



LINVILLE HILL MENNONITE SCHOOL

Application for Professional Position

Your interest in Linville Hill Mennonite 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 you may qualify, we will notify and ask you to send your placement file to our office. We will 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 seeking applicants 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.

A. APPLICANT'S NAME AND ADDRESS

Full name: _____

Application date: _____ / _____ / _____ Date available: _____ / _____ / _____

Present address: _____

Phone: (____) _____ Email _____

Best time to call you? _____ Length of time at this address? _____

Permanent address and phone number if different than present address

Please list any additional addresses where you have resided at any time during the past five years:

B. POSITION DESIRED

Please indicate your choice in the parenthesis. Then to the right please indicate the grades or subjects in order of preference:

Elementary _____ Middle School _____

Full time ___ Part time ___ Substitute ___

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

Can you submit verification of your legal right to work in the US? Yes ___ No ___

Please list activities or sports for which you would be capable and willing to direct, sponsor, or coach. (Indicate grade or ability levels).

What would you like to be doing five years from now?

C. PROFESSIONAL QUALIFICATIONS

*** Please attach photocopies of all your postsecondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.**

What degree or degrees do you hold?

Degree	Date Received	Issuing Institution
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Your Major(s)

Your Minor(s)

Cumulative grade point average Bachelor's _____ Graduate work _____

Sequentially list your teaching experience with most recent first.

School's Name	Grades or Subjects	Dates
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To what degree are you familiar with various Christian or secular textbook series (i.e., ACSI, ABeka, Bob Jones, Saxon math, Open Court Reading)?

Do you have an ACSI Teaching Certificate? _____

What level? _____ Remains valid for _____ years.

Do you have a state teaching certificate? _____ State? _____

What kind? _____ Remains valid for _____ years.

Endorsement(s)

List semester hours in endorsement area(s)

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

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

D. PERSONAL PHILOSOPHY

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

1. Write a spiritual autobiography. Include your personal relationship to Christ, your present relationship to the church, and your philosophy of Christian life and commitment.
2. Why do you wish to teach in a Christian school?
3. What are the main characteristics that distinguish a Christian school from a public school?
4. What do you consider to be the proper classroom atmosphere for learning?
5. What is your philosophy of discipline?
6. In one paragraph each state your theological understandings of the following terms or concepts:
 - a. authority of scriptures, including the origin of the earth and humankind
 - b. divorce and remarriage, sexual preferences, and premarital sex
7. Are you willing to be guided by the sponsoring board of trustees, the supporting congregations, and the administration of the school?
8. Please summarize any additional information that you would like to present regarding your candidacy for this position.

E. EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past ten years.

1. Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

2. Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

3. Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

4. Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

5. Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

F. PERSONAL REFERENCES

Give three references who are qualified to speak of your spiritual experience and Christian life.
List your current pastor first.

Do not list family members or relatives for references.

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
1. _____		

2. _____		

3. _____		

G. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Linville Hill Mennonite School does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability.

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that 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 and agree that I will be paid and receive benefits only through the day of release.

I authorize Linville Hill Mennonite School to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

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 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 the 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 are necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

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