



Manheim Christian Day School

Employment Application

Teacher or aide positions applying for: _____

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

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

2nd School	Address	Grade/Subject
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Employment History

Teaching Experience: list all experience chronologically. Do not include substitute teaching unless it was a full-time position. (If necessary, include an enclosed sheet with additional listings)

Dates M/Yr to M/Yr	Name of School	Address	Grade/ Subject

Non-teaching Employment: list all experience chronologically. (If necessary, include an enclosed sheet with additional listings)

Dates M/Yr to M/Yr	Kind of work	Employer	Address

When and why did you leave your last position? _____

Are you under contract at the time of application? _____
 For the ensuing year? _____

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

May we contact your present employer? Yes No If "no", 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? <i>(If yes", please give details on a separate sheet of paper)</i>	Yes	No
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? <i>(If yes", please give details on a separate sheet of paper)</i>	Yes	No

References

List the names of your pastor and three (3) 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
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Statements of Christian Faith and Commitments

(Please attach responses to questions 1-3 on separate sheets of paper.)

1. **Write a spiritual autobiography. Include your personal relationship to Christ, your present relationship to the church, and your philosophy of Christian life and commitment.**
2. **Describe how 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
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