



Randy Claes  
Administrator

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1912 Burbank Road  
Wooster, Ohio 44691

Pre-Kindergarten-12

**Mission Statement**



Wooster Christian School believes in partnering with the home and church to build a solid spiritual foundation in each student through a Christ-centered education.



A member of the Association of Christian Schools International



For office use only  
Date Received \_\_\_\_\_

**FACULTY/STAFF APPLICATION**

Your interest in **Wooster Christian School** is appreciated. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which it appears you may qualify, we will request that you have your placement file forwarded to our office. We may 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 grateful for those 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.

**APPLICANT'S NAME AND ADDRESS**

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

Application date: \_\_\_\_/\_\_\_\_/\_\_\_\_      Date available: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

\_\_\_\_\_

Phone: Days (\_\_\_\_) \_\_\_\_\_      Evenings (\_\_\_\_) \_\_\_\_\_

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

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

Permanent Address and Phone number if different than present address

\_\_\_\_\_

*On the reverse side please list any additional addresses where you have resided at any time during the past five years.*

A. PERSONAL INFORMATION

Have you ever been dismissed, resigned to avoid being dismissed, or been asked to resign from a position?  
Yes \_\_\_ No \_\_\_ If yes, explain. Use the reverse side if necessary.

\_\_\_\_\_

Have you ever been charged in civil or criminal proceedings with improprieties regarding children? Yes \_\_\_ No \_\_\_ If yes, indicate the nature of suit, offense, date, court, and disposition.

\_\_\_\_\_

\_\_\_\_\_

B. POSITION DESIRED

( ) Library ( ) Playground ( ) Classroom ( ) Lunchroom

Full time \_\_\_ Part time \_\_\_ Substitute \_\_\_

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

\_\_\_\_\_

C. CHRISTIAN BACKGROUND

**In your own handwriting on separate paper, share your salvation experience & personal relationship with Christ.**

Bible 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 \_\_\_

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

I fully support the Statement as written without mental reservations.  
Signature: \_\_\_\_\_

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.

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

Church Service

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 regularity?

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

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

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

Devotional Life

Describe your routine of personal Bible study and prayer.

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

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

\_\_\_\_\_

D. PROFESSIONAL QUALIFICATIONS

Please attach photocopies of all your college transcripts. Should you be offered a position, official copies of your college transcripts will be required to be submitted for inclusion in your personnel file.

Formal Training

What degree or degrees do you hold?

Degree	Date Received	Issuing Institution
_____		
_____		
_____		

Your Major(s) \_\_\_\_\_

Your Minor(s) \_\_\_\_\_

Cumulative grade point average BA \_\_\_\_\_ Graduate work \_\_\_\_\_

Teaching Experience

Sequentially list your teaching experience with most recent first.

School's Name      Grades or Subjects      Dates

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Total full-time teaching experience equivalency (FTE): \_\_\_\_\_

*(Substitutes may count 120 days substituting in a given year as a year's experience. Part-time teachers should calculate FTE on the following basis: 1 year experience at 1/2 day every day would be equivalent of .50 FTE.)*

To what degree are you familiar with various Christian or secular curriculums?

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Curriculum Preferences? \_\_\_\_\_

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

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Teaching Credentials

Do you have an ACSI Teaching Certificate? \_\_\_\_\_

What level? \_\_\_\_\_ Valid until? \_\_\_\_\_

Do you have a state teaching certificate? \_\_\_\_\_ State? \_\_\_\_\_

What kind? \_\_\_\_\_ Valid until? \_\_\_\_\_

Endorsement(s)      List semester hours in endorsement area(s)

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**Please attach photocopies of any certificates held.**

Christian  
School  
Preparation

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

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

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Have you had other courses giving specific training for Christian schools? \_\_\_\_\_  
Give details

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List any conferences or seminars which you have led or participated in the past.

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#### E. PERSONAL PHILOSOPHY

**On separate paper please label and succinctly answer in one or two paragraphs each of the questions below.**

Short  
Essays

A. What is your philosophy of Christian Education?

B. Why do you wish to teach in a Christian school?

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

D. What is your philosophy of discipline?

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 make copies of this page or following the same format, use the reverse side.

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

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 already signed a contract for next year with any another institution?  
Yes \_\_\_\_\_ No \_\_\_\_\_

## G. PERSONAL REFERENCES

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

Reference 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 current or most recent principal or supervisor first.**

Name Complete Address Phone Position School

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

## H. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that **Wooster 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 **Wooster Christian School** to thoroughly investigate references, work records, evaluations, 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 the **Wooster 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 **Wooster Christian School**.

Since I will be working with children, I understand that I may have 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 are necessary for such an investigation. I authorize **Wooster Christian School** to conduct a criminal records check.

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

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

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Signature of Applicant

Date



## AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as a \_\_\_\_\_ with **Wooster Christian School**. I have authorized the school to thoroughly investigate references, work records, evaluations, 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 the **Wooster 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 **Wooster Christian School**.

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

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Applicant's Name (Print)

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Applicant's Signature

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Applicant's Social Security Number

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Date