

**EMPLOYMENT APPLICATION**  
**FIRST PRESBYTERIAN CHURCH – CITY TREE CHRISTIAN SCHOOL**  
Elementary and Preschool Staff

**POSITION APPLIED FOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**APPLICATION INFORMATION:**

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip Code

Telephone Number: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Home Work Cell

Last Physical Examination Date: \_\_\_\_\_ Location \_\_\_\_\_

Last T.B. Test Date: \_\_\_\_\_ Location: \_\_\_\_\_

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.

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 ever been convicted of an offense **other than the following?**

1. Minor traffic violations for which the fine was \$100 or less, or
2. Any offense which was finally settled in juvenile court or under a welfare youth offender law.

Yes \_\_\_\_\_ No \_\_\_\_\_

Do you possess a valid California driver's license? \_\_\_\_\_ License Number: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Limits of Coverage: \_\_\_\_\_

**EDUCATION:**

High School: \_\_\_\_\_  
Name Location Date

College or University Name and Location	Dates Attended	Units Completed	Type of Degree	Year of Degree

**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:  
\_\_\_\_\_
6. How do you keep yourself informed about current events?  
\_\_\_\_\_
7. What periodicals do you read regularly?  
\_\_\_\_\_  
\_\_\_\_\_

**RELATED WORK EXPERIENCE:** Start with most recent position.

Employer Name, Address and Phone Number	Job Title	Dates of Employment	Immediate Supervisor
			Reason for leaving:
Duties and Responsibilities:			

Employer Name, Address and Phone Number	Job Title	Dates of Employment	Immediate Supervisor
			Reason for leaving:
Duties and Responsibilities:			

Employer Name, Address and Phone Number	Job Title	Dates of Employment	Immediate Supervisor
			Reason for leaving:
Duties and Responsibilities:			

<b>PERSONAL REFERENCES:</b> List three persons not related to you and who have knowledge of your qualifications for the position for which you are applying.			
Full Name	Present Business or Home Address	Phone Number	Nature of Acquaintance
1.			
2.			
3.			

**PERSONAL PHILOSOPHY**

On a separate piece of paper please answer in one or two paragraphs each of the questions below.

1. Why do you wish to teach/work in a Christian school?
2. For Teachers: How would you set up a Christian classroom environment to meet the needs of the whole child?
3. What is your philosophy of individual 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 are a member?
7. Please feel free to summarize any additional information that you would like to present regarding your candidacy for this position.
8. On a separate paper briefly give description of your personal spiritual journey

**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: \_\_\_\_\_

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

2. What is your church affiliation? \_\_\_\_\_ Are you active in this church? \_\_\_\_\_

3. In what church activities are you involved? \_\_\_\_\_

4. What books have you read recently that has 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