



Faculty Application

NEWNAN CLASSICAL SCHOOL DOES NOT DISCRIMINATE IN ITS EMPLOYMENT PRACTICES AGAINST ANY PERSON BECAUSE OF RACE, COLOR, NATIONAL OR ETHNIC ORIGIN, GENDER, AGE, OR DISABILITY.

We look forward to receiving your application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His will in the lives of all applicants. All information received will be kept in a confidential Personnel File.

A. APPLICANT'S NAME AND ADDRESS

Full name:

Application date: ____/____/____ Date available: ____/____/____

Present Address:

Phone: Days: (____)_____ Evenings: (____)_____

Best time to call you: _____ Soc. Sec. No.: _____

Please indicate your current marital status.

Single____ Engaged____ Married____ Separated____ Divorced____

Re-married____ Widow (er)_____

Our school Board has adopted the policy that all children of full-time faculty must attend this school if it has the appropriate grades and programs. Please provide the following information:

Names of Children	Age	Grade	School
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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.**

B. POSITION

Position of interest:

Full time: _____ Part time: _____ Either: _____ Substitute: _____

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

Is there any reason why you might be unable to perform the duties and responsibilities of the position for which you are applying? Yes_____ No_____ If yes, please explain

C. 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 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: _____

D. Certification

***Please attach photocopies of all your college transcripts.**

What degree or degrees do you hold?

Degree	Date Received	Issuing Institution
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Your Major(s)

Your Minor(s)

Sequentially list your teaching experience with most recent first.

School's Name

Grades or Subjects

Dates

Do you have a teaching certificate from a Christian school organization? _____

If so, which one and at what level? _____ Valid for _____ years.

Do you have a state teaching certificate? _____ For which state? _____

What kind? _____ Valid for _____ years.

If you do not hold a certificate, what requirements do you lack?

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

E. PERSONAL PHILOSOPHY

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

A. Please describe briefly your relationship with Jesus Christ.

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

C. What are the main characteristics that distinguish a Christian school from a public school?

D. What areas do you believe are your strengths? Weaknesses?

E. 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 five years. If necessary, you may make copies of this page or following the same format, use the reverse side.

Employer:

Position: _____ Dates of Employment: _____

Address: _____

Supervisor's Name and Phone Number: _____

Reason for leaving: _____

Employer: _____

Position: _____ Dates of Employment: _____

Address: _____

Supervisor's Name and Phone Number: _____

Reason for leaving: _____

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 other 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. PLEASE DO NOT ASK YOUR REFERENCES TO CONTACT US. WE WILL CONTACT THEM WHEN APPROPRIATE.

Give three references that 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 that are qualified to speak of your professional training and experience. List your current or most recent principal or supervisor first.

Name School	Complete Address	Phone	Position
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

H. APPLICANT'S CERTIFICATION AND AGREEMENT

If you are offered a position, will you be able to verify that you are legally permitted to be employed in the United States? _____

If you answer “**Yes**” to any of the following six questions, **please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition or other appropriate explanation.**

1. Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer? Yes _____ No _____
2. Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position? Yes _____ No _____
3. Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of sexual harassment or contact with another person, the mishandling of funds, or for criminal conduct? Yes _____ No _____
4. Have you ever been convicted (in civil or criminal proceedings) of any offense involving improprieties regarding children? Yes _____ No _____
5. Have you ever been convicted of any crime involving moral turpitude (e.g. Lying, cheating, or stealing) or any crime involving physical violence? Yes _____ No _____
6. Have you ever entered a court plea of guilty, a court plea of “no contest”, or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for **any** crime other than a minor traffic offense? Yes _____ No _____

I understand that Newnan Classical 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 Newnan Classical 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 Newnan Classical 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 view personally any references given to Newnan Classical School.

Since I will be working with children, I understand that I must 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 Newnan Classical School to conduct a criminal records check.

I understand that this is 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.

Signature of Applicant

Date

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as a teacher with Newnan Classical School. I have authorized the school to thoroughly investigate references, 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 Newnan Classical 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 view personally any references given to Newnan Classical School.

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

Applicant's Name (Print)

Applicant's Signature

Applicant's Social Security Number

Date

**PASTORAL REFERENCE FORM
2006-2007**

_____ has recently applied for a teaching position at Newnan Classical School. Since Newnan Classical School is a covenant school, our staff works together with all of the children and their families. It is important that we obtain a reference of Christian character and church involvement. Your reference will be appreciated as well as your prayers for the above applicant as they are making professional decisions.

Please indicate with (√) your confidential rating of the applicant. Thank you.

1. Applicant's participation in church activities.
Exceptional _ Average _ Unsatisfactory _ Not Known _
2. Applicant participates in Sunday School.
Exceptional _ Average _ Unsatisfactory _ Not Known _
3. Applicant participates in adult church sponsored activities.
Exceptional _ Average _ Unsatisfactory _ Not Known _
4. Applicant attends worship regularly.
Exceptional _ Average _ Unsatisfactory _ Not known _
5. Applicant is member in good standing.
Yes _ No _
6. Are they under church discipline?
Yes _ No _
7. Length of acquaintance.

- Additional comments to clarify any of the above please use the back if necessary.

Once again, we thank you for your pastoral reference and appreciate your prayers for the Applicant and Newnan Classical School. If you have any questions please contact us at 770-252-7223.

Name _____

Title _____

Date _____

**Please return to:
Newnan Classical School
P.O. Box 71427
Newnan, GA 30271**

Newnan Classical School admits students of any race, color and national or ethnic origin.