



APPLICATION FOR EMPLOYMENT

- ☐ **INSTRUCTOR**
☐ **NON-INSTRUCTOR**
☐ **SUBSTITUTE TEACHER**

NAME: _____

DATE: _____

POSITION DESIRED: _____

MISSION STATEMENT

Tupelo Christian Preparatory School leads students, in partnership with Christian families, to know Christ and make Him known through rigorous academics, challenging athletics, stimulating arts, and servanthood activities.

NON-DISCRIMINATION CLAUSE

Employment at Tupelo Christian Preparatory School is open to qualified individuals who are Christians of good character, without regard to reference or race, sex (gender), national or ethnic origin, color, age, or disability. Tupelo Christian Preparatory School is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with Tupelo Christian Preparatory School's Mission Statement, and they must be willing to conduct their lives in conformity with the school's Statement of Faith and the school's Declaration and Agreement to Ethical and Moral Integrity.

INSTRUCTOR APPLICATION

BIOGRAPHICAL INFORMATION

Full Name:

Last Name

First Name

Middle

Maiden

Address:

Street

City

State

Zip

Phone: _____ (Home) _____ (Cell)

Email Address: _____ Date Available: _____

Are you lawfully authorized to work in the United States? ☐ Yes ☐ No

Have you served in the Military? ☐ Yes ☐ No Branch of Service: _____ Years: _____

If your separation from Military Service was less than Honorable, then please include a letter of explanation.

Have you applied to work here before? ☐ Yes ☐ No

Please list any other names that you may be known as or have used: _____

On a separate sheet of paper, please list any additional addresses where you have lived anytime during the past five years.

CHRISTIAN FAITH

Are you a "born again" believer as described in John 3:1-8 and 1 Peter 1:3-25? ☐ Yes ☐ No

Do you believe the Bible to be the inspired, infallible, Word of God, the final authority in all matters of faith, truth, and conduct? ☐ Yes ☐ No

Do you personally study the Bible consistently? ☐ Yes ☐ No

Are you involved in personal evangelism? ☐ Yes ☐ No

CHURCH AFFILIATION

Name of present church: _____

Pastor's Name: _____ Denomination: _____

Address: _____

Telephone Number: _____

Are you active in your church? ☐ Yes ☐ No If yes, then in what capacity?

POSITION DESIRED

Have you already signed a contract for next year with any other institution? ☐ Yes ☐ No

☐ Elementary School (K3-4th)

☐ Middle School (5th-8th)

☐ High School (9th-12th)

Grade/Subject Area Preferred: _____

Please list activities or sports which you would be capable of and willing to direct, sponsor, advise, or coach. Please indicate experience level. _____

ABILITY TO PERFORM ESSENTIAL JOB FUNCTIONS

Is there any reason why you might not be able to perform the duties and responsibilities of the position for which you are applying? ☐ Yes ☐ No If yes, then please explain.

If you answered yes to the above question, then is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position? _____

PROFESSIONAL QUALIFICATIONS

Please provide at least a copy of all post high school transcripts and teaching certificates.

Degree: _____ Date Received: _____

Issuing Institution: _____ State: _____

Major: _____ Minor: _____

Degree: _____ Date Received: _____

Issuing Institution: _____ State: _____

Major: _____ Minor: _____

Degree: _____ Date Received: _____

Issuing Institution: _____ State: _____

Major: _____ Minor: _____

Are you planning to pursue further education? ☐ Yes ☐ No If yes, then what?

For K-5 Teacher Applicants Only: What course(s) in the teaching of reading have you taken and from where? _____

Clubs involved in or honors and awards received: _____

Have you earned a state teaching certificate? ☐ Yes ☐ No

In what state? _____ Validation period: _____

State Subject Endorsement or Grade Level of Certification: _____

Have you earned a teaching certificate from ACSI? ☐ Yes ☐ No

Major _____ Minor _____ Endorsement _____

Expiration Date _____ Type _____ Level _____

Professional Society Memberships: _____

Total years of teaching experience: Public _____ Private _____

Student Teaching (only if you have two years or less of teaching experience)

School: _____ Phone Number: _____
Grade/Subject: _____ Amt of Experience: _____
Supervising Teacher in Classroom: _____ Grade Earned: _____

EMPLOYMENT HISTORY

List all jobs, activities, and other experiences including volunteer work, part-time employment while in school, and self-employment in the last ten years starting with the most recent. Please start with your current employer and work backwards. If you need additional space, please include another sheet of paper.

Employer: _____ Position: _____
Address: _____
Dates of Employment: _____ Reason for Leaving: _____
Supervisor's Name: _____ Phone Number: _____

Employer: _____ Position: _____
Address: _____
Dates of Employment: _____ Reason for Leaving: _____
Supervisor's Name: _____ Phone Number: _____

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Address: _____
Dates of Employment: _____ Reason for Leaving: _____
Supervisor's Name: _____ Phone Number: _____

Employer: _____ Position: _____
Address: _____
Dates of Employment: _____ Reason for Leaving: _____
Supervisor's Name: _____ Phone Number: _____

PROFESSIONAL REFERENCES

Please do not list family members as references.

Name: _____ Title: _____
School/Business: _____ Phone Number: _____
Address: _____

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School/Business: _____ Phone Number: _____
Address: _____

Name: _____ Title: _____
School/Business: _____ Phone Number: _____
Address: _____

CHRISTIAN SCHOOL MINISTRY PREPARATION

Have you had any courses in Christian Philosophy of Education? If so, where and when? _____

Have you had any other courses giving specific training for biblical worldview integration? If so, what courses? _____

Would you be willing to take courses that develop a philosophy of Christian education and/or biblical worldview integration? _____

As part of our ongoing accreditation, faculty members must be certified by the Association of Christian School International. If you do not currently hold such certification, would you be willing to put forth the effort to achieve this certification? ☐ Yes ☐ No

All employees of Tupelo Christian Preparatory School must conduct their personal affairs in a manner which recognizes biblical standards of living.

Will you conduct your personal life as a worthy example of a Christian? ☐ Yes ☐ No

Do you use alcohol on a regular basis? ☐ Yes ☐ No If yes, please explain.

Do you use tobacco products? ☐ Yes ☐ No If yes, please explain.

Have you used illegal drugs or have a past history of illegal drug use? ☐ Yes ☐ No

Will you refrain from the use of illegal drugs? ☐ Yes ☐ No

Will you avoid any personal relationships and behaviors which deviate from Scripture?

☐ Yes ☐ No

Will you regularly attend and actively support the ministry of a local evangelical church?

☐ Yes ☐ No

EMERGENCY INFORMATION

If married, name of spouse _____ Contact #: _____

Emergency Contact (if other than spouse): _____ #: _____

Allergies or Medical Information: _____

QUESTIONS

Please answer the following questions separately and enclose with your completed application. Thank you.

1. In your understanding, who are God, Jesus, and the Holy Spirit?
2. Please write out your personal testimony regarding your salvation experience.
3. Why do you desire to teach at Tupelo Christian Preparatory School?
4. What is your understanding of the philosophical differences between Christian education and secular education? What are the main characteristics that distinguish a Christian school from a public school?

STATEMENT OF FAITH

Please read carefully the following Statement of Faith. Tupelo Christian Preparatory School seeks employees who adhere to basic doctrines of Christian faith as expressed below:

1. We believe in the Scripture of the Old and New Testaments as verbally inspired by God, and inerrant in the original writings, and that they are of supreme and final authority in faith and life. (2 Timothy 3:16-17; 2 Peter 1:20-21; Jude 3)
2. We believe in one God, eternally existing in three Persons: Father, Son, and Holy Spirit. (Deuteronomy 6:4; Matthew 28:19; Luke 3:21-22)
3. We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary and is true God and true man. (Luke 1:30-35; John 1:18; 3:16; Philippians 2:5-11)
4. We believe that man was created in the image of God, that he sinned, and thereby incurred, not only physical death, but also spiritual death which is separation from God; and, that all human beings are born with a sinful nature, and, in the case of those who reach moral responsibility, become sinners in thought, word and deed. (Genesis 1: 26-27; 2:16-17; 3:6-19; Romans 3:10-23; 6:23; 7:18; 11:32; Galatians 3:22).
5. We believe that the Lord Jesus died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice; and that all who believe in Him are justified on the ground of His shed blood. (Romans 3:24-28; 5:8-10; 1 Timothy 2:5-6; 1 John 2:1-2).
6. We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and His present life there for us as High Priest and Advocate. (John 20:1-29; Acts 1:9-11; Ephesians 1:20-23; Hebrews 1:2; 2:17; 3:1; 4:14-16; 1 John 2:1)
7. We believe that our Lord and Savior Jesus Christ will personally return and set up His Kingdom wherein He will rule and reign in righteousness. (Acts 1:11; 2 Peter 3:1-13; Revelation 19:1-16; 20:1-6)
8. We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit, and thereby become children of God. (Romans 3:24-28; 8:9-11; 1 Corinthians 12:13; Ephesians 4:30)
9. We believe in the bodily resurrection of the just and the unjust, the blessedness of the saved, and the retribution of the lost. (1 Corinthians 15:51-58; 1 Thessalonians 4:13-18; Revelation 20:11-15; 21:22)
10. We, therefore, believe in:
 - a. The Deity, Virgin Birth, Vicarious Death, Physical Resurrection, Ascension, and Personal Glory of the Lord Jesus Christ.
 - b. The Personality, Deity, and Work of the Holy Spirit
 - c. The personality of Satan.
 - d. The Great Scriptural Doctrines of Sin, Salvation by Grace, Redemption, Regeneration, Justification by Faith, Prayer, Physical Resurrection, the Reward of Believers, and the Retribution of Unbelievers.

☐ I fully support the Statement of Faith as written without mental reservations.

☐ I support the Statement of Faith except for the area(s) listed on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Print Name: _____ Signature: _____ Date: _____

DECLARATION OF MORAL INTEGRITY

Tupelo Christian Preparatory School expects all of its employees with access to children to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for a ministry position as an employee at this school,

1. I recognize, understand, and agree to live by the Christian moral standards of this school.
2. I declare that during the past year I have not engaged in, at the current time I am not engaged in, and promise that I will not during the term of my employment engage in inappropriate sexual conduct. Inappropriate sexual conduct includes, but is not limited to, such behaviors as: heterosexual activity outside of marriage (e.g. premarital sex, cohabitation, and extramarital sex), homosexual or lesbian sexual activity, sexual harassment, viewing of pornographic material or websites, or sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.
3. I understand that employees of Tupelo Christian Preparatory School are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. Therefore, I declare that whether on or off the job, I will not use, possess, distribute, sell, or be under the influence of illegal drugs. I understand that the use of prescribed drugs is permitted on the job only if it does not impair my ability to perform the essential functions of my job effectively and in a safe manner that does not endanger others in the workplace. I further understand that violations of this declaration may lead to disciplinary action, up to and including immediate termination of employment and/or required participation in a substance abuse rehabilitation or treatment program.
4. Recognizing that there exists a difference of opinion in the Body of Christ over the use of tobacco and alcohol, and recognizing that as an employee of this school ministry I am viewed by others as a Christian leader of and role model to children, I declare that I willingly choose (Romans 14:1-15:13) to abstain from publicly using tobacco products of any nature as well as alcoholic beverages (except when used as part of a communion service). In addition, I understand that even in private, no employee may abuse alcohol, nor be under the influence of alcohol on campus, at off-campus school-related events, or in circumstances which would reflect adversely upon TCPS and my position as a Christian leader and role model. (If you desire, please refer to the following documents to assist with an understanding of this declaration (1) Is it Right for a Ministry to have Morality Standards for Activities not Specifically Addressed in the Word of God? and (2) An Expository Study of Romans 14:1-15:3).
I declare that the above statements are factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of this Christian school.

Signature of Applicant Date

STAFF / TEAM MEMBER COVENANT

I believe that a call to serve on the staff of Tupelo Christian Preparatory School is a call from God, and as such should not be accepted lightly or thoughtlessly, but earnestly and prayerfully, and that this position carries with it authority, responsibility, and privileges. Thus, to help develop and maintain the highest possible standards of administrative and teaching efficiency, I cheerfully and wholeheartedly subscribe to and enter into the following covenant:

1. I believe in the Lord Jesus Christ and have received Him as my personal Savior, and desire Him to be the Lord of my life.
2. Realizing my responsibility both to God and to the students, I pledge myself to a disciplined devotional life, seeking time daily for prayer and Bible study. I also pledge myself to holy living, maintaining a consistent Christian testimony, avoiding all appearance of evil, praying for those qualities of chastity and virtue which will make my life the best possible influence upon those I lead and which magnify the Lord. I will also pray that God will guide, bless, and use me in the work of the school and in the lives of the students, parents, and fellow employees of TCPS.
3. As a Christian leader, I will seek every opportunity, in partnership with the family, to lead each unsaved student to Christ and to help those who are saved to grow in grace and understanding of God's Word and will. I will diligently lead the students by word and example to godly use and stewardship of time, talents, and resources.
4. Realizing my responsibility, and the witness and example I am to my students, their parents, and my fellow employees, I will be regular in attendance at a Christ centered, biblically founded church.

Signature of Applicant

Date

CERTIFICATION AND AGREEMENT

I understand that Tupelo Christian Preparatory School seeks to employ men and women who show evidence that they are born again, are of proven Christian character, endowed with appropriate spiritual gifts, adhere to the basic doctrines of Christian faith, and are trained and proficient educators. I also understand that Tupelo Christian Preparatory School does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

I affirm that the facts set forth in this application and other employment documents are true and complete. I understand that discovery of falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand that I will be paid and receive benefits only through the day of release.

I authorize Tupelo Christian Preparatory School 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 Tupelo Christian Preparatory School to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the job. I authorize references and my former employers to disclose to Tupelo Christian Preparatory School 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 Tupelo Christian Preparatory School, 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 view any references given to Tupelo Christian Preparatory School.

I declare that I am a citizen of the United States of America, and I attest that I have not been convicted of a felony, a crime of moral turpitude or a crime involving child abuse, nor do I have a record of a founded charge of child abuse. Since I will be working with children, I understand that I must submit to a fingerprint check by the Federal Bureau of Investigation 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 authorize Tupelo Christian Preparatory School to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from Tupelo Christian Preparatory School is conditioned upon the receipt of background information, including criminal background information. Tupelo Christian Preparatory School may refuse employment or terminate conditional employment if Tupelo Christian Preparatory School deems any background information to be unfavorable or to reflect adversely on the school or on me as a Christian role model.

I affirm that my intention in completing this application is to apply for a position at Tupelo Christian Preparatory School and for no other reason or purpose. I understand and acknowledge that this application is neither a contract of employment nor constitutes an offer or acceptance of employment. I certify that I have carefully read and do understand the above statements.

Signature of Applicant

Date

BACKGROUND INVESTIGATION

In connection with your employment with Tupelo Christian Preparatory School, notice is hereby given that a consumer report and/or investigative consumer report may be obtained from a consumer reporting agency for employment purposes. These reports may contain information about your character, general reputation, personal characteristics, and mode of living, whichever are applicable. They may involve personal interviews with sources such as your neighbors, friends, or associates. The reports may also contain information about you relating to your criminal history, credit history, driving and/or motor vehicle records, education or employment history, or other background checks.

You have the right, upon written request made within a reasonable time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report prepared by contacting TCPS and Protect My Ministry, 14499 N. Dale Mabry Hwy., Suite 201 South, Tampa, FL 55618; Phone: 1-800-319-5581. For information about Protect My Ministry's privacy practices, see www.protectmyministry.com. The scope of this notice and below authorization is not limited to the present and, if you are hired, will continue throughout the course of your employment and allow TCPS to conduct future screenings for retention, promotion or reassignment, as permitted by law and unless revoked by you in writing.

ACKNOWLEDGMENT AND AUTHORIZATION

By signing below, I hereby authorize the obtaining of consumer reports and/or investigative consumer reports by TCPS at any time after receipt of this authorization and throughout the course of employment, if applicable.

Today's Date: _____

Last Name: _____ First Name: _____ Middle Name: _____ Maiden (if applicable): _____

Position applying for: _____

Home Address: _____

City: _____ County: _____ State: _____ Zip: _____

Social Security Number: _____ Drivers License #: _____

State Issuing Drivers License: _____ Email Address: _____

Full Date of Birth (for identification purposes only): _____

Signature: _____

Please return this application along with the requested supporting documents to:

Tupelo Christian Preparatory School, 5440 Endville Road, Belden, Mississippi 38826

[illegible]