

## **TEACHER APPLICATION PACKET**

Cover Letter  
Application  
Statement of Faith and Mission Statement  
Teacher Job Description  
School Brochure

### **PRIOR TO INTERVIEW**

Parent/Student Handbook  
Teacher Handbook

### **UPON HIRING**

W-4  
I-9  
Medical Insurance Application  
Background Inquiry Form  
Fingerprinting



# CHRISTIAN HERITAGE SCHOOL

P.O. Box 773149 · 27285 Brandon Circle · Steamboat Springs, CO 80477  
(970) 879-1760 Fax (970) 879-5511

## CERTIFICATED APPLICATION FOR EMPLOYMENT

Date of Application \_\_\_\_\_

Name \_\_\_\_\_ Sex \_\_\_\_\_ Date of Birth \_\_\_\_\_

Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone (\_\_\_\_\_) \_\_\_\_\_ Evening (\_\_\_\_\_) \_\_\_\_\_

Seeking position in: (Number to indicate order of preference.)

Elementary: \_\_\_\_\_ K, \_\_\_\_\_ 1, \_\_\_\_\_ 2, \_\_\_\_\_ 3, \_\_\_\_\_ 4, \_\_\_\_\_ 5, \_\_\_\_\_ 6

\*Area(s) of specialty: \_\_\_\_\_

Jr./Sr. High: \_\_\_\_\_ 7, \_\_\_\_\_ 8, \_\_\_\_\_ 9, \_\_\_\_\_ 10, \_\_\_\_\_ 11, \_\_\_\_\_ 12

\_\_\_\_\_ English, \_\_\_\_\_ Math, \_\_\_\_\_ Science, \_\_\_\_\_ Bible, \_\_\_\_\_ Social Science,

\_\_\_\_\_ Computer, \_\_\_\_\_ P.E., \_\_\_\_\_ Language, \_\_\_\_\_ Other

\*Area(s) of specialty: \_\_\_\_\_

\*Extra-Curricular Abilities: \_\_\_\_\_

## PERSONAL INFORMATION

Are you a U.S. Citizen? \_\_\_\_\_ Social Security Number \_\_\_\_\_

Have you ever:

- Been dismissed from a teaching position?  Yes  No
- Asked to resign from a teaching position?  Yes  No
- Been refused continuing employment as a teacher?  Yes  No
- Had a teaching license revoked?  Yes  No
- Been convicted, pled guilty, or pled nolo contendere to a felony?  Yes  No
- Been convicted, pled guilty, or pled nolo contendere to a crime involving child abuse or sexual abuse?  Yes  No
- Has a report of child abuse or sexual activities involving any K-12 student or minor filed against you with a school district, Children Services Division, a police agency, or in court?  Yes  No

If yes, please explain: \_\_\_\_\_

Marital – Being a Christian role model in all aspects of life is a major requirement for this position. The Bible is our standard for marriage and sexual conduct. It is a bona fide occupational requirement for staff to live by those standards. Please indicate your current marital status.

Single \_\_\_\_\_ Engaged \_\_\_\_\_ Married \_\_\_\_\_ Living Separately \_\_\_\_\_  
 Divorced \_\_\_\_\_ Remarried \_\_\_\_\_ Widow(er) \_\_\_\_\_

Please attach explanation if divorced, remarried, or living separately.

Spouse's Name \_\_\_\_\_ Years married \_\_\_\_\_  
 Occupation \_\_\_\_\_

**CHURCH INFORMATION**

Church Affiliation \_\_\_\_\_ Member? \_\_\_ Yes \_\_\_ No

Address \_\_\_\_\_

Pastor's Name \_\_\_\_\_ Church Phone Number (\_\_\_\_) \_\_\_\_\_

Do you believe the Bible to be the inspired and infallible Word of God? \_\_\_\_\_

Do you agree with the CHS Statement of Faith without reservation? \_\_\_\_\_

Are there other areas of doctrine that you would feel compelled to share in the classroom? \_\_\_\_\_

**EMPLOYMENT DATA**

List all employment for the last ten (10) years beginning with the most recent position held. Please attach an explanation for any gaps in your employment history longer than three (3) months.

From	To	Firm or Company (including address & phone number)	Position	Reason for Leaving

**EDUCATIONAL BACKGROUND**

	School and Location	Dates Attended	Approximate Credits	Degree or Certificate and Date
Undergraduate College or University				
Graduate Work, Other				

Are you presently enrolled in a degree or certificate program? \_\_\_\_\_

If so, describe: \_\_\_\_\_ Tentative Completion Date: \_\_\_\_\_

Teaching Certificate: Type: \_\_\_\_\_ State: \_\_\_\_\_

Certificate Number: \_\_\_\_\_ Expires: \_\_\_\_\_

Areas of Endorsement: 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Please enclose a copy of certificate. If you have no certificate, explain what you lack for certification and list professional education courses you have completed: \_\_\_\_\_

List College Majors and Minors or attach a transcript of your work:

Majors	Credits	Grade Average	Minors	Credits	Grade Average

Special Interests or Hobbies: \_\_\_\_\_

<b>TEACHING EXPERIENCE – <i>Begin with most recent</i></b>
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From	To	School/Location	Subjects & Grades	% of Full Time	Reason for Leaving

Present salary: \_\_\_\_\_

List additional teaching experiences and work with young people: (Sunday School, camp, etc.)

Honors/awards received, publications printed, and professional organizations to which you belong.

List any other special abilities and experiences.

**CURRENT ISSUES**

We live in a pluralistic society with many conflicting beliefs and values. As a teacher your students may ask you specific questions about controversial issues. Your answers will come from your personal convictions. We need to know the views of those that would be **Christian role models** for our children. Please share your personal convictions as a Christian toward:

wine, beer, and other alcoholic beverages - \_\_\_\_\_

smoking and chewing tobacco - \_\_\_\_\_

marijuana and other non-prescription drugs - \_\_\_\_\_

pre-marital sex - \_\_\_\_\_

divorce and remarriage - \_\_\_\_\_

abortion - \_\_\_\_\_

homosexuality - \_\_\_\_\_

gossip - \_\_\_\_\_

**RESPOND TO THE FOLLOWING** *(Please answer on a separate sheet of paper)*

1. Describe when and how you came to know Jesus Christ as your Savior and your current Christian walk.
2. What are your long-range plans or hopes regarding a teaching career?
3. As a Christian school teacher, what standards of discipline would you expect in your classroom and how would you reinforce these standards?
4. Describe your personal philosophy regarding your responsibility to the parents of your students?
5. The CHS Mission Statement is *“To serve as an extension of the Christian home, encouraging Godly character in a biblical, academically challenging environment.”* What are some key implications of this mission for the work of the teacher?
6. Give a brief description of the teaching styles you feel most comfortable with.
7. What are the steps you use to resolve conflict between yourself and others?

<b>ESSAY</b>
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On a separate sheet of paper, in your own handwriting, please tell why you are seeking to be a Christian school teacher and why you are seeking such a position at Christian Heritage School in particular. *Please include a video of your recent teaching, if available.*

**REFERENCES**

Give five (5) references including:

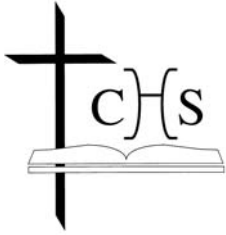
- A supervisor at your most recent place of employment
- Your minister
- A co-worker
- New graduates should include a professor in your major area and your student teaching supervisor.

	<u>Name &amp; Address</u>	<u>Phone</u>	<u>Position</u>
1.	_____		
2.	_____		
3.	_____		
4.	_____		
5.	_____		

I certify that the answers provided by me herein and the representations made on my resume, if any, are to the best of my knowledge and belief true and correct without reservation. I further affirm that I have not knowingly withheld any facts or circumstances that would detrimentally affect this application. I hereby authorize Christian Heritage School to verify any and all information contained in this application and to inquire about my ability and qualification for employment from former employers and others, and I hereby release all concerned from any liability in connection with gathering such information.

Applicant Signature	Date
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*Christian Heritage School assures equal opportunity in all personnel policies in accordance with the laws of the United States and the State of Colorado. Policies are administered without regard to age, sex, marital status, race, color, national origin, or handicap. CHS seeks employees on the basis of position qualifications and on the basis of Christian beliefs. CHS's right to use religion as a criteria for employment is established by the First Amendment of the Constitution of the United States, the Constitution of the State of Colorado and federal and state statutes.*



# Christian Heritage School

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## **TEACHER JOB DESCRIPTION**

### **A. Personal Qualities**

1. Born again, evangelical Christian.
2. Gift of teaching.
3. Spiritual leadership.
4. Strong moral character.
5. Interest in children, other personnel, and parents that they come in contact with.
6. Show personal qualities of cleanliness, health, and well rounded personality.

### **B. Educational Preparation**

1. Minimum of BS/BA degree.
2. Individuals desiring a part-time teaching position in a specialized area who do not hold a degree will be considered for employment on an individual basis.

### **C. Chain of Supervision**

1. Teachers will report directly to the school administrator.

### **D. Primary Job Functions and Goals**

1. The teacher will be responsible for a classroom environment that is conducive to learning and to the maturity and interest of the students. Faculty members will help students learn skills that will contribute to their development as young men and women.
2. The classroom teacher will set the spiritual example with students, parents, and others he/she comes in contact with. Besides displaying the fruits of the Spirit, the teacher is regular in attendance at his/her church.

### **E. Major Duties and Responsibilities**

1. Teach subjects and classes as assigned using curriculum, supplementary materials, field trips, etc., to enhance them.
2. Attend and participate in the following:
  - a. Morning staff devotions.
  - b. Teachers meetings.
  - c. Evening programs if involving his/her students.
  - d. ACSI Convention.
  - e. Other meetings as assigned.

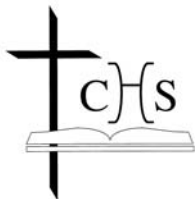
3. Complete paperwork including the following:
  - a. Report cards four (4) times a year.
  - b. Mid nine-week reports to students with C- or below average.
  - c. Turn weekly lesson plans into the administrator.
  - d. Inventory of classroom equipment/supplies/books.
  - e. Records of attendance and tardiness.
  - f. Administration of achievement tests.
  - g. End of year check list and debriefing evaluation form.
4. Building/Classroom cleaning and repair.
  - a. Be responsible for daily and end-of-year cleaning of classroom area.
  - b. Assist in overall cleanliness of facilities.
  - c. Promptly report repair needs to the principal.
5. Plan or delegate parties at designated holidays.
6. Maintain proper classroom discipline, taking care of minor problems personally and referring major problems to the principal.
7. Be available to any parents or students who wish to have a conference before or after school.
8. Hold twice-yearly conferences with parents of each student.
9. Supervise extra-curricular activities, organizations, outings as assigned.
10. Maintain a close walk with the Lord as evidenced by your example and spiritual leadership among peers and with students.
11. Observe the Matthew 18 principle in conflict resolution. Avoid a negative and critical spirit. Take problems to administrator as necessary.
12. Carry out any other specific duties as assigned.

#### **F. Evaluation**

Performance of this job will be formally evaluated two (2) times per year for experienced staff and three (3) times per year for first and second year staff and others needing further direction.

#### **G. Terms of Employment**

The teacher will teach the number of school days as indicated on the school calendar, plus within the contract a number of days for in-service, record keeping, clean-up, etc.



## MISSION STATEMENT

*“To serve as an extension of the Christian home, encouraging Godly character in a biblical, academically challenging environment.”*

## STATEMENT OF FAITH

The Bible is our all-sufficient rule for faith and practice. This Statement of Faith is intended to be a basis of fellowship among us. Christian Heritage School is, and shall always remain, a Christian institution dedicated to bringing honor and glory to the Lord Jesus Christ in all our activities.

**We believe** the Scriptures, both Old Testament and New Testament, to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of men, and divine and final authority for Christian faith and life.

**We believe** in one God, Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit.

**We believe** that Jesus Christ is true God and true man and the Scriptures declare:

- A. He was conceived of the Holy Spirit.
- B. He was born of the Virgin Mary.
- C. He was without sin.
- D. He died on the cross, a perfect sacrifice for our sins.
- E. He arose bodily from the dead, ascended into Heaven, where, at the right hand of the Majesty on High, He is now our High Priest and Advocate.

**We believe** that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ and, during this age, to convict men, regenerate the believing sinner, and indwell, guide, instruct, and empower the believer for godly living and service.

**We believe** that man was created in the image of God. However, man by voluntary transgression fell and thereby incurred not only physical death, but also spiritual death, which is the separation from God. Only through regeneration by the Holy Spirit can salvation and spiritual life be obtained.

**We believe** that the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who believe, and only those who by faith receive Jesus Christ as Savior are born of the Holy Spirit, and thus become children of God.

**We believe** in the spiritual unity of believers in our Lord Jesus Christ-who is the head of the Church.

**We believe** that the Lord Jesus Christ is coming back again in person to this earth, and that by Him, God will judge the world.

**We believe** in the bodily resurrection of the dead: of the believer to everlasting blessedness and joy with the Lord; of the unbeliever to judgment and everlasting conscious punishment.