



## **INSTRUCTIONAL APPLICANT PROCEDURES**

Thank you for your interest in Brevard Christian School. Please read the following instructions carefully. Complete your employment application and return the signed original to the school office. Complete and sign Section A on the appropriate side of the reference forms and send them to persons providing references. Completed applications will remain active for one year. Falsification of information or failure to fully disclose information may result in rejection of the application or dismissal if you become employed.

### **PLEASE PRINT IN BLUE INK OR TYPE!**

Your application package is complete when all of the following original items are received in the School Office: ***(faxed copies are not acceptable)***:

- Completed original Employment Application
- Verification of High School Diploma (if applicable), or Complete Official Transcript(s) of all college credits
- Signed original references - a minimum of three work-related references are required. A reference from your most recent employment will be required. Additional references may be required by Brevard Christian School. Acceptable references are from principals, supervisors, and managers.

When a position is advertised for which you are qualified, contact the administrator directly for further information about the position. The administrator reviews the applicant files and schedules interviews for selected candidates.

Upon nomination for employment, prerequisites will include the following which the applicant is responsible for all related fees:

- Drug screen test
- Fingerprints must be done at the West Melbourne Police Department  
Hours: Tuesday and Thursday 10:30am-3:30pm.
- FDLE background screening

### **A DRUG-FREE WORKPLACE AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of Brevard Christian School not to discriminate against employees or applicants on the basis of race, color, gender, national origin, marital status, age, or disability.

# APPLICATION FOR INSTRUCTIONAL EMPLOYMENT

## Personal Information

Applicant's Name	<input type="text"/> Last	<input type="text"/> First	<input type="text"/> MI
Application Date	<input type="text"/>		
Address	<input type="text"/>		
City	<input type="text"/>	State <input type="text"/>	Zip Code <input type="text"/>
Home Telephone:	( <input type="text"/> ) <input type="text"/>	Cellular: ( <input type="text"/> ) <input type="text"/>	
E Mail Address	<input type="text"/>		
Social Security Number	<input type="text"/>		
Origin	U.S. Citizen <input type="checkbox"/> yes <input type="checkbox"/> no If no, citizen of <input type="text"/>		
Church Affiliation	<input type="text"/>		
Have you ever been arrested or convicted of a felony?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain _____		

## Reason for Application

Why do you wish to teach at Brevard Christian School? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## General Health

Health Condition \_\_\_\_\_ Do you have any physical limitations which would keep you from performing the essential job functions? \_\_\_\_\_

Do you: Smoke?  Yes  No Drink?  Yes  No Use Drugs?  Yes  No  
If yes to any of the above, please explain \_\_\_\_\_

## Education

Highest Degree Held	<input type="text"/>		
Most Recent Teaching Certificate	<input type="text"/> Type	<input type="text"/> Exp. Date	<input type="text"/> State
Subject/Fields	<input type="text"/>		

**Teaching Experience (Please list most recent experience first)**

From  To    
 Name of School

Address

City  State  Zip

Supervisor's Name  Telephone No.

Total Months/Years Experience   Salary

Reason for Leaving

From  To    
 Name of School

Address

City  State  Zip

Supervisor's Name  Telephone No.

Total Months/Years Experience   Salary

Reason for Leaving

From  To    
 Name of School

Address

City  State  Zip

Supervisor's Name  Telephone No.

Total Months/Years Experience   Salary

Reason for Leaving

**Extra Curricular Activities**

Scholarships/ Awards/Honors

Foreign Languages   Speak  Write

Music/Art Abilities

Other

**Position(s) Desired (Number in sequence of preference)**

<input type="checkbox"/> Elementary (Grades 1-2)	<input type="checkbox"/> Supervision (Master's Degree required)
<input type="checkbox"/> Elementary (Grades 3-4)	<input type="checkbox"/> Administration (Master's Degree required)
<input type="checkbox"/> Elementary (Grades 5-6)	<input type="checkbox"/> Other _____
<input type="checkbox"/> Middle School (Grades 7-8)	<input type="checkbox"/> Subject(s) _____

(List preferred subject for Grades 7 – 12)

___ High School (Grades 9 – 12)	___ Subject(s) _____ (List preferred subject for Grades 7 – 12)
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**Discipline**

As a disciplinarian, are you

- Very strict  
  Strict  
  Moderate  
  Lenient

**ARTICLES OF FAITH**

- |   |                  |                   |
|---|------------------|-------------------|
| ➤ The Bible is the inspired Word of God                       | II Timothy 3: 16 | II Peter 1: 21    |
| ➤ Jesus Christ is the Virgin born Son of God                  | Isaiah 7: 14     | Matt. 1: 8-25     |
| ➤ Jesus Christ died on the cross for our sins                 | Luke 22: 33-34   | I Cor. 15: 3      |
| ➤ Jesus Christ rose bodily from the grave                     | Luke 24: 1-6     | John 20: 26-29    |
| ➤ Christ ascended into heaven and is coming again             | Acts 1: 9-11     | I Thess. 4: 14-17 |
| ➤ Whosoever will, may come and be saved from eternal torment. | Rom. 10: 9-13    | Rev. 22: 17       |
| ➤ Salvation is by grace through faith, not of works           | Rom. 6: 23       | I John 5: 13      |
| ➤ Salvation is eternal.                                       | Rom. 6: 23       | John 10: 26-31    |
| ➤ A Christian should follow Christ in Baptism.                | Matt. 3: 14-17   | Acts 8: 25-39     |
| ➤ A Christian should tithe.                                   | Matt. 23: 23     | I Cor. 16: 2      |
| ➤ A Christian should take the Lord's supper and be separate.  | I Cor. 11: 23-32 | I Cor. 6: 14-18   |
| ➤ A Christian should bring others to Christ.                  | Matt. 28: 16-20  | Acts 1: 8         |

Do you subscribe to the summary of the Articles of Faith above?  Yes  No

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

The above statements and information are true and accurate to the best of my knowledge. I agree that any purposeful omissions(s) or false representation(s) will constitute grounds for immediate dismissal. In the event I am employed by Brevard Christian School I agree to comply with all its orders, rules and regulations. I hereby authorized any of my former employers to furnish information regarding my employment with them and, in addition, any other information they have concerning me. I understand that I will participate in a drug screening when offered employment and that I must have a negative drug screen results to be employed. I understand I will be fingerprinted as a matter of protection and identification, and will be on probationary status pending fingerprint processing and payment of fees associated with the fingerprint process. All newly hired employees of Brevard Christian School are also on a probationary status for the first 90 days of employment. I will have a physical exam by a qualified physician if required as a condition of employment. I authorize the release of all information from any and all law enforcement agencies where protected under the Privacy Act.

It is the policy of Brevard Christian School not to discriminate against employees or applicants on the basis of race, color, gender, national origin, marital status, age, or disability.

My signature signifies that I have read this Agreement and fully understand its contents.

\_\_\_\_\_ Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_



## INSTRUCTIONAL APPLICANT REFERENCE FORM

### SECTION A – NOTE: Applicant completes section A, Reference completes SECTION B and C

APPLICANT'S NAME \_\_\_\_\_  
 I have applied for an instructional teaching position with Brevard Christian School in the following area(s):  
 \_\_\_\_\_ Elementary Teacher    \_\_\_\_\_ Secondary Teacher    \_\_\_\_\_ Other (list): \_\_\_\_\_  
 I authorize you to provide the information regarding suitability for employment. Applicant Signature \_\_\_\_\_

### SECTION B

**NOTE: Since the employment process cannot be completed until references are on file, the applicant and Human Resources Department would appreciate it if you would complete this reference form and return it to Brevard Christian School as soon as possible. You may fax it to 321.729.4212 or mail to 1100 West Dorchester Ave. West Melbourne, FL 32904.**

NAME OF REFERENCE \_\_\_\_\_ PHONE (    ) \_\_\_\_\_ EXT. \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
 NAME OF SCHOOL, BUSINESS OR AGENCY - \_\_\_\_\_ TITLE \_\_\_\_\_

This reference covers the period from 19\_\_\_\_ to \_\_\_\_\_.  
 Title or position of reference during period of supervision or observation of the applicant \_\_\_\_\_  
 Have you observed this person teach in a classroom or perform in the position for which he/she is applying? Yes  No   
 Would you employ this person in a position such as the one they are applying? Yes  No   
 If this person were a former employee, would you rehire? Yes  No

### SECTION C

**DIRECTIONS: Please consider this applicant in relationship to the following dimensions which have been identified as common characteristics of effective educators. Please indicate your rating by checking the appropriate box using the following scale.**

5 = Extremely competent/professional                      3 = Competent/professional                      1 = Much less than competent/professional  
 4 = Very competent/professional                          2 = Less than competent/professional                      0 = No basis for judgment

CONTROL	Establishes and implements procedures to monitor and/or regulate processes, tasks, or activities. Takes action to monitor the results of assignments or projects.	5 4 3 2 1 0
PLANNING AND ORGANIZING	Establishes goals and objectives; designs and implements a plan of action to achieve those goals and objectives; designs and implements a method of evaluation to see if goals and objectives have been achieved.	5 4 3 2 1 0
DECISIVENESS/JUDGMENT	Exhibits ability to act and make decisions based on factual information and logical assumptions which are within the bounds of legal and ethical accepted practice.	5 4 3 2 1 0
SENSITIVITY	Acts in a manner that indicates a consideration for the feelings and needs of others.	5 4 3 2 1 0
INITIATIVE	Attempts to influence events to achieve goals; self-starting; originates action.	5 4 3 2 1 0
TOLERANCE FOR STRESS	Demonstrates stability of performance under pressure and/or opposition.	5 4 3 2 1 0
ADAPTABILITY/COOPERATION	Maintains effectiveness in varying learning or working environments during changes of task, responsibilities, or relationships. Relates well with others. Works through appropriate channels.	5 4 3 2 1 0
TECHNICAL/PROFESSIONAL PROFICIENCY	Exhibits knowledge and skill in regard to current research and development as it pertains to technical and professional practices. Applies professional procedures and principles, research and technology to achieve educational goals in most appropriate and effective way. Maintains appropriate records.	5 4 3 2 1 0
LEADERSHIP	Utilizes appropriate interpersonal styles and methods in guiding students, parents, or peers toward task accomplishment.	5 4 3 2 1 0
JOB MOTIVATION	Exhibits a sense of personal satisfaction from the activities and responsibilities of the job as opposed to hours, pay, etc.	5 4 3 2 1 0
ATTENDANCE/PUNCTUALITY	Punctual and maintains good attendance.	5 4 3 2 1 0
CHRISTIAN FAITH	Demonstrates an active Christian Faith.	5 4 3 2 1 0

SIGNATURE OF REFERENCE \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_



**INSTRUCTIONAL APPLICANT REFERENCE FORM**

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SIGNATURE OF REFERENCE \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_