



## EDUCATIONAL BACKGROUND

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TYPE OF SCHOOL	NAME AND FULL ADDRESS OF SCHOOL	DATES ATTENDED	MAJOR SUBJECTS STUDIED	CIRCLE LAST YEAR COMPLETED	NUMBER OF CREDIT HOURS COMPLETED <small>HOURS QTR. SEM.</small>	GRADUATION DATE	DEGREE RECEIVED (TYPE)
High School		Not Applicable		1 2 3 4		Not Applicable	
College				1 2 3 4 5			
Business				1 2 3 4 5			

1. Do you have any of the following? If yes, please be prepared to provide a copy.

- |                      |           |          |
|----------------------|-----------|----------|
| A. 60 semester hours | Yes _____ | No _____ |
| B. 90 clock hours    | Yes _____ | No _____ |
| C. CDA               | Yes _____ | No _____ |
| D. CPR               | Yes _____ | No _____ |
| E. First Aide        | Yes _____ | No _____ |

### EMPLOYMENT RECORD OR TEACHING EXPERIENCE

(List most recent employers first.)

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DATE (S)	EMPLOYER NAME & ADDRESS	SUPERVISOR'S NAME/TELEPHONE#	SALARY & POSITION	REASON FOR LEAVING

POSITION DESIRED

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Please check the position for which you are interested in below.

- Teacher                       Aide                       Receptions                       Kitchen Aide

Check in order of preference the age(s) you are willing to teach:

2 yrs. \_\_\_\_\_ 3yrs. \_\_\_\_\_ 4-5 yrs. \_\_\_\_\_

kindergarten \_\_\_\_\_ (Temple Hills applicants only)

References: (3) Professionals supervising and/or acquainted with your teaching:

NAME	ADDRESS	PHONE NUMBER	POSITION	OFFICIAL USE

PERSONAL VIEW

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1. What characteristics would you bring to this position as an example for our students? \_\_\_\_\_  
\_\_\_\_\_
2. What does Christian Ed. mean to you? \_\_\_\_\_  
\_\_\_\_\_
3. Why do you want to be employed with us? \_\_\_\_\_  
\_\_\_\_\_
4. What extracurricular activities could you supervise?  
\_\_\_\_ Homework Aid \_\_\_\_ Athletics \_\_\_\_ Drama \_\_\_\_ Accreditation Process  
\_\_\_\_ Before or After Care Programs \_\_\_\_ None

GENERAL INFORMATION

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1. Have you applied here before? \_\_\_\_\_ What position? \_\_\_\_\_
2. What is your minimum length of commitment? \_\_\_\_\_
3. When would you like to begin to work? \_\_\_\_\_
4. What salary range are you interested in? \_\_\_\_\_

PERSONAL CLEARANCE FORM

A "yes" answer to any of the following questions does not preclude hiring, however, giving false information on an application is grounds for immediate dismissal.

1. Dismissals and/or forced resignations

Have you ever been dismissed from any position? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been forced to resign a position? Yes \_\_\_\_\_ No \_\_\_\_\_

If answer is yes to either/both questions, please explain.

\_\_\_\_\_  
\_\_\_\_\_

2. Criminal Record

Have you ever been convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_

If answer is yes, please explain. \_\_\_\_\_

\_\_\_\_\_

3. Civil Record

Has a judgment ever been entered against you in civil action regarding assault/battery or moral turpitude? Yes \_\_\_\_\_ No \_\_\_\_\_

If answer is yes, please explain. \_\_\_\_\_

\_\_\_\_\_

4. Traffic Record (complete if position is related to transportation)

Has your driver's license ever been suspended/revoked? Yes \_\_\_\_\_ No \_\_\_\_\_

Is there any reason why you could not transport clients safely in vehicles?

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted and/or fined for driving under the influence of drugs or alcohol? Yes \_\_\_\_\_ No \_\_\_\_\_

If answer is yes to any questions above, please explain. \_\_\_\_\_

\_\_\_\_\_

5. Child Abuse

Have you ever been charged with or convicted of child abuse or a crime involving actual attempted sexual molestation of a minor or any type of abuse?

Yes  No (If yes, attach a letter of explanation.)

6. Do you use tobacco?  Yes  No

Alcoholic beverages?  Yes  No

Illegal Drugs?  Yes  No

I authorize the Spirit of Faith Christian Center and/or its Child Enrichment Center to perform a criminal background and/or traffic record investigation.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## STANDARD OF CONDUCT

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The standard of student conduct has been developed to insure that a Christ-centered environment permeates the learning atmosphere of The Child Enrichment Center. Students and Staff should be aware of the expression and application of these principles which are the foundation of the standard of student conduct. Every member of the school family, students and staff alike, will:

1. Be doers of the Word, not merely hearers.
2. Imitate the conduct of the Lord Jesus.
3. Do only those things which we know honor.
4. See our physical bodies as temples of the Holy Spirit.
5. Dedicate our lives to the service of the Lord.
6. Manage our time wisely.
7. Put others first, rather than ourselves.
8. Involve ourselves in activities of positive influence.
9. Avoid deliberate confrontation.
10. Avoid activities where there is danger of addiction.

We believe that a teacher is an individual who's life is centered on Jesus Christ. She/He possesses a working knowledge of the Bible and is able to guide students in practical application of God's Word in their daily walk and serve as role models for their students. Members of our faculty and staff are required to be individuals who willfully abstain from smoking, gambling, the use of alcohol, the abuse of non-prescription narcotics and illegal drugs or substances including marijuana; and sexual immorality of any kind. Our staff members are selected not only for their ability, training and experience, but also on the basis of their Christian maturity for purposes of serving in a position of Christian leadership.

I have read and fully understand the standard of conduct. I also acknowledge by my signature that I am willing to abide.

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Signature

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Date

ACKNOWLEDGEMENT OF TERMS OF EMPLOYMENT

I authorize inquiry into all statements contained in this application and I understand that misrepresentation or omission of facts is cause for immediate dismissal. I also agree to drug testing.

Further, I understand that:

All appointments and salary quotations are conditional until they have been verified and approved by the Human Resources Department of the Spirit of Faith Christian Center and/or it's Child Enrichment Center.

If employed, I will be subject to an Initial Probationary Period, as defined in the Personnel Handbook.

This application is not intended as a contract of employment and does not constitute one.

No staff member is authorized to make any agreement inconsistent with policy and no policy can be established or amended except in writing with the approval of the Sr. Pastor of Spirit of Faith Christian Center or the Director.

Continued employment is at the will of the Center. I understand that, if hired, my employment is for no fixed period and that it can be terminated at any time for any reason, just as I can quit at any time for any reason.

I acknowledge that I have read the above statements, that I have asked all questions that I have about the above statements before signing below, and that I fully understand the above statements.

Signature \_\_\_\_\_ Date \_\_\_\_\_

AUTHORIZAITON FOR REFERENCE CHECK

I, \_\_\_\_\_, am applying for a position at the Spirit of Faith Christian Center and/or the Child Enrichment Center and have authorized them to investigate my employment history and statements made on my application.

I give permission for information regarding my work performance to be released to the Spirit of Faith Christian Center and/or the Child Enrichment Center, and I understand that this information will be treated as confidential and will not be divulged to me.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

FOR OFFICIAL USE ONLY

(To be used after applicant is hired or refused employment)

Admin \_\_\_\_\_ Salaried \_\_\_\_\_ Hourly \_\_\_\_\_ Other \_\_\_\_\_

Full Time \_\_\_\_\_ Part-time \_\_\_\_\_ Employee No. \_\_\_\_\_

Social Security No. \_\_\_\_\_ Sex: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Job Title \_\_\_\_\_

Starting Date \_\_\_\_\_ Salary/Wages \_\_\_\_\_

\_\_\_\_\_  
Director Approval

\_\_\_\_\_  
Sr. Pastor Approval

*Reminder to Director – The following must be submitted before hiring date:*

1. *Medical Health Assessment Form*
2. *Maryland Criminal Clearance*
3. *finger Print Assessment*
4. *Copy of any certificates and diplomas*
5. *Official copies of college transcripts (if applicable)*
6. *CPR/First Aide Certification Card*
7. *CDA (if applicable)*