



Manheim Christian Day School

Employment Application

Position(s) applying for: _____

Please submit a copy of your cover letter and resume with this application.

Personal Information				
Last Name		First Name		Date
Telephone		E-mail Address		
Street	City	State	Zip	
Church denomination		Church you currently attend		
Marital Status: Are you separated, divorced, remarried, or married to a divorced person? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If "yes" please explain: _____ _____				
Educational Background				
High School		Address		
Undergraduate College/University		Address		Degree Yes <input type="checkbox"/> No <input type="checkbox"/>
Major		Minor		GPA
Graduate College/University		Address		Degree Yes <input type="checkbox"/> No <input type="checkbox"/>
Teaching Certificate Held? Yes <input type="checkbox"/> No <input type="checkbox"/>	State	Type	PPID (if applicable)	Expiration Date
Supervised Student Teaching (for teaching positions only)				
1st School	Address		Grade/Subject	
2nd School	Address		Grade/Subject	

Employment History

Teaching Experience: List all experience chronologically. Do not include substitute teaching unless it was a full-time position. **If this information has been provided in your resume, you may type "See Resume".**

Dates MM/YY to MM/YY	Name of School	Address	Grade/Subject

Non-teaching Employment: List all experience chronologically.

Dates MM/YY to MM/YY	Type of Work	Employer	Address

When and why did you leave your last position? _____

Are you under contract at the time of application? Y ☐ N ☐ For the ensuing year? Y ☐ N ☐

What is the latest date by which you may resign without violating your contract? _____

May we contact your present employer? Y ☐ N ☐

If "no", please explain: _____

Present Salary _____	Minimum Acceptable Salary _____
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Criminal History

Have you ever been dismissed or asked to resign from a teaching position? (If yes", please give details on a separate sheet of paper)	Y <input type="checkbox"/> N <input type="checkbox"/>
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Have you ever been convicted of, or are you currently charged with or under investigation for, any offense involving dishonesty, breach of trust, moral turpitude, or any other type of misdemeanor or felony? (If yes", please give details on a separate sheet of paper)	Y <input type="checkbox"/> N <input type="checkbox"/>
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References

List the names of your pastor and three persons who know directly of your work professionally or of your qualifications for teaching.

Name	Position	Phone Number

Certification

I give the school and its designated representatives permission to contact the schools, employers, and references named in this application and to investigate the information I have provided and to seek and obtain any other information the school considers relevant. I release the school and its representatives and the persons and organizations who provide this information from any liability for doing so.

I further waive the right ever to personally view any references given to the school.

In addition, I declare all my statements and answers which are part of this application to be complete and correct to the best of my knowledge.

Signature

Date

Statements of Christian Faith and Commitment

(Please attach responses to the following questions on separate sheets of paper.)

1. Write a spiritual autobiography. Include your personal relationship with Christ, your present relationship with the church, and your philosophy of Christian life and commitment.
2. Describe how your Christian faith shapes your teaching and relationships.
3. Are you willing to be guided by the sponsoring board of trustees, the cooperating church conferences, supporting congregations, and the administration of the school?

I have read and am in agreement with the school's mission statement, philosophy of education, and Statement of Doctrine. If there are any exceptions, please explain.

Signature

Date