

Emmanuel Christian School



8302 Spruce Street
Manassas Virginia 20111
(703) 369-3950 - Fax: (703) 330-9285
Email: info@ecsflames.org
Web Site: www.ecsflames.org



APPLICATION FOR INSTRUCTIONAL EMPLOYMENT

Leadership is essential for Emmanuel Christian School. We are grateful for teachers who are professionally qualified, who love and know children, and who by the pattern of their lives in the classroom exemplify Christ. We look forward to receiving your application.

Date of Application: _____ Date Available for an Interview: _____

Applying For: Full Time Part Time Referred By: _____

When Are You Available to Begin Work? _____

Send unmounted photo. Write on back: Name, Address

PERSONAL DATA

Name: _____
Last First Middle

Social Security Number: _____ Home Phone: _____ Business Phone: _____

Email: _____

Drivers License number: _____ State: _____ Birth Date: _____

Street Address: _____ City: _____

State: _____ Zip Code: _____ How long have you lived at this address? _____

Marital Status: Married Divorced Single Engaged Separated Remarried Widower

If married give spouse name: _____ Number of children: _____ Ages of children: _____

Other dependents: _____

Health: Excellent Good Fair

Do you smoke? Yes No

Do you drink? Yes No

What is your attitude toward alcohol, tobacco, and other controlled substances so far as Christians are concerned?

Are you currently under contract for the ensuing year? Yes No

What was your most recent annual salary?

EDUCATION

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.

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 grow professionally.

TEACHING OR INSTRUCTIONAL EXPERIENCE

Beginning with your most recent position, list all teaching or instructional support experience for which you have been or are being paid. 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: _____

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: _____

Reason for leaving: _____

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

Name of School: _____ From: _____ To: _____

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Job Title/Grade(s) and/or Subject Taught: _____

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: _____

Reason for leaving: _____

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

NON-TEACHING EXPERIENCE

Please list below your non-teaching 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

REFERENCES

List persons, such as former employers, pastors, supervisors, and instructors, who have first hand knowledge of your professional preparation and competence, and your spiritual maturity. A minimum of three references is requested.

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.

Name: _____ Title: _____ School/Company: _____

Address: _____

Work Phone: _____ Home Phone: _____

Name: _____ Title: _____ School/Company: _____

Address: _____

Work Phone: _____ Home Phone: _____

Name: _____ Title: _____ School/Company: _____

Address: _____

Work Phone: _____ Home Phone: _____

PERSONAL HISTORY

Do you have any physical condition or handicap that may limit your ability to perform the job for which you are applying? Yes No

If so, please describe:

Would you be willing to provide and submit to a criminal background check? Yes No

Have you been a victim of child abuse? Yes No

Have you ever been charged or convicted of domestic violence or a crime against a child (under 12) or minor (under 18)? Yes No

If so, please describe:

List all criminal charges that you have had filed against you that could have resulted in more than a 60 day imprisonment:

Has your teaching license or certificate ever been revoked? Yes No

List memberships, offices, and honors obtained in:

High School: _____

College: _____

List your hobbies and personal interests: _____

List periodicals you read regularly: _____

RELIGIOUS AND EDUCATIONAL PHILOSOPHY

- 1) Why do you wish to teach at Emmanuel Christian School?
 - 2) What are the main characteristics that distinguish a Christian school from a government school?
 - 3) What do you consider to be the proper classroom atmosphere for learning?
 - 4) What is your philosophy of discipline?
 - 5) What ministries have you had or are you presently involved in with children?
 - 6) In what ways are you planning on having a ministry with students?
 - 7) Briefly describe your philosophy of Christian Education:
 - 8) Have you had any courses in the Christian Philosophy of Education? Yes No
 - 9) If so, where and when?
 - 10) If not, would you be willing to take such a course by correspondence or otherwise? Yes No
 - 11) Have you had other courses giving specific training for Christian Day Schools? Yes No
 - 12) List any conferences in which you have participated or seminars that you have led.
 - 13) In what way(s) do you model for your students Christian attitudes toward family, church, social, and authority structures?
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List in order of priority what you consider to be the three most important objectives of Christian education:

1. _____

2. _____

3. _____

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?

Why have you chosen education as a career?

Indicate any goals you have established for your own educational growth and plans you have for meeting these goals:

What do you believe is the unique function of the Christian school program?

CHRISTIAN BACKGROUND

State your relationship with Jesus Christ. _____

How long have you known Christ as your Lord and Savior? _____

What is your denominational preference? _____

What is your local church affiliation? _____

Pastor's name: _____

Are you presently a member in good standing? Yes No Years? _____

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

Church Attendance: Weekly Regularly Seldom Never

Do you know how to lead someone to Christ? Yes No

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

Describe your routine of personal Bible study and prayer.

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

Are you active in your church? Yes No In what capacity? _____

Do you believe the Bible to be the inspired word of God and infallible, our final authority in all matters of faith, conduct, and truth? Yes No

- 1) Give your own definition of a Christian:
- 2) How did you receive Christ and become a Christian?
- 3) How is Christ helping you day by day?

STATEMENT OF FAITH

Emmanuel Baptist Church Statement of Faith expresses Emmanuel Christian School's (ECS) foundational life view and direction for the present and future and our understanding of the past.

THE SCRIPTURES: The scriptures of the Old and New Testaments were given by the inspiration of God, and are the only sufficient, certain, and authoritative rule of all saving knowledge, faith and obedience.

GOD: There is but one God, the Maker, Preserver, and Ruler of all things; having in and of Himself all perfection, and being infinite in them all; and to Him all creatures owe the highest love, reverence, and obedience.

TRINITY: God is revealed to us as Father, Son, and Holy Spirit, each being with distinct personal attributes, but without division of nature, essence, or being.

PROVIDENCE: God from eternity decrees or permits all things that come to pass, and perpetually upholds, directs, and governs all creatures and all events, yet so as not in any wise to be the author or approver of sin nor to destroy the free will and responsibility of intelligent creatures.

ELECTION: Election is God's eternal choice of some persons unto everlasting life--not because of foreseen merit in them, but of His mere mercy in Christ--in consequence of which choice they are called, justified, and glorified.

THE FALL OF MAN: God originally created man in His own image, and free from sin; but through the temptation of Satan, man transgressed the command of God, and fell from his original holiness and righteousness; whereby his posterity inherits a nature corrupt and wholly opposed to God and His law, are under condemnation, and as soon as they are capable of moral action, become actual transgressors.

THE MEDIATOR: Jesus Christ, the only begotten Son of God, is the divinely appointed mediator between God and man. Having taken upon Himself human nature, yet without sin, He perfectly fulfilled the law, suffered, and died upon the cross for the salvation of sinners. He was buried, and

rose again the third day, and ascended to His Father, at whose right hand He ever liveth to make intercession for His people. He is the only Mediator, the Prophet, Priest, and King of the Church, and Sovereign of the universe.

REGENERATION: Regeneration is a change of heart, wrought by the Holy Spirit, who quickeneth the dead in trespasses and sins, enlightening their minds spiritually and savingly to understand the Word of God, and renewing their whole nature, so that they love and practice holiness. It is a work of God's free and special grace alone.

REPENTANCE: Repentance is an evangelical grace, wherein a person being, by the Holy Spirit, made sensible of the manifold evil of his sin, humbleth himself for it, with godly sorrow, detestation of it, and self abhorrence, with a purpose and endeavor to walk with God so as to please Him in all things.

FAITH: Saving faith is the belief, on God's authority, of whatsoever is revealed in His Word concerning Christ; accepting and resting upon Him alone for justification, sanctification, and eternal life. It is wrought in the heart by the Holy Spirit, and is accompanied by all other saving graces, and leads to a life of holiness.

JUSTIFICATION: Justification is God's gracious and full acquittal of sinners, who believe in Christ, from all sin, through the satisfaction that Christ has made; not for anything wrought in them or done by them; but on account of the obedience and satisfaction of Christ, receiving and resting on Him and His righteousness by faith.

SANCTIFICATION: Those who have been regenerated are also sanctified, by God's Word and Spirit dwelling in them. This sanctification is progressive through the supply of Divine strength, which all the saints seek to obtain, pressing after a heavenly life in cordial obedience to all Christ's commands.

PERSEVERANCE OF THE SAINTS: Those whom God hath accepted in the Beloved, and sanctified by His Spirit, will never totally nor finally fall away from the state of grace, but shall certainly persevere to the end; and, though they may fall, through neglect and temptation, into sin, whereby they grieve the Spirit, impair their graces and comforts, bring reproach on the church, and temporal judgments on themselves, yet they shall be renewed again unto repentance, and be kept by the power of God through faith unto salvation.

THE CHURCH: The Lord Jesus is the Head of the church, which is composed of all His true disciples, and in Him is invested supremely all power for its government. Accordingly to His commandments, Christians are to unite with local churches; and to each of these churches He hath given needful authority for administering that order, discipline and worship which He hath appointed. The regular officers of a church are Pastors and Deacons.

BAPTISM: Baptism is an ordinance of the Lord Jesus, obligatory upon every believer wherein he is immersed in water in the name of the Father, and of the Son, and of the Holy Spirit, as a sign of his fellowship with the death and resurrection of Christ, of remission of sins, and of giving himself up to God, to live and walk in newness of life. It is a prerequisite to church membership and to participation in the Lord's Supper.

THE LORD'S SUPPER: The Lord's Supper is an ordinance of Jesus Christ, to be administered with the elements of bread and the cup, and to be observed by His churches till the end of the world. It is in no sense a sacrifice, but is designed to commemorate His death, to confirm the faith and other graces of Christians, and to be a bond, pledge, and renewal of their communion with Him and of their church fellowship.

THE LORD'S DAY: The Lord's Day is a Christian institution for regular observance, and should be employed in exercises of worship and spiritual devotion, both public and private, resting from worldly employment, works of necessity and mercy only accepted..

LIBERTY OF CONSCIENCE: God alone is Lord of the conscience; and He hath left it free from the doctrines and commandments of men, which are in anything contrary to His Word, or not contained in it. Civil magistrates being ordained of God, subjection in all lawful things commanded by them ought to be yielded by us in the Lord, not only for wrath, but also for conscience sake.

THE RESURRECTION: The bodies of men after death return to dust, but their spirits return immediately to God; the righteous to rest with Him; the wicked, to be reserved under darkness to the judgment. At the last day, the bodies of all the dead, both just and unjust, will be raised.

THE JUDGMENT: God hath appointed a day, wherein He will judge the whole world by Jesus Christ, when every one shall receive according to his deeds; the wicked shall go away into everlasting punishment; the righteous into everlasting life.

This brief Statement of Faith is in general agreement with the Baptist Faith and Message (A Statement adopted by the Southern Baptist Convention June 14, 2000).

A copy of this pamphlet may be viewed online at <http://www.utm.edu/martinarea/fbc/bfm.html> or picked up at a local Southern Baptist Church or a Southern Baptist Associational Office.

We ask that you read over it and sign below.

I HAVE READ AND FULLY SUBSCRIBE TO AND SUPPORT THE STATEMENT OF FAITH OF EMMANUEL CHRISTIAN SCHOOL AND PROMISE THAT WHEN I CAN NO LONGER DO SO, I WILL RESIGN MY POSITION OR WILL CONSIDER MY CONTRACT NULL AND VOID.

Applicant's Signature: _____ Date: _____

STAFF COVENANT

I believe that a call to serve on the staff of Emmanuel Christian School is a call from God, and as such should not be accepted lightly or thoughtlessly, but earnestly and prayerfully, and that this position carries with it authority, responsibility and privileges. Thus to help develop and maintain the highest possible standards of administrative and teaching efficiency, I cheerfully and wholeheartedly subscribe to and enter into the following covenant:

1. I believe in the Lord Jesus Christ and have received Him as my personal Savior, and desire Him to be the Lord of my Life.
2. Realizing my responsibility both to God and to the students, I pledge myself to a disciplined devotional life, seeking time daily for prayer and Bible study. I also pledge myself to holy living, maintaining a consistent Christian testimony, avoiding all appearance of evil, praying for those qualities of chastity and virtue which will make my life the best possible influence upon those I lead and which magnify the Lord.
3. As a Christian leader, I will seek every opportunity, in partnership with the family, to lead each unsaved student to Christ and to help those who are saved to grow in grace and understanding of God's Word and Will. I will diligently lead the students by word and example to godly use and stewardship of time, talent and treasure.
4. Realizing my responsibility, and the witness and example I am to my students, their parents, and my fellow workers, I will be regular in attendance at a Christ centered, biblically founded church. If for any reason my attendance becomes irregular, or I anticipate changing my membership or attendance to another church, I will bring this to the attention of the Headmaster.
5. I realize that my contract is dependent in part on my commitment to a local church.
6. Earnestly seeking that God may guide, bless and use me in the work of the school, I subscribe to the above standards and to the school's Statement of Faith, trusting in His grace for their fulfillment.

If you agree with the statements above, please sign below. If you do not agree on every point, please state your differences at the bottom of this page, or with an attachment.

Date

Signature

APPLICANT'S CERTIFICATION AND AGREEMENT

I have made application for a position as a _____ with Emmanuel Christian School.

I understand that Emmanuel Christian School does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability.

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

I authorize Emmanuel Christian School to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record.

I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

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 the school, 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 waive the right to ever personally view any references given to the school.

Since I will be working with children, I understand that I may be submitted to a fingerprint check by the FBI 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 the school to conduct a criminal records check.

I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information.

The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

I understand that this is only an application for employment and that no employment contract is being offered at this time.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

I certify that I have carefully read and do understand the above statements.

Applicant's Name (Print): _____

Date: _____

Applicant's Signature: _____

Applicant's Social Security Number: _____

I waive the right to ever personally view any references given to Emmanuel Christian School.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

I certify that I have carefully read and do understand the above statements.

DECLARATION OF MORAL INTEGRITY

Our school expects all of its employees and its volunteers with unsupervised access to children to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for a ministry position as an employee or as a volunteer at this school,

I (print name) _____ recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that during the past year I have not engaged in, at the current time I am not engaging in, and promise that I will not during the term of my employment or volunteering, engage in inappropriate sexual conduct. Inappropriate conduct includes, *but is not limited to*, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual or lesbian sexual activity, sexual harassment, use or viewing of pornographic material or websites, or sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

“Honor marriage, and guard the sacredness of sexual intimacy between wife and husband. God draws a firm line against casual and illicit sex.” Hebrews 13:4 The Message

I declare that I do not use tobacco products of any nature and I do not drink alcoholic beverages or engage in the sale or distribution of those products.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of this Christian school.

Applicant’s signature: _____

Date: _____

Administrator’s signature after discussion with applicant/volunteer: _____

Date: _____

“A pupil is not superior to his teacher, but every one [when he is] completely trained—readjusted, restored, set to rights, and perfected—will be like his teacher.” Luke 6:40 The Amplified Bible

EMMANUEL CHRISTIAN SCHOOL

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INSTRUCTIONAL REFERENCE FORM

I, _____ have filed my application for an instructional position at Emmanuel Christian School.

I have asked for assignment in _____ or in _____.

I shall appreciate it very much if you will fill in the blanks below and mail direct to Emmanuel Christian School.

Sincerely,

APPLICANT'S SIGNATURE: _____

OFFICIAL CONFIDENTIAL INFORMATION

	SUPERIOR	STRONG	AVERAGE	FAIR	POOR
GENERAL APPEARANCE acceptable, attractive, neat					
PHYSICAL FITNESS free from chronic ailments					
PERSONALITY wholesome, pleasing					
SOCIAL QUALITIES evidence of social maturity					
ETHICS professional relationships					
EMOTIONAL STABILITY self-control, possesses spiritual convictions					
CITIZENSHIP community and personal standing					
VOICE pleasing and modulated					
USE OF ENGLISH acceptable in conversation and speech					
INTELLECTUAL CAPACITY alert, responsive, adequate					
ATTITUDE TOWARD CHILDREN recognizes the needs of children					
ADEQUACY OF PROFESSIONAL TRAINING evidence of being up to date professionally					
SUCCESS AS AN INSTRUCTOR works to capacity with maximum results					
GENERAL RATING					

OVER

How long have you known the applicant?

In what capacity?

Has this applicant demonstrated a real commitment to Christian living both on and off campus? Is he/she a good role model for students?

List principal character and personality strengths.

Have you noted depth of convictions as demonstrated by honesty, fairness, respect for authority, diligence, compassion, tact, and other Christian virtues?

Do you consider the applicant a self-starter, willing to do extra tasks if needed?

EMPLOYER

How would you rank this person as compared to others you have supervised?

Top 5% Next 20% Middle 50% Low 25%

Would you employ the above applicant as an instructor? Yes No

COMMENTS: (If you prefer you may call me 1-703-369-3950)

SIGNATURE OF REFERENCE: _____

NAME OF REFERENCE: _____

TITLE OR POSITION: _____

ORGANIZATION: _____

ADDRESS: _____

CITY, STATE ZIP

AREA CODE PHONE