



EMPLOYMENT APPLICATION

Please attach a current resume

OFFICE USE ONLY

Interview Date: _____	Reference Check: _____
2 ND Interview <input type="radio"/> Yes <input type="radio"/> No	Background Check: _____
2 ND Interview Date: _____	Position Offered <input type="radio"/> Accepted <input type="radio"/>
Probable Placement: _____	

All instructional staff employed by Covenant Day School must subscribe to the Reformed faith and that system of doctrine as set forth in the Westminster Confession of Faith.

Date Of Application: _____ Date Available For An Interview: _____
 Applying For: Full Time Part Time
 Instructional Non-Instructional Referred By: _____

When Are You Available To Begin Work? _____ United States Citizen

PERSONAL DATA

Name: _____
Last *First* *Middle*

Home Phone: _____ Business Phone: _____ Fax Number: _____

Street Address: _____ City: _____

State: _____ Zip Code: _____

Marital Status: Married Divorced Single Widowed *Have you ever been married previously* Yes No

Email Address: _____

Do you attend church regularly? Yes No

If so, what church? _____ Denomination _____

RELIGIOUS AND EDUCATIONAL PHILOSOPHY

Please briefly give your personal Christian testimony: _____

Why do you wish to teach/ work at Covenant Day School? _____

Have you read the *Westminster Confession of Faith*? No Yes If so, when? _____

Do you: Agree with the Confession? _____ Disagree? _____ Would like to discuss: _____

If you are applying for an instructional position answer I & II

I. List in order of priority what you consider to be the three most important objectives of Christian education:

- A. _____
B. _____
C. _____

II. Why have you chosen education as a career? _____

POSITION FOR WHICH YOU ARE APPLYING

Please indicate below the position(s) for which you are applying.

INSTRUCTIONAL POSITIONS

- Classroom Assistant
 - Kindergarten Teacher (5 year old)
 - Elementary Teacher (Grades 1-5)
 - Physical Education
 - Librarian/Media Specialist
 - Substitute
 - Middle School Teacher (Grades 6th-8th)
- Please indicate grades you are qualified to teach:

- Technology Coordinator / Information Technologies
 - Music/Band
 - Latin
 - Spanish
 - French
 - Afterschool Enrichment Program
 - High School Teacher (Grades 9th-12th)
- Please indicate any grade preference you have:

Please check **ALL** *middle or high school* subjects and grades you are **qualified** to teach.

SUBJECT	GRADES YOU ARE QUALIFIED TO TEACH	
	Middle School Teacher (Grades 6 th -8 th)	High School Teacher (Grades 9 th -12 th)
Bible		
English		
Math		
History		
Science		
Foreign Language		
Music		
Debate/Drama		
Art		
Physical Ed.		
Other		

o Other subjects or extra-curricular programs: _____

NON-INSTRUCTIONAL POSITIONS

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="radio"/> Director of Development <input type="radio"/> Director of Admissions <input type="radio"/> Director of Athletics <input type="radio"/> Director of Special Academic Services (SAS) <input type="radio"/> Administrative Assistant to: <ul style="list-style-type: none"> ___ Admissions ___ Main Office ___ Development ___ SAS | <ul style="list-style-type: none"> <input type="radio"/> Guidance Counselor <input type="radio"/> Information Management Services/I.T <input type="radio"/> CFO/Business Manager <input type="radio"/> Accounting/Bookeeping <input type="radio"/> Clerical <input type="radio"/> Coaching _____ Sport
(coaching part of application required) <input type="radio"/> Other: _____ |
|--|--|

For a non-instructional position

In the last year, what have you done to enhance your knowledge in any area that was not required or paid for by any employer, educational institution, or other person? _____

EDUCATION

College or University	City/State	Degree	Major	Dates Attended	Overall GPA

Copies of all College and / or University official transcripts, both undergraduate and graduate, must be filed with your application or soon after it has been submitted.

COMPUTER EXPERIENCE

Please list below your experience with computers and software programs.

List all software (programs or operating systems) and/or hardware (equipment) that you have experience with and possess a working knowledge.

LICENSURE

Do you hold teacher's license? Yes No

If yes, date issued: _____ (Please attach a copy)

Expiration date: _____

If no, date applied: _____

Licensed Areas/Subjects	N.C. or Other (Please Specify)	Class A=Bachelor's/G=Master's	Expiration Date

TEACHER EXAMINATION OR PRAXIS

PRAXIS scores are required for all applicants including those from states with reciprocity agreements. PRAXIS scores may be submitted after the application has been submitted.

Have you taken the PRAXIS? Yes No
(or the NTE if applicable)

If yes, when? _____

If not, when do you plan to take it?

Please attach a copy of your PRAXIS (or NTE) scores. PRAXIS scores may be obtained by calling: 609 771-7395

STUDENT TEACHING

If student teaching was completed within the **last three years** supply the following information:

School: _____ Grade/Subject: _____
Address: _____
Dates: From: (M/D/Y) _____ To: (M/D/Y): _____
Cooperating Teacher: _____ Telephone: _____
College Supervisor: _____ Telephone: _____
College/University Address: _____

School: _____ Grade/Subject: _____
Address: _____
Dates: From: (M/D/Y) _____ To: (M/D/Y): _____
Cooperating Teacher: _____ Telephone: _____
College Supervisor: _____ Telephone: _____
College/University Address: _____

TEACHING OR INSTRUCTIONAL EXPERIENCE

Beginning with your most recent position, list all teaching or instructional support experience for which you have been compensated. Please complete all information even if you include a resume.

Name of School: _____ From: _____ To: _____
Address: _____ Phone: _____
Job Title/Grade(s) and/or Subject Taught: _____ Full-time Part-time
Reason for leaving: _____
Name and title of supervisor: _____ May we contact? Yes No

Name of School: _____ From: _____ To: _____
Address: _____ Phone: _____
Job Title/Grade(s) and/or Subject Taught: _____ Full-time Part-time
Reason for leaving: _____
Name and title of supervisor: _____ May we contact? Yes No

Name of School: _____ From: _____ To: _____
Address: _____ Phone: _____
Job Title/Grade(s) and/or Subject Taught: _____ Full-time Part-time
Reason for leaving: _____
Name and title of supervisor: _____ May we contact? Yes No

Name of School: _____ From: _____ To: _____
Address: _____ Phone: _____
Job Title/Grade(s) and/or Subject Taught: _____ Full-time Part-time
Reason for leaving: _____
Name and title of supervisor: _____ May we contact? Yes No

Name of School: _____ From: _____ To: _____
Address: _____ Phone: _____
Job Title/Grade(s) and/or Subject Taught: _____ Full-time Part-time
Reason for leaving: _____
Name and title of supervisor: _____ May we contact? Yes No

Name of School: _____ From: _____ To: _____
Address: _____ Phone: _____
Job Title/Grade(s) and/or Subject Taught: _____ Full-time Part-time
Reason for leaving: _____
Name and title of supervisor: _____ May we contact? Yes No

NON-INSTRUCTIONAL EXPERIENCE

Please list below your non-instructional work experience beginning with the most recent.

Employer: _____ From: _____ To: _____
Address: _____
Phone: _____ Your position/title: _____
Reason for Leaving: _____
Name and title of supervisor: _____ May we contact? Yes No

Employer: _____ From: _____ To: _____
Address: _____
Phone: _____ Your position/title: _____
Reason for Leaving: _____
Name and title of supervisor: _____ May we contact? Yes No

Employer: _____ From: _____ To: _____
Address: _____
Phone: _____ Your position/title: _____

Reason for Leaving: _____

Name and title of supervisor: _____

May we contact? Yes No

Employer: _____

From: _____ To: _____

Address: _____

Phone: _____

Your position/title: _____

Reason for Leaving: _____

Name and title of supervisor: _____

May we contact? Yes No

COACHING PHILOSOPHY

Why are you interested in coaching athletics at Covenant Day School? _____

COACHING POSITION FOR WHICH YOU ARE APPLYING

Please list all coaching positions for which you are applying and/or all sports which you would be willing to coach:

1. Position(s) applying for (if known): _____

2. Willing to coach: _____

PLAYING EXPERIENCE OF COACH APPLICANT

Beginning with the most recent, please describe all playing experience you have.

COACHING EXPERIENCE

Beginning with the most recent, please list any coaching experience you have.

Name of School: _____ From: _____ To: _____

Address: _____ Phone: _____

Particular sports and levels coached: _____ Full-time Part-time

Reason for leaving: _____

Name and title of supervisor: _____ May we contact? Yes No

Name of School: _____ From: _____ To: _____

Address: _____ Phone: _____

Particular sports and levels coached: _____ Full-time Part-time

Reason for leaving: _____

Name and title of supervisor: _____ May we contact? Yes No

REFERENCES

List persons, such as former employers, pastors, supervisors, and instructors, who have first hand knowledge of your professional preparation, experience, competence, and your spiritual maturity. A minimum of three references is requested.

Incomplete/inaccurate reference information (i.e., names, addresses, zip codes, phone numbers, etc.) may make it difficult for your application to be given further consideration.

Name: _____ Title: _____ School/Company: _____

Address: _____

Work Phone: _____ Home Phone: _____

Name: _____ Title: _____ School/Company: _____

Address: _____

Work Phone: _____ Home Phone: _____

Name: _____ Title: _____ School/Company: _____

Address: _____

Work Phone: _____

Home Phone: _____

Name: _____ Title: _____ School/Company: _____

Address: _____

Work Phone: _____

Home Phone: _____

Please provide the name, address, and telephone number of someone who should be contacted in case of an emergency:

Name: _____
Last First Middle

Relationship to you: _____

Street Address: _____ City: _____

State: _____ Zip Code: _____ Home Phone: _____ Business Phone: _____

PERSONAL HISTORY

Do you have any physical condition or handicap that may limit your ability to perform the job for which you are applying? If so, please describe: _____

Have you ever been convicted of a felony, or a misdemeanor which resulted in imprisonment? If so, what was the felony or misdemeanor? _____

Have you ever been convicted of child abuse of any kind? If so, please describe: _____

Please check appropriate answer:

Yes No

- Have you ever been suspended, dismissed, fired, or discharged from a position of employment?
- Have you ever had a teaching certificate suspended or revoked?
- Have you ever been asked to resign from a position of employment?
- Have you ever been convicted of any violation of the law other than a minor traffic ticket?
- Do you have any charges pending against you?

Please list the curricula with which you are familiar and corresponding grade levels: _____

ANY INTENTIONAL FALSIFICATION OF ANY PORTION OF THIS APPLICATION WILL BE GROUNDS FOR IMMEDIATE DISMISSAL.

I verify that all of the above information is true and correct. I understand that any intentional falsification of any portion of this application will be grounds for immediate dismissal. Employment is contingent on successful completion of background investigation.

Applicant's signature

Date

Covenant Day School does not discriminate against any person on the basis of sex, race, color, age or disability in any of its educational or employment programs or activities.