applying for: _____

Please indicate 1, 2, 3 choice in the parenthesis. Then to the right please indicate the grades or subjects in order of preference. (Teachers only)

() K4 () K5 () Elementary _____

() Junior High _____ () High School _____

Full time _____ Part time _____ Substitute _____

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

Can you submit verification of your legal right to work in the US? Yes _____ No _____

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

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

C. CHRISTIAN BACKGROUND

* **In your own handwriting**, on a separate paper, briefly give your Christian testimony.

Please carefully read our Statement of Faith and indicate your degree of support.

_____ I fully support the Statement as written without mental reservations.

_____ I support the Statement 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.

Denominational preference? _____

What is your local church affiliation? _____

Are you presently a member in good standing? _____ Years? _____

In what church activities are you involved and with what degree of regularity?

What other Christian service have you done since becoming a Christian?

*Teachers only:

*Are you capable of teaching a Bible Class? _____ If yes, what would be your subject preferences?

To what extent do you believe you should become involved in Sunday and other weekday ministries of the sponsoring church or the church of which you are a member?

Describe your routine of personal Bible study and prayer.

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

D. PROFESSIONAL QUALIFICATIONS

Please attach photocopies of all your postsecondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.

What degree or degrees do you hold?

Degree

Date Received

Issuing Institution

Your Major(s)

Your Minor(s)

Cumulative grade point average Bachelor's: _____

Graduate work: _____

Total (circle one) semester or quarter units after date of Bachelor's degree: _____

Sequentially list your teaching / applicable work experience with most recent first.

School's Name

Grades or Subjects

Dates

To what degree are you familiar with various Christian or secular textbook series (i.e., ACSI, ABeka, Bob Jones, Saxon math, Open Court Reading)?

Textbook series preferences? _____

List any other educational advantages that you have had including opportunities for travel.

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

Teachers only:

Do you have a Teaching Certificate? _____ Which State? _____ ACSI? _____

What level? _____ Remains valid for _____ years.

Endorsements(s): _____ List semester hours in endorsement area(s): _____

If you do not hold a certificate, what requirements do you lack?

Please attach photocopies of any certificates held.

* Teachers only

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

* If not, would you be willing to take such a course by correspondence or otherwise? _____

*** Attach a typed copy of your personal Christian philosophy of education and how you would implement it in the classroom.**

*Have you had other courses giving specific training for Christian day schools? Give details.

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

*Describe how teacher evaluation has been helpful to you.

E. PERSONAL PHILOSOPHY

On separate paper please label and briefly answer in one or two paragraphs each of the questions below. (If applicable)

- A. Why do you wish to teach/work in a Christian School?
- B. What are the main characteristics that distinguish a Christian school from a public school?
- C. What do you consider to be the proper classroom atmosphere for learning?
- D. What is your philosophy of discipline? Your attitude toward physical punishment?
- E. What areas do you feel are your strengths? Weaknesses?
- F. What do you believe about the origin of the earth and mankind?
- G. Please summarize any additional information that you would like to present regarding your candidacy for this position?

F. EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may follow the same format on the reverse.

1. Employer _____
Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

2. Employer _____
Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

3. Employer _____
Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

4. Employer _____
Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

5. Employer _____
Position _____ Dates of Employment _____
Address _____

Supervisor's Name and 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?

Have you served in the military? Yes _____ No _____ If yes, what type of training or education did you receive?

Are you holding or have you already signed a contract for next year with any other educational institution? Yes _____ No _____

G. PERSONAL REFERENCES

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

Give three references who are qualified to speak of your spiritual experience and Christian service. **List your current pastor first.**

Name/Complete Address	Phone	Position
1. _____		

2. _____		

3. _____		

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

Name/Complete Address	Phone	Position
1. _____		

2. _____		

3. _____		

Statement of Faith

We believe:

1. All Scripture is verbally inspired as originally written and therefore infallible and inerrant (2 Timothy 3:16-17; 2 Peter 1:21; Matthew 5:18; 1 Corinthians 2:13).
The Bible is the Word of God. We cannot accept the misleading statement: “The Bible contains the Word of God”.
2. There is one living and true God who exists in three Persons – Father, Son and Holy Spirit (Matthew 28:19; 2 Corinthians 13:14).
The Father is God (2 Corinthians 8:6), the Son is God (Isaiah 9:6; John 1:1, 14; Hebrews 1:8-10), and the Holy Spirit is God (Acts 5:3-4).
3. The Lord Jesus Christ was born of a virgin (Isaiah 7:14; Matthew 1:18-25; Luke 1:26-38).
4. Christ rose bodily from the dead and ascended unto God the Father (Matthew 28; Mark 16; 1 Corinthians 15; Romans 1:4).
5. Christ will return.
 - a. First, for the “dead in Christ who will be resurrected bodily; and for those who are alive at His coming”. This resurrection not only precedes His return to earth to reign 1000 years, but also precedes the Tribulation (1 Thessalonians 4:13-18; 5:9).
 - b. Then to reign 1000 years on the earth (Revelation 20:1-6; 2 Timothy 2:12).
6. All men inherit a depraved nature and are lost sinners in need of salvation (Romans 3:9-19; Ephesians 2:1-3)
7. God has provided salvation through offering His Son on the cross of Calvary, and allowing His BLOOD to be shed to atone for our sins (Romans 3:25; Hebrews 9:22).
8. We are saved and justified when we recognize ourselves as sinners, and we put our trust in Christ as the Son of God and His finished work on the cross of Calvary. Salvation is by grace through faith plus nothing (Romans 3:24, 4:5; Ephesians 2:8-9).
9. Once saved we cannot be lost; we are eternally secure in Christ (John 3:16; Philippians 1:6; John 10:27-29; Romans 8:38-39).
10. We believe that the baptism of the Holy Spirit takes place at the time of conversion and is the act of placing the believer into the body of Christ. The baptism of the Holy Spirit is not a second work of grace, nor is it necessarily manifested by unusual signs such as speaking in tongues (1 Corinthians 12:13; Galatians 3:27).
11. We should regularly participate at the Lord’s Table (1 Corinthians 11:23-32).
12. All believers should be baptized by immersion as an act of obedience, but not for securing their salvation (Acts 2:41; 19:4-5; Matthew 28:9-20).
13. The Bible teaches the eternal punishment of the lost (John 5:28-29; Revelation 20:10, 15; Matthew 25:46).
14. The grace of God teaches us “to live soberly, righteously, godly” (Titus 2:11-13).
 - a. Titus 2:13 – Looking for the blessed hope of His returning for us.
 - b. Colossians 3:2-3; 1 John 2:15-17 – Setting our “affection on things above, not on things on the earth”.
 - c. 2 Corinthians 6:14-18 – Living a life of separation from the world.
15. We believe in separation “unto God” (Romans 1:1; 2 Corinthians 6:17-18).

**HUMBLE CHRISTIAN SCHOOL
CONSENT FOR CRIMINAL BACKGROUND HISTORY CHECK**

Humble Christian School is required by our insurance carrier to conduct a national criminal background check and to contact personal references listed on your application for employment. The criminal background check will be conducted through Choice Point, a subsidiary of GuideOne Insurance.

I hereby give my permission for Humble Christian School and its authorized agents to obtain information relating to my criminal history record and to check the personal references provided in my application for employment. The criminal history record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudications and delinquent conduct committed as a juvenile. I understand that this information will be used, in part, to determine my eligibility for an employment or volunteer position with Humble Christian School.

I also understand that as long as I remain an employee or volunteer with Humble Christian School, the criminal history records check may be repeated at any time.

I understand that I will have an opportunity to review the criminal history and a procedure is available for clarification, if I dispute the record as received.

I, the undersigned, do for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify and hold Humble Christian School officers, directors, employees and agents harmless from and against any and all causes of actions, suits, liabilities, cost, debts and sums of money, claims and demands whatsoever, and any and all related attorneys' fees, court costs and other expenses resulting from the investigation of my background in connection with my application to become a volunteer/staff member.

Applicant's Signature

Social Security Number

Street Address

City/State/Zip

Please print name (last, first, middle)

Maiden name or other names
you have been known by

Date of Birth

Sex

Race

Date Submitted: _____

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as Teacher with Humble Christian School. I have authorized the school to investigate references, work records, evaluation, 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 Humble Christian School, my former employers, references and all other parties from any 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



Humble Christian School

Code of Ethics/Lifestyle

CONDITIONS OF EMPLOYMENT

1. The teacher/staff affirms that, as part of the qualifications for this position, he/she is a “Born Again” Christian who knows the Lord Jesus Christ as personal Savior (John 3:3, 1 Peter 1:23).
2. The teacher/staff gives testimony that he/she has a sense of God’s will, that teaching is his/her calling, and that teaching in a Christian school is God’s direction.
3. The teacher/staff will manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model (1 Timothy 4:12) both in and out of school.
4. The teacher/staff will faithfully attend and support a local church whose fundamental beliefs are in agreement with the Statement of Faith of this school (Hebrews 10:25).
5. The teacher/staff will strive at all times to understand, appreciate, love, and serve the pupils entrusted to him/her for instruction, and will to the best of his/her ability provide for their fullest spiritual, intellectual, physical, and emotional development.
6. The teacher will maintain a classroom atmosphere that is conducive to learning.
7. The teacher will maintain a professional appearance.
8. The teacher/staff agrees to be present, on time, for all duties/assignments and/or devotions.
9. The teacher/staff will avoid highly debatable topics, as much as possible that tend to divide evangelical believers.
10. The teacher/staff agrees to follow the Biblical pattern of Matthew 18:15-17 and Galatians 6:1 and always give a good report.
11. The teacher/staff agrees that Scripture dictates standards of sexual behavior, including that lifestyles, relationships and marriage must be in agreement with the Bible.
12. The teacher/staff acknowledges that he/she is fully aware of his/her obligations under state law regarding child abuse reporting requirements and that he/she will fulfill those obligations.
13. If the teacher does not currently hold a valid teaching degree, he/she agrees to pursue a degree.
14. Humble Christian School has been classified as a 501(c)(3) nonprofit church-related organization and has chosen not to participate in the Federal Unemployment Tax Act.
15. Any previous agreements, whether written or oral, are fully merged into this agreement and no other agreement. This agreement shall be interpreted by the laws of the State of Texas.

I agree with the above Code of Ethics/Lifestyle statement.

_____ Yes _____ No

Signature _____ Date _____