

APPLICATION FOR TEACHING POSITION

Presbyterian Christian School

Lower School Campus
Grades K-6
3901 Lincoln Road
Hattiesburg, MS 39402
601-268-3867



PRESBYTERIAN CHRISTIAN SCHOOL

Presbyterian Christian High School

Upper School Campus
Grades 7-12
221 Bonhomie Road
Hattiesburg, MS 39401
601-582-4956

Applying for:

www.pcsk12.org

Full-Time Part-Time Either

Referred by: _____

I. PERSONAL DATA

Full Name: Mr. _____
 Mrs. _____
 Miss last first middle

Name you prefer to be called by _____

Address: _____

Phone: (Home) _____ (Work) _____ (Cell) _____

Email Address: _____

Social Security Number: _____

Marital Status: Single _____ Married _____ Divorced _____ Widowed _____

Name of Spouse: _____

Name of Children:	Ages	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please provide a name, address and telephone number of someone who should be contacted in case of an emergency:

Name: _____ Relationship to you: _____

Phone: _____ Address: _____

II. PERSONAL HISTORY

Do you have any physical condition or handicap that may limit your ability to perform the job which you are applying? If so, please describe: _____

For OFFICE Use Only:
Date Received _____
Date Interviewed _____
Transcripts Received _____
N.T.E. Scores _____
G.R.E. Score _____
Initials: _____

Have you ever been convicted of a felony, or a misdemeanor which resulted in imprisonment? If so, what was the felony or misdemeanor? _____

Have you ever been convicted of child abuse of any kind? If so, please describe: _____

Please check the appropriate answer:

- | | | |
|-----------------------|-----------------------|--|
| Yes | No | |
| <input type="radio"/> | <input type="radio"/> | Have you ever been suspended, dismissed, fired, or discharged from a position of employment? |
| <input type="radio"/> | <input type="radio"/> | Have you ever had a teaching certificate suspended or revoked? |
| <input type="radio"/> | <input type="radio"/> | Have you ever been asked to resign from a position of employment? |
| <input type="radio"/> | <input type="radio"/> | Have you ever been convicted of any violation of the law other than a minor traffic ticket? |
| <input type="radio"/> | <input type="radio"/> | Do you have any charges pending against you? |

If you answered yes to any of the above, please explain: _____

III. EDUCATIONAL AND PROFESSIONAL TRAINING:

Please have the transcripts of all undergraduate and graduate work sent to PCS.

	Name of School	Address	Dates Attended (From – To)	Degree	G.P.A.
High School:					
College					
College:					
Grad. or Other:					

Major Subject: _____ Minor: _____

Practice Teaching Location: _____

Mississippi Teacher Certification: Yes _____ No _____ If no, please explain: _____

Kind of Certificate: Class _____ Type _____ Areas of Endorsement _____

Attach a copy of the certificate, if available.

Certification in other states: Kind, state, explain: _____

National Teachers Exam: Date Taken: _____ Scores _____

Graduate Record Exam Score, if available: _____

Please list Educational Clubs, Fraternities, or Organizations of which you are a member: _____

IV. WORK EXPERIENCE:

A. Teaching Experience: Beginning with your most recent position, list all teaching or instructional support experience for which you have been compensated.

School	Address	From – To	Subjects/ Grades	Reason for leaving

B. List briefly any other experience in working with children: _____

C. Other Work: Beginning with the most recent, please list all NON-INSTRUCTIONAL work experience for which you have been compensated.

Job	Address	From – To	Kind of Work	Reason for leaving

V. PLACEMENT INFORMATION

What grades or subjects are you prepared to teach? _____

What grades or subjects would you prefer to teach? _____

What other school activities could you sponsor or assist? _____

What are your strengths/gifts for teaching? _____

VI. CHRISTIAN WORLD AND LIFE VIEW:

Have you had any courses in Christian philosophy of education? _____ When? _____
 Where? _____

Are you willing to spend some extra time each week during this school year developing with the other teachers a more Biblical philosophy of education? _____

Please explain who Jesus Christ is: _____

Why do you consider yourself to be a Christian? _____

How does one gain eternal life? _____

Would you be able to teach the following basic areas of truth? Yes _____ No _____

The infallible, inerrant, inspired Word of God is God's only act of special written revelation to man. We confess its authority over our lives and profess it to be our only rule of faith and practice.

The one living and true God of the Bible in His Three persons (the Father, the Son, and the Holy Spirit) created man in His image, with the care of the rest of His sovereignly created world, to preserve and govern it for His glory.

Man did not remain in that perfect created estate, but willfully disobeyed God's commands.

In so doing, man brought God's curse upon him and all succeeding generations, lost fellowship with God, lost the ability to obey God from the heart, and brought sin's many destructive effects upon himself.

God the Father was motivated by His infinite mercy and love to establish His covenant of grace with men, and sent God the Son, the second person of the Trinity, to be the mediator of this covenant.

As mediator, Jesus Christ, God in the flesh, lived a perfect life in obedience to God the Father, revealed God's glory more perfectly to man, and taught man the way of life.

In obedience to the will of the Father, Jesus Christ willingly died to pay the penalty of sin for those whom He had chosen to be His own, and to redeem the created world from the effects of sin. Jesus rose again from the dead on the third day, and, in so doing, conquered death and the curse of sin for His elect for all time.

The Holy Spirit, the third person of the Trinity, reveals Christ to man through the inerrant, infallible written Word of God. He works in God's chosen people, making the alive, and therefore able to receive freely the gift of life offered in the Gospel through repentance and faith in Jesus Christ. The Holy Spirit then enables the redeemed man to grow more and more in the grace of God, turning from sin and following Jesus Christ as Lord.

God the Son will come again to judge all men, condemning forever those who remain in their sinful state, completing the process of reconciliation begun in His calling man to Himself, and restoring the created world to a state of perfection to the praise of His name.

Do you concur with the following statement? Yes _____ No _____

The purpose of Christian education is to educate children with a thoroughly Biblical view of the world and life. The Biblical responsibility for education rests with parents. They should seek to discharge this obligation through Christian schools which engage the services of Christian teachers. As a sinner, the child is in need of physical, spiritual, intellectual and social nurturing. As an image bearer of God, the child needs to be taught that the earth and all it contains is God's. All children of believing parents, regardless of race, are to be provided with the opportunity for a Christian education.

Christian school teachers are a part of the body of Christ who have been called to teach. Their teaching authority comes directly from God, and their delegated authority comes indirectly through parents. Their task is to present to the child a Biblical view of the work and life. Because God's covenant embraces not only parents and their children, but the whole Christian community, it is the duty of the Christian community to establish and maintain Christian schools, to pray, work and give generously.

Can you unreservedly subscribe to the following purpose of PCS and PCHS? Yes _____ No _____

PURPOSE OF PCS and PCSH: The purpose of Presbyterian Christian School and Presbyterian Christian High School is to develop children spiritually and academically so that they will be able to accept the responsibilities of adult life as committed Christians, doing "...all to the glory of God" (I Cor. 10:31). This means that the entire program, the curriculum, the quality of teachers, the school policies, the methods, and the evaluation procedures will be based on a genuine commitment to the Christian Faith. This commitment will be reflected in the way in which the task of education is carried out, and in the climate of Christian values that characterize the entire school. Above all there is an obligation to excellence. God demands the best, from those who serve Him.

Denominational preference: _____

Name of church to which you belong: _____

Describe your church involvement: _____

Please comment on the Lord's leading in your life toward Christian school teaching:

Please send one each of the enclosed evaluation forms to each of the five persons whom you list below as references. Two of the persons should have had opportunity to observe your performance as a teacher; two must be character references; and one must be the minister of the church you attend. Do not list relatives, please. References should be sent directly to PCS from the person. Please provide an envelope for them to mail the reference to PCS.

	Name	Address	Occupation
Profession			
Profession			
Character			
Character			
Minister			

Have you requested transcripts for PCS? _____

Have you requested five references for PCS? _____

ANY INTENTIONAL FALSIFICATION OF ANY PORTION OF THIS APPLICATION WILL BE GROUNDS FOR IMMEDIATE DISMISSAL.

I verify that all of the above information is true and correct. I understand that any intentional falsification of any portion of this application will be grounds for immediate dismissal.

Applicant's signature

Date

Presbyterian Christian School does not discriminate against any person on the basis of sex, race, color, age or disability in any of its educational or employment programs or activities.

REFERENCE SHEET
(5 required for teaching position, 3 for non-teaching position)

Presbyterian Christian School
 Lower School Campus
 Grades K-6
 3901 Lincoln Road
 Hattiesburg, MS 39402
 601-268-3867



PRESBYTERIAN CHRISTIAN SCHOOL

www.pcsk12.org

Presbyterian Christian High School
 Upper School Campus
 Grades 7-12
 221 Bonhomie Road
 Hattiesburg, MS 39401
 Office 601-582-4956
 Fax 601-582-4960

_____ is applying to teach here at PCS.
 (Applicant fill in name, please)

You were listed as a reference for this applicant. Your honest responses will be held in strictest confidence. Thank you for your help in this matter.

	Superior	Good	Average	Needs Improvement	Unsatisfactory	Unknown
Willing to Work Hard						
Understanding of Students						
Rapport with Students						
Ability to work with Parents						
Classroom Control						
Maturity of Judgment						
Leadership Ability						
Creativity						
Loyalty to School						
Tact						
Scholarship						
Personal Appearance						
Evidence of Christian Commitment						
Leadership in Church Activities						
Handles Money Properly						
Personal Habits						
Social Adjustment						

How long have you know the applicant? _____ years and _____ months. If the applicant is a former employee, what were the dates of service? From _____

To _____. Why did the applicant leave your employ? _____

Would you employ or re-employ this person? _____ Please make any explanatory or additional comments:

Signed: _____ Title: _____ Date: _____

EMPLOYMENT APPLICATION—NON-INSTRUCTIONAL PERSONNEL

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Lower School Campus
Grades K-6
3901 Lincoln Road
Hattiesburg, MS 39402
601-268-3867



Presbyterian Christian High School
Upper School Campus
Grades 7-12
221 Bonhomie Road
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601-582-4956

Applying for:

- Full-Time Part-Time Either

Referred by: _____

For OFFICE Use Only:

Date Received _____

Date Interviewed _____

Date Hired _____

To Bookkeeping _____

Initials: _____

I. PERSONAL DATA

Full Name: Mr. _____
 Mrs. _____
 Miss last first middle

Address: _____

Phone: (Home) _____ (Work) _____ (Cell) _____

Email Address: _____

Social Security Number: _____

Marital Status: Single _____ Married _____ Divorced _____ Widowed _____

Name of Spouse: _____

Name of Children:	Ages	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please provide a name, address and telephone number of someone who should be contacted in case of an emergency:

Name: _____ Relationship to you: _____

Phone: _____ Address: _____

II. PERSONAL HISTORY

Do you have any physical condition or handicap that may limit your ability to perform the job which you are applying? If so, please describe:

Have you ever been convicted of a felony, or a misdemeanor which resulted in imprisonment? If so, what was the felony or misdemeanor? _____

Have you ever been convicted of child abuse of any kind? If so, please describe: _____

Please check the appropriate answer:

- | | | |
|-----------------------|-----------------------|--|
| Yes | No | |
| <input type="radio"/> | <input type="radio"/> | Have you ever been suspended, dismissed, fired, or discharged from a position of employment? |
| <input type="radio"/> | <input type="radio"/> | Have you ever had a teaching certificate suspended or revoked? |
| <input type="radio"/> | <input type="radio"/> | Have you ever been asked to resign from a position of employment? |
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If you answered yes to any of the above, please explain:

II. EDUCATIONAL AND PROFESSIONAL TRAINING:

	Name of School	Address	Dates Attended (From – To)	Degree	G.P.A.
High School:					
College:					
College:					
Graduate/other					

Major Subject: _____ Minor: _____

III. WORK EXPERIENCE:

A. Teaching Experience: Beginning with your most recent, please list below all non-instructional work experience for which you have been compensated.

Job	Address	From – To	Kind of Work	Reason for leaving

B. List briefly any other experience in working with children: _____

IV. PLACEMENT INFORMATION

In what specific area of employment are you interested? _____

<input type="checkbox"/> Director of Development	<input type="checkbox"/> Information Management	<input type="checkbox"/> Guidance Counselor
<input type="checkbox"/> Director of Admissions	<input type="checkbox"/> Accounting/Bookkeeping	<input type="checkbox"/> Director of Athletics
<input type="checkbox"/> CFO/Business Manager	<input type="checkbox"/> Director of Food Services	<input type="checkbox"/> Administrative Assistant
<input type="checkbox"/> Clerical	<input type="checkbox"/> Receptionist	<input type="checkbox"/> Other:

V. COMPUTER EXPERIENCE

Please list below your experience with computers and software programs.

List all software (programs or operating systems) and/or hardware (equipment) that you have experience with and possess a working knowledge.

VI. Please send one each of the enclosed evaluation forms to each of the three persons whom you list below as references. One of the persons should have had an opportunity to observe your performance as an employee; one must be a character reference; and one must be the minister of the church you attend. Do not list relatives, please. References should be sent directly to PCS from the person. Please provide an envelope for them to mail the reference to PCS.

	Name	Address	Occupation
Profession			
Character			
Minister			

Have you requested three references for PCS? _____

Why do you consider yourself to be a Christian? _____

How does one gain eternal life? _____

Would you be able to teach the following basic areas of truth? Yes _____ No _____

The infallible, inerrant, inspired Word of God is God's only act of special written revelation to man. We confess its authority over our lives and profess it to be our only rule of faith and practice.

The one living and true God of the Bible in His Three persons (the Father, the Son, and the Holy Spirit) created man in His image, with the care of the rest of His sovereignly created world, to preserve and govern it for His glory.

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In obedience to the will of the Father, Jesus Christ willingly died to pay the penalty of sin for those whom He had chosen to be His own, and to redeem the created world from the effects of sin. Jesus rose again from the dead on the third day, and, in so doing, conquered death and the curse of sin for His elect for all time.

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