

# WEST END CHRISTIAN SCHOOL, INC.

1600 Atlantic Street, Hopewell, Virginia 23860  
804.458.6142 [www.wecs-hopewell.com](http://www.wecs-hopewell.com) FAX 804.458.7183

## *APPLICATION FOR TEACHER POSITION*

Your interest in West End Christian School is appreciated. We invite you to fill out this initial application and return it to our school office. We realize that the key to a successful Christian School is its faculty. 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)

It is our prayer that God will fulfill His perfect will in the lives of all applicants. Thank you for taking the time to apply.

### **Personal Information:**

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

Have you ever worked under a different name? If so, what was the name or names? \_\_\_\_\_

Have you already signed a contract for next year? Yes  No

Application Date \_\_\_\_\_ Date Available \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ E-mail: \_\_\_\_\_

Best time to call you? \_\_\_\_\_

Are you a US citizen? Yes  No  if no, are you legally able to work in the US? Yes  No

### **Position** for which you are applying:

Pre-School (K2-K4)

Elementary (K-6)

Upper School (7-12)

Other  \_\_\_\_\_

Interested in Full-time

Part-time

**Christian Background:**

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

In what ways do you maintain a relationship with Jesus?

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

What is your local church affiliation? \_\_\_\_\_

Pastor's Name \_\_\_\_\_ Contact Number \_\_\_\_\_

In what capacity are you active in your church?

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Please briefly describe what you believe it takes to get to heaven?

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Please share when you made that decision and how it has changed your life.

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What is your attitude toward working with those of other races and those of other denominational beliefs?

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**Academic Experience:**

High School Name: \_\_\_\_\_

City, State \_\_\_\_\_ Dates Attended \_\_\_\_\_

Name of College/University: \_\_\_\_\_

City, State \_\_\_\_\_ Dates Attended \_\_\_\_\_

Major/Degree \_\_\_\_\_

Name of College/University: \_\_\_\_\_

City, State \_\_\_\_\_ Dates Attended \_\_\_\_\_

Major/Degree \_\_\_\_\_

Name of Graduate School: \_\_\_\_\_

City, State \_\_\_\_\_ Dates Attended \_\_\_\_\_

Major/Degree \_\_\_\_\_

Please list other academic training relevant to teaching:

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

**Teaching Experience:** (Use separate paper if extra space is needed)

Name of School: \_\_\_\_\_

Dates \_\_\_\_\_ Grade(s) \_\_\_\_\_

Subjects \_\_\_\_\_

Name of School: \_\_\_\_\_

Dates \_\_\_\_\_ Grade(s) \_\_\_\_\_

Subjects \_\_\_\_\_

Name of School: \_\_\_\_\_

Dates \_\_\_\_\_ Grade(s) \_\_\_\_\_

Subjects \_\_\_\_\_

Please list other experience relevant to teaching.

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Teaching/Professional Certificates: (Please attach photocopies of any certificates held.)

Type of Certificate \_\_\_\_\_

Areas of Certification \_\_\_\_\_ Expiration Date \_\_\_\_\_

Type of Certificate \_\_\_\_\_

Areas of Certification \_\_\_\_\_ Expiration Date \_\_\_\_\_

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

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Please list any special talents and abilities related to teaching (such as art, music, physical education, foreign languages, coaching interests, etc.)

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**Employment History and References:** Starting with the most recent employer, please list all the positions you have held for the past ten years. Use a separate sheet of paper if extra space is needed.

Employer \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Phone Number \_\_\_\_\_

Position \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Phone Number \_\_\_\_\_

Position \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Phone Number \_\_\_\_\_

Position \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Phone Number \_\_\_\_\_

Position \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Phone Number \_\_\_\_\_

Position \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Phone Number \_\_\_\_\_

Position \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Have you ever been charged with a crime involving the welfare of a minor? Yes  No

If yes, were you convicted? Yes  No

Have you ever been arrested? Yes  No  If yes, when? [Click or tap here to enter text.](#)

Were you convicted? Yes  No

Please details of any arrests and/or convictions.

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West End Christian School will be contacting your references. Please list name and number clearly. Give two references in addition to your pastor that are qualified to speak of your spiritual experience and Christian service. Do not list family members or relatives for references.

Current Pastor \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Position \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Position \_\_\_\_\_ Relationship \_\_\_\_\_

Give two references that are qualified to speak of your professional training and experience. List your current or most recent supervisor. Do not list family members or relatives.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Position \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Position \_\_\_\_\_ Relationship \_\_\_\_\_

Personal Statements:

1. Why are you interested in being a teacher at West End Christian School?

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2. What do you believe are the main characteristics that distinguish a Christian School from a public school?

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3. What do you believe about the origin of the earth and mankind?

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4. What do you consider to be the proper classroom atmosphere for learning?

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5. What is your philosophy of discipline and your attitude toward physical punishment?

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6. Please summarize any additional information that you would like to present regarding your candidacy for this position.

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## Statement of Faith

West End Christian School upholds the following doctrines of our Christian faith:

The inspiration of the Bible, equally in all parts and without error in its origin.

The one god, eternally existent Father, Son, and Holy Spirit who created man by a direct and immediate act.

The preexistence, incarnation, virgin birth, sinless life, miracles, substitutional death, bodily resurrection, ascension to heaven, and the second coming of the Lord Jesus Christ.

The fall of man, the need of regeneration by the operation of the Holy Spirit based on grace alone, and the resurrection of all to life or damnation determined by each individual's personal decision to receive Christ as Lord and Savior.

The spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works, separated from the world, witnessing of His saving grace through the ministry of the Holy Spirit.

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

Date \_\_\_\_\_

## Philosophy of Education

God sees man as His foremost creation, His child (a) lost; (b) redeemed; (c) restored in body, soul, and mind. While this process is completed in eternal life the process is begun and expresses itself in the here and now.

Christian educators see the child as God's foremost creation, created righteous and holy, given a rational mind and impressionable personality. He is alienated from God through sin but redeemed and the object of God's love and forgiveness. A child is a unique personality capable of developing his talents with a sense of individual freedom to the glory of God and in the service of mankind.

Because people need to be led to repentance and nurtured in the Gospel, our task as Christians is to lead them to Christ. He is the center of the Christian life and a Christian education. Without Him, there is no need for Christian schools, no need for living. Thus, all instruction in a Christian school must be consciously Christ-centered and Bible based. It proclaims the relevance of the Christian faith to times and situations.

Christian education should lead the person to be responsive in all aspects of his personality. Only then will he be equipped to see and serve God in the world through people.

It must be clearly understood that the school is not solely responsible for meeting all these needs; other individuals and groups share this responsibility, particularly the Christian parents and family. However, the school is vitally concerned with all needs as it seeks to enable the child to grow to maturity.

I accept without moral or mental reservations both the Statement of Faith and the Educational Philosophy of West End Christian School and am committed to upholding them.

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

Date \_\_\_\_\_

## Lifestyle Statement

West End Christian School, Inc. is a religious, nonprofit organization representing Jesus Christ throughout the local community. West End Christian School, Inc. requires its employees to be born-again Christians, living their lives as Christian role models (Romans 10:9-10, 1 Timothy 4:12, Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

West End Christian School, Inc. Statement of Faith expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity and homosexual behavior or any other violation of the unique roles of male and female (Romans 1:21-27, 1 Corinthians 6:9-20). West End Christian School, Inc. believes that biblical marriage is limited to a covenant relationship between a man and a woman.

West End Christian School, Inc. employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand, or in some cases, dismissal from employment. It is the goal of West End Christian School that each employee will have a lifestyle in which "He may have the preeminence" (Colossians 1:18, NKJV)

Applicant Name \_\_\_\_\_

Date \_\_\_\_\_

*Applicant's Agreement and Authorization to Release Information*

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

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

I authorize West End Christian School to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals which 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 pertinent matters.

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 West End Christian 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 West End Christian School.

Since I will be working with children, I understand that I may be required to submit 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 is necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment I may receive from the school is conditional 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 to 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, do understand and agree to the above statements.

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

Date \_\_\_\_\_ Applicant Social Security Number \_\_\_\_\_

## *CHECK LIST*

Please be sure you have included the following information when you return your application. Incomplete applications will not be considered for employment.

- Copies of Certificates
- Postsecondary Transcripts
- Applicant's Agreement and Authorization to Release Information (signed)
- Statement of Faith (signed)
- Philosophy of Education (signed)
- Lifestyle Statement (signed)

Please fill out this application completely. You may scan and email the application to [wecsboard@gmail.com](mailto:wecsboard@gmail.com), fax it to the school at 804.458.7183 or you may mail it to 1600 Atlantic Street, Hopewell, VA 23860.