

**Instructional Staff**  
**Application for Employment**

**Personal Data**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Miss       Mrs.       Mr.

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

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

Home Phone: \_\_\_\_\_ Other Number: \_\_\_\_\_  
 cellular       pager

Place of Birth: \_\_\_\_\_

Are you a U.S. Citizen?     yes       no      Social Security No.: \_\_\_\_\_

Teaching position applying for: \_\_\_\_\_

Teaching Credential: \_\_\_\_\_ Expires: \_\_\_\_\_

ACSI Teaching Certificate:     Yes     No      Type: \_\_\_\_\_      Expires: \_\_\_\_\_

Date of last Tuberculosis Test: \_\_\_\_\_ Results:       positive       negative

Do you have any physical condition(s) that may limit your ability to perform the job applied for?

yes     no    If yes, please describe: \_\_\_\_\_

Have you ever been convicted of a felony or a misdemeanor that resulted in imprisonment?

yes     no    If yes, please describe: \_\_\_\_\_

How did you learn about our school? \_\_\_\_\_  
\_\_\_\_\_

## **Christian Experience**

Have you received Jesus Christ as your Savior?  yes  no When? \_\_\_\_\_

Please briefly share about your personal experience of accepting Jesus Christ as your Savior:

\_\_\_\_\_  
\_\_\_\_\_

Briefly give your definition of a Christian: \_\_\_\_\_  
\_\_\_\_\_

Do you believe the Bible to be the only inspired, infallible, and complete Word of God, our final authority in all matters of faith, conduct, and truth?  yes  no

With what church are you currently involved? \_\_\_\_\_

How do you feel about working with members of other evangelical denominations?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Educational Qualifications and Professional Data

### Educational History

Level	Name of School	Dates	Major	Degree
Trade School				
College/Univ.				
Graduate				

### Work Experience

Dates	Assignment	Organization	City	Salary	Supervisor

Reason for leaving your last position: \_\_\_\_\_

May we contact your current employer?  yes  no when: \_\_\_\_\_

### State Credentials & Certificates

Type	State From	Expiration Date

Do you have an ACSI Certificate:  yes  no Type: \_\_\_\_\_  
In order of preference, please list the grades (elem.) or subjects (jr. high) you would consider:

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What activities/clubs would you be willing to lead? \_\_\_\_\_

Can you teach Bible in the class level of your choice?  yes  no

If you desire, you may list any additional qualifications, skills, experiences, or interests:

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## **Professional Convictions**

On a separate piece of paper, please answer the following questions:

1. What climate is most suitable for learning? How would you create a climate in your class(es)?
2. From whom does the teacher receive his/her authority, and how should it be exercised?
3. Describe your Christian philosophy of education.
4. Briefly state how you would integrate a Christian philosophy of education into our regular classroom teaching. Please provide an example.

## References

Please list persons to whom we may call as to your character and teaching ability.

	Name	Phone	Length of Relationship
<b>Pastor</b>			
<b>Former Co-Worker</b>			
<b>Former Employer</b>			
<b>Spiritual Friend</b>			
<b>Other</b>			

We require **fingerprints**, through Arcadia Christian School, that have been **cleared** by the Department of Justice **before** being employed at ACS. If you have a credential (CA or out-of-state), we do not require additional fingerprints.

As Arcadia Christian School considers your application, we may request official copies of transcripts of completed coursework from college or graduate work to be forwarded to us.

It is and shall be the policy and practice of Arcadia Christian School in the hiring of employees that the school will not discriminate on the basis of the applicants' race, color, gender, nationality, or ethnic origin. We do reserve the right to screen applicants on the basis of religious preference.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## Authorization to Release Reference Information

I am submitting an application for a position with Arcadia Christian School. I authorize Arcadia 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 Arcadia Christian School such as employment records, performance reviews, credit checks, criminal reports, and personal references whether such information is favorable or unfavorable to me.

I release any person, organization, or company from any and all liability, claims or damages that may directly or indirectly result from a lawsuit, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

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

I have carefully read and do understand the above statements.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_

**Dear Applicant:** Please fill out the blank lines of this reference letter before giving it to the person who will be filling it out. **His/her name should go on the first line and your name should go on the second line.** Please, as possible, distribute one to a pastor, one to a spiritual friend, and one to a previous employer.

## Personnel Reference Questionnaire

Dear \_\_\_\_\_,

\_\_\_\_\_ is applying for a position at  
**Arcadia Christian School.**

Please complete the form below and use the enclosed envelope to send us your honest evaluation of this person's character and integrity. It is our responsibility to be careful protectors of the children God has entrusted to us. Your true impression will be very helpful as we seek to determine the most appropriate placement for this candidate.

1. Please describe your relationship to this person:

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Please use the following scale to respond to questions 2-6:  
**1 = low 2 = below average 3 = average 4 = very good 5 = excellent**

2. How would you rate his/her ability to work with others? \_\_\_\_\_
3. How would you rate his/her emotional stability? \_\_\_\_\_
4. How would you describe his/her ability to relate to children? \_\_\_\_\_
5. In your opinion, is this person responsible, dependable, and consistent in his/her commitments? \_\_\_\_\_

6. How would you rate this person's spiritual maturity? \_\_\_\_\_

(Over, please)

To the best of your knowledge, please complete the questions below:

7. Which of the following words describes this person?

(Please check all that apply).

- |  |  |
|--|--|
| <input type="checkbox"/> committed                 | <input type="checkbox"/> teachable     |
| <input type="checkbox"/> leader                    | <input type="checkbox"/> humble        |
| <input type="checkbox"/> flexible                  | <input type="checkbox"/> even tempered |
| <input type="checkbox"/> intelligent               | <input type="checkbox"/> sensitive     |
| <input type="checkbox"/> spiritual                 | <input type="checkbox"/> patient       |
| <input type="checkbox"/> balanced                  | <input type="checkbox"/> energetic     |
| <input type="checkbox"/> team player               | <input type="checkbox"/> self starter  |
| <input type="checkbox"/> reliable                  | <input type="checkbox"/> risk taker    |
| <input type="checkbox"/> thorough                  | <input type="checkbox"/> faithful      |
| <input type="checkbox"/> good communication skills | <input type="checkbox"/> friendly      |
| <input type="checkbox"/> compassionate             | <input type="checkbox"/> honest        |

8. Do you have any concerns regarding this person working with children?

\_\_\_\_\_  
\_\_\_\_\_

**For previous employers:**

9. This person was employed from \_\_\_\_\_ to \_\_\_\_\_.

10. Reason for leaving the position with your organization: \_\_\_\_\_

\_\_\_\_\_

11. Is this person eligible for rehire? \_\_\_\_\_

\_\_\_\_\_

**Thank you for taking the time to complete this questionnaire.**  
**If you have any questions, please call Mary Letterman at (626) 574-8229 x 240**  
**or e-mail [mletterman@acslions.com](mailto:mletterman@acslions.com)**

Your name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

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

Day phone: \_\_\_\_\_

\_\_\_\_\_

Home phone: \_\_\_\_\_

**Please return this form to:                    Arcadia Christian School**  
**1900 S. Santa Anita Ave.**

Arcadia, CA 91006