



Christ the Savior Academy · 7515 E. 13th Street · Wichita, KS 67206
www.csawichita.org · email: hr@csawichita.org phone: 316-201-4810

APPLICATION FOR TEACHING POSITION

Thank you for your interest in Christ the Savior Academy, Inc. (CSA). We look forward to receiving your application. You may submit it in person at the school office, or by mail or email. If there is continued interest in your candidacy, we may arrange for a personal interview.

Christ the Savior Academy is looking for skilled teachers who are centered in the Christian faith and who are (or are willing to become) familiar with a classical, trivium-based pedagogy. We seek teachers who are dedicated to their students' academic excellence and spiritual development, and who believe that education is both an intellectual and a moral endeavor. We hold that teachers should inspire students to reach their full intellectual, moral, and aesthetic potential as beings made in the image of God.

Last Name: _____ First Name: _____ Middle Initial: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (day): _____ Phone (evening): _____

Email Address: _____

Date of Application: _____ Date Available for Hire: _____

Of the following grades, please rank order your preferences (with 1 being your top preference):

- Jr. Kindergarten** **Kindergarten** **First Grade** **Second Grade**
- Third Grade** **Fourth Grade** **Fifth/Sixth** **Seventh/Eighth**

Are you interested in full-time or part-time work? full-time part-time

Are you legally eligible to work in the United States? yes no

(Proof of identity and eligibility status will be required upon employment.)

State Teaching credentials/licenses you have which are currently valid:

State	Type of Certificate	Subject Area	Expiration Date

Have you ever been convicted of a felony? (Convictions will not necessarily preclude employment.)

yes no If “yes,” please provide details below: (Date, Nature of offense, City, State)

Have you ever been accused, arrested, or convicted of any crime involving sexual misconduct with minors?

yes no If “yes,” please provide details below: (Date, Nature of offense, City, State)

Have you ever been accused, arrested, or convicted of any crime involving providing illegal drugs or alcohol to minors?

yes no If “yes,” please provide the details below. (Date, Nature of offense, City, State)

I. Professional Qualifications:

Please attach a photocopy of all of your college transcripts. 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:

Degree:	Date Received:	College:	Grade Point Average

Your Major Subjects: _____

Your Minor Subjects: _____

Teaching Experience: (Please list most recent first.)

Dates:	Name of School & Location:	Subjects:

Number of years of teaching experience: Public School: _____ Private School: _____

Reason for leaving (or desiring to leave) your most recent position: _____

Other Experience: Please list any work experiences that may have significance for the type of position for which you are applying: _____

Please describe any non-teaching experiences or training you have had that you believe would enhance your ability to teach at Christ the Savior Academy. Please give an accurate and complete full-time and part-time employment record. Start with your present or most recent employer. Provide the following information for each employer: *(If additional space is needed, please use a separate sheet.)*

- It's okay to contact my current employer.
- Please don't contact my current employer at this time.

Employer Name: _____	
Employer Address: _____	City: _____
State: _____	Zip: _____
Employer Phone: _____	Dates of Employment: _____
Names of all Supervisors: _____	
Monthly Salary: Starting: _____	Final: _____
Job Title: _____	Description of Your Work: _____
Reason for Leaving: _____	

Employer Name: _____

Employer Address: _____ City: _____

State: _____ Zip: _____

Employer Phone: _____ Dates of Employment: _____

Names of all Supervisors: _____

Monthly Salary: Starting: _____ Final: _____

Job Title: _____ Description of Your Work: _____

Reason for Leaving: _____

Employer Name: _____

Employer Address: _____ City: _____

State: _____ Zip: _____

Employer Phone: _____ Dates of Employment: _____

Names of all Supervisors: _____

Monthly Salary: Starting: _____ Final: _____

Job Title: _____ Description of Your Work: _____

Reason for Leaving: _____

Do you have a background in any of the following subjects?

ALL GRADES

Greek

- I have taught Greek for grades _____ through _____.
- I have studied Greek and am proficient to teach it, if asked.

Latin

- I have taught Latin for grades _____ through _____.
- I have studied Latin and am proficient to teach it, if asked.

Physical Education

- I have taught PE or coached a sport. Please list: _____
-

Art

- I have taught art.
- I have a background in art and would be proficient to teach it, if asked.

Music

- I have taught music.
- I have a background in music and would be proficient to teach it, if asked.

MIDDLE SCHOOL GRADES (5th – 8th Grades)

Mathematics (please specify PreAlgebra, Algebra, Geometry, etc.)

- I have taught these Mathematics courses: _____
- I have a background in Mathematics and am proficient to teach it, if asked.

Science (please specify Physics, Chemistry, Earth Science, Biology, etc.)

- I have taught these Science courses: _____
- I have a background in _____ and am proficient to teach it, if asked.

Modern Languages (Spanish, French, German, Russian, etc.)

- I have taught these Language courses: _____
- I have a background in _____ and am proficient to teach it, if asked.

Please indicate if you have a background in, and would be proficient to teach, any of the following:

- | | | |
|---------------------------------------|---|-----------------------------------|
| <input type="checkbox"/> Formal Logic | <input type="checkbox"/> Composition | <input type="checkbox"/> History |
| <input type="checkbox"/> Literature | <input type="checkbox"/> Orthodox Christian Studies | <input type="checkbox"/> Classics |

How familiar are you with a classical curriculum? For example, have you taught in a classical school, taken classical course work or read any books about classical education? If not, would you be willing to learn and be trained? _____

II. Personal Philosophy of Christian Education

Please answer the following questions in one or two paragraphs each.

Why do you want to teach in an Orthodox school? _____

What role does faith play in your life? _____

III. Christian Background

Please list the Church where you currently attend and are a member: _____

Please give the name of your clergy member and a way for us to contact him. In addition, please provide one other personal reference.

Clergy Reference:

Clergy Name: _____ Phone: _____

Email: _____ Church: _____

Are you a member in good standing? yes no

Personal Reference:

Name: _____ Phone: _____

Email: _____

Address: _____ City: _____

State: _____ Zip: _____

What is your denominational preference, if any? _____

Have you had any formal training in Scripture or the History of the Church or in Orthodox doctrine?

yes no

Have you served your church in any capacity?

yes no

Please list: _____

IV. Individual Education

Please describe any non-teaching experiences or training you have had that you believe would enhance your ability to teach at CSA: _____

Please list your hobbies, interests, clubs, and membership in professional or civic organizations (exclude those that may disclose race, color, sex, disability, national origin, ancestry, age, veteran status, genetic information, or any other status protected by local, state, or federal laws): _____

Personal goals: What do you hope to be doing in five years? _____

V. Professional References

Do not list family members or other relatives for references. You will also need to sign the reference release form that is attached to this application.

Please give two professional references who are qualified to speak of your professional training and experiences:

Name: _____ Position: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

Name: _____ Position: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

I hereby certify that the facts set forth in this application are true and complete. In the event of employment, I understand that false or misleading information given in my application, any required document, or interview(s) may result in discipline, up to and including termination of my employment.

I understand that this application for employment shall be considered active for a period of time not to exceed 45 days and that if I wish to be considered for employment beyond this time period, I should inquire as to whether or not applications are being accepted at that time.

I understand that employment with CSA is “at will.” This means employment may be terminated with or without notice and with or without cause at any time by either me or CSA, for any reason not prohibited by law. I understand that no handbook, manual, other document, or statement shall limit CSA’s right to terminate my employment at any time, with or without cause or notice, for any reason not prohibited by law, or to make changes to my position, title, job responsibilities, or compensation level; that no manager, supervisor, or other employee of CSA has the authority to enter into any agreement for employment for a fixed duration or for other than “at will” employment; and that only the President or Board Chair of CSA has the authority to make such an agreement if it is in writing and signed by the President or Board Chair.

I understand that any employment offer is contingent upon the following: (i) my providing, within three (3) days of employment, valid proof of my identity and eligibility to work in the United States; (ii) my consent for CSA to obtain consumer reports and other background checks regarding me; and (iii) my consent to be tested for drugs and/or alcohol in accordance with the policies of CSA. I understand, also, that upon employment I am required to abide by all rules, policies, and regulations of CSA.

I understand that CSA is an equal opportunity employer and does not discriminate in its employment decisions against any person because of race, color, sex, disability, national origin, ancestry, age, veteran status, genetic information, or any other status protected by local, state, or federal laws. I understand, however, that although CSA welcomes non-Orthodox Christians to apply, CSA has the legal right not to employ applicants who are not Orthodox Christians.

I authorize Christ the Savior Academy to verify all data given in my application for employment, related papers, and my oral interviews. I further authorize Christ the Savior Academy to thoroughly interview the primary references which I have listed any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize CSA to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I certify that I have carefully read and do understand the above statements.

I understand that in order for my application to be complete, I must do the following:

- 1) Print the completed application, sign and date it.**
- 2) Return it to the School Office.**

Signature of applicant

Date

Name of applicant (Print)

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made an application for a teaching position at Christ the Savior Academy, Inc., (“CSA”) in Wichita, Kansas. I have authorized CSA to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals that know me and have knowledge regarding my faith and work record. I also authorize CSA to thoroughly investigate my work records and evaluations, my educational preparation, and all other matters related to my suitability for employment.

I authorize references and my former employers to disclose to CSA any and all employment records, performance reviews, letters, reports and other information related to my life and employment, without giving me prior notice of such disclosure.

In addition, I hereby release CSA, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

I waive the right to ever personally view any references given to Christ the Savior Academy.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

I certify that I have carefully read and do understand the above statements.

Signature of applicant

Date

Name of applicant (Print)