



# ABILENE CHRISTIAN SCHOOL

## EMPLOYMENT APPLICATION

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We appreciate your interest in employment at Abilene Christian School. To begin the application process, please fill out this form. If you are applying for an open position, please indicate below. If there is not currently an opening and one occurs for which you may qualify, we may contact you for a personal interview.

We value our employees and realize they are the key to a successful Christian school. We are seeking applicants who are professionally qualified and who believe in helping students succeed academically and grow spiritually for life and eternity.

Please electronically submit the completed Employment Application and a current resume, which includes degrees obtained and past experience to [kay.robbs@abilenechristian.com](mailto:kay.robbs@abilenechristian.com) or turn it in to our business office. All information will be held in confidence.

We look forward to receiving your application. Additional documentation may be requested if an interview is scheduled. Thank you for your interest in the ministry of our school.

**Application Date:** \_\_\_\_\_

### APPLICANT PROFILE

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Name: \_\_\_\_\_  
*Last* *First* *Middle Initial*

Address: \_\_\_\_\_  
*Street* *City* *State* *Zip*

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Best Time to Call: \_\_\_\_\_ Email Address: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Church Affiliation: \_\_\_\_\_

Congregation Attending: \_\_\_\_\_

Position Seeking: \_\_\_\_\_  Full-time  Part-time

## **APPLICATION**

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### **Education**

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes  No  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes  No  Diploma: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes  No  Diploma: \_\_\_\_\_

### **Work Experience**

Years of Teaching Experience: \_\_\_\_\_ Years of Administrative Experience: \_\_\_\_\_

Years of Coaching Experience: \_\_\_\_\_ Years of Staff or Office Experience: \_\_\_\_\_

### **Teaching Certificate or License**

- Valid Texas Teaching License:
- Valid License from another State: Expires: \_\_\_\_\_
- Texas Emergency Certificate Expires: \_\_\_\_\_
- Texas Emergency Administrative Certificate Expires: \_\_\_\_\_
- None

### **Areas of Specialization**

- Administration  Elementary  Health/P.E.  Middle School
- Art  Fine Arts  High School  Music
- Athletics  Foreign Language  Librarian  Technology
- Other: \_\_\_\_\_

If selected Middle School or High School, please list your areas of specialization:

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Please indicate areas in which you have experience and are willing to lead or assist in any of the following curricular or extracurricular programs:

- |                                       |                                       |                                   |                                     |
|---------------------------------------|---------------------------------------|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> Band         | <input type="checkbox"/> Choir        | <input type="checkbox"/> Golf     | <input type="checkbox"/> Theatre    |
| <input type="checkbox"/> Baseball     | <input type="checkbox"/> Cheerleading | <input type="checkbox"/> Swimming | <input type="checkbox"/> Track      |
| <input type="checkbox"/> Basketball   | <input type="checkbox"/> Football     | <input type="checkbox"/> Tennis   | <input type="checkbox"/> Volleyball |
| <input type="checkbox"/> Other: _____ |                                       |                                   |                                     |

**References**

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Applicant Inquiries**

1. Have you already signed a contract for the next year with any other educational institution?  
 Yes     No
2. Have you ever been the subject of a disciplinary action by a state or professional licensing organization?     Yes     No

If yes, please provide details below:

\_\_\_\_\_

3. Have you ever been removed or placed on leave from a paid or unpaid position arising from allegations of misconduct of any kind?     Yes     No

If yes, please provide details below:

\_\_\_\_\_

4. Have you ever been convicted of any criminal offense of violations other than minor traffic violations? (For the purposes of this question, this includes felony or misdemeanor convictions, guilty pleas, pleas of no contest or nolo contendere, and/or acceptance of deferred adjudication.)?  
 Yes       No

If yes, please provide details below.

State: \_\_\_\_\_ Country: \_\_\_\_\_ Date of Defense: \_\_\_\_\_

Details of conviction: \_\_\_\_\_

5. As of the date of this form, do you have any pending charges against you?  
 Yes       No

If yes, please provide details below.

State: \_\_\_\_\_ Country: \_\_\_\_\_ Date of Defense: \_\_\_\_\_

Details of conviction: \_\_\_\_\_

6. Are you currently authorized to work in the United States on a full-time basis for any employer?  
 Yes       No

If yes, will you require now or in the future employment visa sponsorship?

Yes       No

If you are not currently authorized to work, what is your immigration status?

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7. The job description is available listing the essential job functions of the position(s) for which you have applied. After reviewing the description, are you able to perform each of the essential job functions for each position for which you have applied?  
 Yes       No

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### **ACKNOWLEDGEMENT AND AUTHORIZATION**

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I understand that in keeping with applicable state and federal laws, Abilene Christian School does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age or qualified disability.

Abilene Christian School is affiliated with the fellowship of the Church of Christ. All applicants must be faithful members of a local congregation of a church of Christ and willing to support the Christian mission and purpose of Abilene Christian School while employed by the school. I understand that if hired, I will be expected to model a Christian lifestyle on and off campus.

I certify that the facts set forth in this application are true and complete to the best of my knowledge. I understand that falsification of any statement or 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 and agree that I will be paid and receive benefits only through the date of release.

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

I authorize Abilene Christian School to thoroughly interview the primary references which I have listed in this application. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position. Moreover, the school is committed to maintaining a safe and secure campus environment and protecting its community. Therefore, the school conducts background checks on all candidates for employment in security sensitive positions.