



# Portage Christian School

3040 Arlene Street • P.O. Box 28 • Portage, IN 46368  
Phone: 219.762.8962 • Fax: 219.763-9931

## Initial Teacher Application

Your interest in Portage Christian School is appreciated. We invite you to fill out this application and return it to our school office. If an opening occurs for which you may qualify, we will request that you have your placement file forwarded to our office. We may 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 grateful for those 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.

### Applicant's Name and Address

Full name \_\_\_\_\_ Birthday \_\_\_\_\_

Email address: \_\_\_\_\_

Application date \_\_\_\_/\_\_\_\_/\_\_\_\_ Date available \_\_\_\_/\_\_\_\_/\_\_\_\_

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

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

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Best time to call \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_

Permanent Address and Phone number, if different than present address

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

Attach any additional addresses where you have resided at any time during the past five years.

### Position Desired

Please indicate 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> choice in the parenthesis.

( ) Pre School ( ) Kindergarten ( ) Elementary ( ) Middle School ( ) High School

( ) Full time \_\_\_\_\_ ( ) Part time \_\_\_\_\_ ( ) Substitute ( ) Other \_\_\_\_\_

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

**Special Abilities** – please list activities or sports which you would be capable of and willing to direct, sponsor, advise or coach (Indicate grade or ability levels).

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## Christian Background

Briefly provide your Christian testimony including salvation experience

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Do you believe the Bible to be the **ONLY** inspired and infallible Word of God, our final authority in all matters of faith, truth, and conduct? Yes \_\_\_\_\_ No \_\_\_\_\_

**Portage Christian School Statement of Faith** – *Please carefully read our Statement of Faith and indicate below your degree of support.*

- We believe the Bible to be the verbally inspired, the only infallible, authoritative Word of God, (*II Timothy 3:16-17 and I Peter 1:20-21*).
- We believe that there is only one God, the source, support, and end of all things, eternally subsistent in three persons – Father, Son and Holy Spirit, (*Genesis 1:1; John 10:30,37-38*).
- We believe in the Deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the Father’s right hand, and that He is there engaged in intercession for us now, and in His personal return in power and glory, (*Isaiah 7:14; Acts 1:11; Revelation 19:11-16*).
- We believe that man is sinful by nature and lost by divine decree; and therefore, in need of the convicting and regenerating ministry of the Holy Spirit, (*Romans 3:19-23; John 3:15-19; Ephesians 2:8-10; Titus 3:5-6*)
- We believe in the present and continuing ministry of the Holy Spirit. He convicts the sinner, regenerates ones who believes, indwells, seals, instructs, reproves, and guides the believer, and that He fills and controls every life who is wholly yielded to Him. (*Ephesians 4:30, 5:18; I Corinthians 3:16, 6:19-20*)
- We believe that salvation is the gift of God offered to man by His grace and received by personal faith in the Lord Jesus Christ, (*John 3:16; Ephesians 2:8, 9; Titus 3:5,6*).
- We believe in the bodily resurrection of the saved unto life, the unsaved unto judgment and everlasting damnation and the rapture of the saints at the second coming of Jesus Christ, (*John 5:28, 29; Revelation 20:12-15; Matthew 25:46; Romans 6:23; I Thessalonians 4:13-18*).
- We believe in the spiritual unity of believers in our Lord Jesus Christ, (*Romans 8:0; I Corinthians 12:12-13; Galatians 3:26-28*).
- We believe in the creation of man by the direct act of God, (*Genesis 1:26, 5:2; Colossians 1:16-17*).

\_\_\_\_\_ I fully support the Statement as written without mental reservations.

\_\_\_\_\_ I support the Statement except for the area(s) listed below (please explain). The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

## Church Involvement

Denominational preference \_\_\_\_\_

What is your local church affiliation? \_\_\_\_\_

Are you presently a member in good standing? Yes\_\_\_\_ No \_\_\_\_ How many years? \_\_\_\_\_

In what church activities are you involved and with what degree regularity?

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What other Christian service have you done since becoming a Christian?

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What is your attitude toward working with those of other races and those of other denominational beliefs?

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Are you capable of teaching a Bible class? Yes\_\_\_\_ No \_\_\_\_

## Professional Qualifications

*\*Please attach photocopies of all your college transcripts. Should you be offered a position, official copies of your college transcripts will be required to be submitted for inclusion in your personal file.*

**Formal Training** – what degree or degrees do you hold?

Degree	Date Received	Issuing Institution
_____	_____	_____
_____	_____	_____
_____	_____	_____

Your Major(s) \_\_\_\_\_

Your Minor(s) \_\_\_\_\_

Cumulative grade point average BA/BS \_\_\_\_\_ Master \_\_\_\_\_

If no Masters, total units **after** date of Bachelor's degree \_\_\_\_\_

**Teaching Experience** – *sequentially list your teaching experience with most recent first.*

School's Name	Grade or Subject	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

To what degree are you familiar with various Christian or secular curriculums (i.e., ACE, A Beka, Bob Jones, Go Math, Accelerated Reader, Houghton Mifflin Harcourt, McGraw-Hill, Pearson, etc?)

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### Teaching Credentials

Do you have a state teaching certificate? Yes \_\_\_\_\_ No \_\_\_\_\_ State? \_\_\_\_\_

What kind of certificate? \_\_\_\_\_ Valid until? \_\_\_\_\_

Do you have another kind of teaching certificate? Yes \_\_\_\_\_ No \_\_\_\_\_

Identify certificate? \_\_\_\_\_ Valid until? \_\_\_\_\_

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

List any conferences or seminars which you have led or participated in.

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### Personal Philosophy

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

1. Why do you wish to teach in a Christian school?
2. What are the main characteristics that distinguish a Christian school from a public school?
3. What do you consider to be the proper classroom atmosphere for learning?
4. What is your philosophy of discipline?
5. What areas do you feel are your strengths? Weaknesses?
6. How do you respond to people who bring others down or who breed negativity?
7. What is your view about staff behavior outside of school?
8. How technology inclined are you?
9. Describe your organizational skills.
10. Please summarize any additional information that you would like to present regarding your candidacy for this position.

**Employment History** - *Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may use the reverse side of this application.*

1. Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_ Phone Number \_\_\_\_\_  
Supervisor's name & phone number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

2. Employer \_\_\_\_\_  
 Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
 Address \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Supervisor's name & phone number \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_  
 \_\_\_\_\_

3. Employer \_\_\_\_\_  
 Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
 Address \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Supervisor's name & phone number \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_  
 \_\_\_\_\_

4. Employer \_\_\_\_\_  
 Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
 Address \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Supervisor's name & phone number \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_  
 \_\_\_\_\_

Have you ever worked under a different name for any of the employers you have lists? Yes \_\_\_\_\_ No \_\_\_\_\_

## Personal References

Give three references that are qualified to speak of your **spiritual experience** and Christian service. List your current Pastor first.

Name	Complete Address	Phone Number	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	Complete Address	Phone Number	Position or School
1.			
2.			
3.			

## Personal Background

1. Have you ever been dismissed, resigned to avoid being dismissed, or been asked to resign from a position?

Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, explain

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2. Were you a victim of abuse or molestation while a minor? Yes \_\_\_\_\_ No \_\_\_\_\_

*If you prefer, you may refuse to answer this question, or you may discuss your answer in confidence with the administrator rather than answering it on this form. Answering yes, or leaving the question unanswered, will not disqualify an applicant for employment.*

## Applicant's Certification and Agreement

I understand that **Portage Christian 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 **Portage Christian 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 **Portage Christian 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 **Portage Christian School**.

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.

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**Signature of Applicant**

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**Date**

### **Authorization to Release Reference Information**

I have made application for a position with Portage Christian School. I have authorized the 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 Portage Christian 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 Portage Christian School.

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**Applicant Name (Print)**

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**Applicant's Signature**