



## ADMINISTRATION/INSTRUCTIONAL/CLERICAL APPLICATION FOR EMPLOYMENT

Ambassador High School's mission is dedicated to providing each student with an uncompromising Christian education devoted to academic excellence in a family-friendly, safe, and nurturing environment.

Thank you for your interest in Ambassador High School. Please complete this application. If an opening occurs for which it appears you may qualify, we may contact your references. If we have continued interest in your candidacy, we will arrange a personal interview.

CONFIDENTIAL INFORMATION: This application contains information that is confidential and may be reviewed by the board of trustees, or persons or committees authorized by the board of trustees having authority to make personnel decisions. Persons who review, duplicate, distribute, or disclose any portion of this document without authorization face one or more of the following consequences: (1) Possible criminal liability, (2) Possible civil liability, (3) Possible termination of employment, if an employee.

### APPLICANT'S NAME AND ADDRESS

Full Name:

\_\_\_\_\_

First	Middle	Last
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Application Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Available: \_\_\_\_/\_\_\_\_/\_\_\_\_

Driver's License Number/State: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Present Address:

\_\_\_\_\_

Street#	City	State	Zip
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How long have you lived at the above address: \_\_\_\_\_

Are you 18 years of age or older? \_\_\_\_\_Yes \_\_\_\_\_No

Phone: Home(\_\_\_\_\_) \_\_\_\_\_

Cell(\_\_\_\_\_)\_\_\_\_\_

Best time to call you?\_\_\_\_\_ E-Mail\_\_\_\_\_

**POSITION DESIRED**

Please indicate your teaching preferences:

9<sup>th</sup>:\_\_\_\_\_ 10<sup>th</sup>:\_\_\_\_\_ 11<sup>th</sup>\_\_\_\_\_ 12<sup>th</sup>\_\_\_\_\_

Administrative or Clerical Position: \_\_\_\_\_

**Content areas:**

Math:\_\_\_\_\_ Social Science:\_\_\_\_\_ Science:\_\_\_\_\_ Bible:\_\_\_\_\_

English:\_\_\_\_\_ Arts:\_\_\_\_\_ Music:\_\_\_\_\_ Athletics:\_\_\_\_\_

Foreign Language:\_\_\_\_\_ Which one(s)?\_\_\_\_\_ Other: \_\_\_\_\_

Counseling:\_\_\_\_\_ Other:\_\_\_\_\_ /Explain:\_\_\_\_\_

Full Time:\_\_\_\_\_ Part Time:\_\_\_\_\_ Substitute:\_\_\_\_\_

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.)

\_\_\_\_\_

\_\_\_\_\_

**Future Plans**—What would you like to be doing five years from now?

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**CHRISTIAN BACKGROUND**

**On separate paper briefly give your Christian testimony.**

**Church Service**

Where do you regularly attend worship? \_\_\_\_\_

For how many years? \_\_\_\_\_

In what congregational activities are you involved and with what degree of regularity?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you capable of teaching a Bible class(Teachers only)?\_\_\_\_\_ If yes, what would be your subject preference?\_\_\_\_\_

**Devotional Life**

Describe your routine of personal Bible Study and prayer:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What books have your read recently that have helped you spiritually?

\_\_\_\_\_

\_\_\_\_\_

**PROFESSIONAL QUALIFICATION FOR TEACHERS AND ADMINISTRATORS**

**\*Teachers and Administrators, please attach photocopies of all your college transcripts or resume. Should you be offered a position, official copies of your college transcripts will be required to be submitted for inclusion in your personnel file.**

**Formal Training**—What degree(s) do you hold?

Degree	Date Received	Issuing Institution	Major
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Cumulative grade point average: Bachelors \_\_\_\_\_ Graduate Work \_\_\_\_\_

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Total Units **after** Bachelor's degree \_\_\_\_\_

Semester or quarter units? \_\_\_\_\_

**Teaching/Work Experience**—Sequentially list your teaching experience with most recent experience first.

School's Name Dates	Address	Grade/Subjects
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To what degree are you familiar with various Christian or Secular Curriculums (which ones?):

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(Teachers only) Curriculum preferences? \_\_\_\_\_

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List any other educational advantages that you have had, including opportunities for travel.

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List any books or articles that you have read recently that have helped you to grow professionally.

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**Teaching Credentials**—Do you have a California Teaching Credential? \_\_\_\_\_

What level? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years.

Do you have a ACSI teaching certificate? \_\_\_\_\_ State? \_\_\_\_\_

What kind? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years.

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

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**Christian School Preparation (Teachers and Administrators only)**

Have you completed any courses pertaining to the Christian Philosophy of Education?

\_\_\_\_\_

If so, where and

when?\_\_\_\_\_

If not, would you be willing to take such a course by correspondence or otherwise?\_\_\_\_\_

**What is your personal Christian philosophy of education.**

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

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## **PERSONAL PHILOSOPHY**

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

### **Short Paragraphs**

- Why do you wish to teach in a Christian School?
- What are the main characteristics that distinguish a Christian school from a public school?
- What do you consider to be the proper classroom atmosphere for learning? (only teachers)
- What is your philosophy of discipline? (only teachers)
- What areas to you feel are your strengths? Weaknesses?

## **EMPLOYMENT HISTORY**

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

**Employment Background**

Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment  
(month/year) \_\_\_\_\_  
Address  
(city/state/zip) \_\_\_\_\_  
Supervisor's Name &  
Phone \_\_\_\_\_  
Beginning Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment  
(month/year) \_\_\_\_\_  
Address  
(city/state/zip) \_\_\_\_\_  
Supervisor's Name &  
Phone \_\_\_\_\_  
Beginning Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment  
(month/year) \_\_\_\_\_  
Address  
(city/state/zip) \_\_\_\_\_  
Supervisor's Name &  
Phone \_\_\_\_\_  
Beginning Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment  
(month/year) \_\_\_\_\_  
Address  
(city/state/zip) \_\_\_\_\_  
Supervisor's Name &  
Phone \_\_\_\_\_  
Beginning Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

In completing this employment application, I understand, represent and agree that:

- Ambassador High School does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age or disability.
- Acceptance of this completed Application by Ambassador High School (AHS) does not mean that an employment position, for which I am qualified, is open or that AHS has agreed to provide me with employment. AHS is under no obligation to offer me employment as the result of accepting this completed application.
- As part of AHS's procedure for verifying the information provided by me on this form or evaluating me for employment purposes, AHS may contact persons, employers, and/or organizations named by me in this form; conduct a national criminal background check; conduct a sex offender registry check; a social security trace or other appropriate background investigative reports which may include information gathered through personal interviews with third parties, family members, and persons with whom I am acquainted. I consent to AHS making such checks and understand that this may include information regarding my character, general reputation, and personal characteristics. I further agree to sign any and all documents, consents, and/or agreements, which may be necessary for HS and its authorized representatives and/or designees to complete the above.
- I waive the right to ever personally view any references given to Ambassador High School.
- 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 my providing false or misleading material information or my failure to state material facts either in this form or in any interview will result in the immediate rejection of my application for employment with AHS or immediate dismissal if such false or misleading information is discovered after my employment offer from AHS is accepted by me from the School listed above.
- Since I will be working with children, I understand that I must submit to a live scan 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 necessary for such an investigation. I authorized Ambassador High School to conduct a criminal records check.

CA Residents please note: Under CA law, you have a right to receive a free copy of your report by checking the appropriate box below.

\_\_\_\_Yes, I am a California resident and would like a free copy of my investigative consumer report.

I have read and understand the above and affirm the information I have provided on this application is true and correct.

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**A photocopy or facsimile of this authorization shall be as valid as the original.**

Have you ever worked under a different name for any of the employers you have listed?

\_\_\_\_\_  
If so, what was the name (s) used?

**PERSONAL REFERENCES**

You will need to sign the **Reference Release Form** that is attached and return it with this application. Do not list family members or relatives for references.

Give three references that are qualified to speak of your Christian values. List your current pastor first.

Name	Address	Phone	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	Address	Phone	Position
1.			
2.			
3.			

**Note: Conviction of a crime and/or answering yes to any of the following questions may not necessarily disqualify you for a position as an employee or our organization.**

Have you ever been convicted of, pled guilty or no contest to a crime other than a minor traffic violation? \_\_\_\_\_Yes \_\_\_\_\_No

Are you presently facing charges for any criminal offense: \_\_\_\_\_Yes  
\_\_\_\_\_No

Have you ever been accused of or charged with any offense involving children? \_\_\_\_\_Yes  
\_\_\_\_\_No