

**EMPLOYMENT APPLICATION
FIRST PRESBYTERIAN CHURCH – CITY TREE CHRISTIAN SCHOOL**

K-8, Preschool, and Office Staff

320 Date Street, San Diego, CA 92101, 619.232.3794, FAX 619.232.2447, office@citytree.org, www.citytree.org

All portions of the application must be filled out in order to be considered for an interview. Please submit application with resume (if available.)

POSITION(S) APPLIED FOR: _____

How did you hear about our job opening? _____ **DATE:** _____

APPLICATION INFORMATION:

Name: _____

Last

First

Middle

Address: _____

Street

City

State

Zip Code

Email Address: _____

Telephone Number: () _____ () _____ () _____

Home

Work

Cell

Last Physical Examination Date: _____ Location _____

Last T.B. Test Date: _____ Location: _____

Are you in good health? _____ Describe any physical limitations which could interfere with the performance of the job for which you are applying:

Have you been fingerprinted and obtained a "Certificate of Clearance" from the California Department of Justice? Yes ___ No ___ Date: _____ if yes please provide a Livescan certificate/receipt

All employees must submit to a background check and fingerprinting. The cost of fingerprinting will be paid by employee but reimbursed by employer after 1 month of employment or 10 subbing jobs. We will give you detailed information regarding these procedures.

EDUCATION:

High School: _____

Name

Location (city, state)

Graduation Year

College or University Name and Location (city, state)	Dates Attended	Units Completed semester units	Type of Degree and Major	Year of Degree (in progress or completed)

PROFESSIONAL QUALIFICATIONS: If applying for a teaching position please attach copies of college transcripts and credentials.

1. List Teaching Credentials:

Name State Expiration

Name State Expiration

2. List Licenses or Certificates of Competence held:

Name Expiration

Name Expiration

3. What professional and volunteer organizations are you active in?

4. How do you keep yourself current in your profession?

5. List your hobbies, personal and volunteer Interests:

PERSONAL REFERENCES:

List three persons not related to you and who have knowledge of your qualifications for the position for which you are applying.

Full Name	Address	Phone Number
Email	Nature of Acquaintance	Dates of Acquaintance
Full Name	Address	Phone Number
Email	Nature of Acquaintance	Dates of Acquaintance
Full Name	Address	Phone Number
Email	Nature of Acquaintance	Dates of Acquaintance

WORK EXPERIENCE: Start with most recent position.		
Employer Name	Employer address	Employer email
Job Title	Employer phone number	Employer website
Dates of Employment	Immediate Supervisor	Reason for leaving
Duties and Responsibilities		
Employer Name	Employer address	Employer email
Job Title	Employer phone number	Employer website
Dates of Employment	Immediate Supervisor	Reason for leaving
Duties and Responsibilities		
Employer Name	Employer address	Employer email
Job Title	Employer phone number	Employer website
Dates of Employment	Immediate Supervisor	Reason for leaving
Duties and Responsibilities		

PERSONAL PHILOSOPHY:

On separate paper please answer in one or two paragraphs each of the questions below.
This section is required for all applicants, applications will not be considered unless complete.
Teachers- all questions, After School Staff/Teacher's Assistants- questions 1, 3, 4, 6-8, Office Staff- questions 1, 4, 6-8

1. Why do you wish to teach/work in a Christian school?
2. How would you set up a Christian classroom environment to meet the needs of the whole child?
3. What is your philosophy of behavior management/discipline?
4. How do you develop and maintain a relationship with parents?
5. How do you manage/teach children with special needs?(learning disabilities, attention deficit, hyperactivity, strong-willed, etc.)
6. To what extent should a Christian school staff member become involved in Sunday and other weekday ministries of the church of which they attend?
7. Briefly give a description of your personal spiritual journey.
8. Please feel free to summarize any additional information that you would like to present regarding your candidacy for this position.

CHRISTIAN BACKGROUND:

CITY TREE SCHOOL STATEMENT OF FAITH

We believe the Bible to be the only inspired Word of God, our final authority in matters of faith, conduct and truth. We believe Jesus is an unchanging model for our character and that daily we must choose right from wrong. We believe we are sinners in need of Christ's forgiveness. We believe Jesus asks us to love others and forgive them for the wrong things they do to us. We believe that God, Jesus and the Holy Spirit are One. We believe God so loved the world that He gave His only Son, Jesus, and whoever trusts in Him will have life that lasts forever.

1. Please read our City Tree School Statement of Faith and indicate below your degree of support.

_____ I support the Statement of Faith.

_____ I support the Statement of Faith except for the following: _____

_____ I do not support the Statement of Faith.

Signature: _____

2. What church do you attend? (name, city, state) _____

Are you active in this church? _____

3. In what church activities are you involved? _____

4. What books have you read recently that have helped you spiritually? _____

APPLICANT'S CERTIFICATION AND AGREEMENT:

I understand City Tree School does not discriminate in its employment practices against any person because of sex, race, color, national or ethnic origin, gender, or handicap. I further understand that any offer of employment is conditional on the proof of legal authority to work in the U.S.

I am aware that the Penal Code Section 11166 requires medical practitioners, teacher, other education personnel, and other persons working with children to report any known or suspected instances of child abuse to a child protective agency as soon as possible.

I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge. I understand that falsification of any statement or significant omission of fact during any phase of the hiring process may prevent me from being hired or if hired may subject me to immediate dismissal.

I authorize City Tree School to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and oral interviews. I authorize the release and giving of any information requested by City Tree School such as employment records, performance reviews and personal references. I release any person, organization, or company from liability or damage that may result from furnishing the information requested.

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

Signature

Date