Arlington Christian School

MAILING ADDRESS: 4500 RIDGE ROAD
FAIRBURN, GA 30213
TELEPHONE: (770) 964-9871
WEBSITE: WWW.ARLINGTONCHRISTIAN.ORG

POSITION(S) DESIRED _____

LEGAL NAME _____ _____
LAST FIRST MIDDLE LAST 4 DIGITS OF SSN#

PRESENT ADDRESS _____ _____
STREET (AREA CODE) TELEPHONE

_____ _____
CITY STATE ZIP CODE CELL PHONE

PERMANENT ADDRESS _____ _____
STREET (AREA CODE) TELEPHONE

_____
CITY STATE ZIP CODE

E-MAIL ADDRESS (IF AVAILABLE) _____

LIST, IN ORDER OF PREFERENCE, THE GRADES, SUBJECTS AND/OR POSITIONS FOR WHICH YOU ARE APPLYING:

1. _____ 2. _____ 3. _____

CERTIFICATION

(LIST ALL AREAS IN WHICH YOU HOLD VALID GEORGIA AND/OR OUT-OF-STATE TEACHING CERTIFICATES. NOTE: APPLICANTS HOLDING A CERTIFICATE FROM ANOTHER STATE MUST OBTAIN A GEORGIA CERTIFICATE IN ORDER TO TEACH IN GEORGIA.

AREA OF CERTIFICATION	ISSUING STATE	DATE ISSUED

ARE YOU ACTIVE IN A LOCAL CHURCH? MINISTER: _____

IF YES, LIST THE NAME OF THE CONGREGATION? _____

DATE AVAILABLE FOR EMPLOYMENT _____

IF YOU ARE NOT EMPLOYED FULL TIME, ARE YOU INTERESTED IN BEING PLACED ON OUR SUBSTITUTE LIST? ☐ YES ☐ NO

CHRISTIAN COMMITTMENT

WHAT CAN YOU CONTRIBUTE TO A.C.S. AS A CHRISTIAN FACULTY/STAFF MEMBER?

RECOGNIZING THAT FACULTY AND STAFF ARE EXPECTED TO BE CONCERENED WITH THE TOTAL LIFE OF OUR STUDENTS, PLEASE COMMENT ON YOUR WILLINGNESS TO LEAD AND ASSIST STUDENTS IN THEIR RELATIONSHIP WITH JESUS CHRIST?

WHAT IS YOUR BASIC UNDERSTANDING AS TO THE NATURE OF THE EDUCATIONAL PROCESS? WHO IS THE CHILD? WHAT ROLES DOES THE TEACHER PLAY IN THE EDUCATIONAL PROCESS? USE EXTRA PAGES IF NEEDED.

HOW WOULD YOU CHARACTERIZE YOUR APPROACH TO CLASSROOM DISCIPLINE? WHAT ARE YOUR ASSUMPTIONS AS TO THE NATURE OF CHILDREN AS CONCERNS BEHAVIOR AND BEHAVIORAL MODIFICATIONS?

HOW DO YOU PERCEIVE YOURSELF AS AN AGENT OF DISCIPLINE WITHIN THE CLASSROOM SETTING? COMMENT ON YOUR STYLE AND RELATE EXPERIENCE BY WAY OF ILLUSTRATION. DESCRIBE THE IDEAL CLASS FROM A BEHAVIORAL POINT OF VIEW. USE EXTRA PAGES IF NEEDED.

EDUCATIONAL BACKGROUND

	School or Institution and Location	Major/ Minor	Diplomas, Degrees or Credits Earned	Grade Point Average (GPA)
High School				
College/University				
College/University				
Graduate Study				
Graduate Study				

EXPERIENCE

(Present or most recent first)

Dates		Name of Employer and Address	Your Title
From			
To		(Area Code) Telephone:	
Work Performed:		Reason for Leaving:	
Name & Title of Supervisor:		Final Yearly Salary:	

Dates		Name of Employer and Address	Your Title
From			
To		(Area Code) Telephone:	
Work Performed:		Reason for Leaving:	
Name & Title of Supervisor:		Final Yearly Salary:	

Dates		Name of Employer and Address	Your Title
From			
To		(Area Code) Telephone:	
Work Performed:		Reason for Leaving:	
Name & Title of Supervisor:		Final Yearly Salary:	

EDUCATION CONT'D:

SCHOLASTIC HONORS:

MEMBERSHIP, PUBLICATIONS, PROFESSIONAL DISTINCTIONS, OR OFFICES HELD:

EXTRA-CURRICULAR ACTIVITIES IN WHICH YOU HAVE PARTICIPATED:

NON-PROFESSIONAL INTEREST, HOBBIES, AND ACTIVITIES:

REFERENCES

References should include superintendents, principals or professors who have first-hand knowledge of your professional competence and your personal qualifications. Experienced teachers should include the Head of School and principal of the two most recent schools in which employed. If any person(s) listed should not be contacted for reference at the present time, indicate in the left-hand margin the date contact(s) may be made.

NAME	POSITION	ADDRESS	TELEPHONE

OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experiences (including U.S. military service) and/or state any additional information you feel may be helpful in considering your application, i.e. honors, awards, activities, technology skills or professional development activities:

GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer "Yes" to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate, which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Select: Yes or No

Were you ever convicted of a criminal offense?	☐ Yes	☐ No
Are you currently under charges for a criminal offense?	☐ Yes	☐ No
Have you ever forfeited bond or collateral in connection with a criminal offense?	☐ Yes	☐ No
Within the last ten years, have you been fired from any job for any reason?	☐ Yes	☐ No
Within the last ten years, have you quit a job after being notified that you would be fired?	☐ Yes	☐ No
Have you ever been professionally disciplined in any state? Professional disciplined means the annulment, revocation or suspension of your teaching certification or having received a letter of reprimand from an agency, board or commission of state government.	☐ Yes	☐ No
Are you subject to any visa or immigration status, which would prevent lawful employment?	☐ Yes	☐ No

Note: If you answered "Yes" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet, and include the last 4 digits of your social security number.

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Background Check:

Each applicant is required to undergo a Federal Criminal Record from the Federal Bureau of Investigation (FBI) and Georgia Bureau of Investigation (GBI). Arlington will perform a criminal background check and verification of qualifications shall be performed on all employees as a condition of employment.

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CERTIFICATION AND RELEASE AUTHORIZATION

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I further certify that I am the sole author of the essay. I understand that any misrepresentation of information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer of employment, or (3) terminating my employment.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials of Arlington Christian School may ask regarding my prior work history and performance.

Date	**Signature of Candidate (in ink)** **[Must be original]**

Instructions for completing the application for employment:

1. Submit completed Application for Employment to Human Resources at Arlington Christian School.
2. Forward all transcripts or placement papers on file to HR at Arlington Christian School.

Equal Employment Opportunity Statement:
Arlington Christian School does not discriminate against any employee on the basis of sex, race, national origin, age, marital status, or handicap/disability unrelated to the employee's ability to perform his/her job.

All the above should be forwarded to: **Arlington Christian School**
Attention: Human Resources
Fairburn, GA 30213