



**GENERAL APPLICATION FOR EMPLOYMENT**

(The information requested must be submitted on this application form. A resume or additional information may be attached as a supplement but may not be submitted in lieu of fully completing this application.)

For Office Use Only  
Date Received \_\_\_\_\_  
\_\_\_\_\_ Place File  
\_\_\_\_\_ References  
\_\_\_\_\_ Transcripts  
\_\_\_\_\_ Reference Check  
\_\_\_\_\_ ACSI Cert.

Date \_\_\_\_\_

Applicant's Full Name \_\_\_\_\_  
Last First (M.I.) (Maiden Name)

Other Name(s) \_\_\_\_\_  
(Please provide any additional information relative to change of name, use of an assumed name, or nickname, necessary to enable a check on your work or school record.)

Present Mailing Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Permanent Mailing Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone Numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Social Security Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

**I. EMPLOYMENT:** Check position(s) desired.

**ELEMENTARY:** Teacher Assistant \_\_\_\_\_ Substitute \_\_\_\_\_ Maintenance \_\_\_\_\_ Cafeteria \_\_\_\_\_ Office \_\_\_\_\_ Coach \_\_\_\_\_

Other \_\_\_\_\_

**HIGH SCHOOL:** Teacher Assistant \_\_\_\_\_ Substitute \_\_\_\_\_ Maintenance \_\_\_\_\_ Cafeteria \_\_\_\_\_ Office \_\_\_\_\_ Coach \_\_\_\_\_

Other \_\_\_\_\_

**II. EDUCATIONAL AND PROFESSIONAL TRAINING** (List chronologically)

Level of Education	Name of School or University	State	Field of Study	Type of Degree	Year of Graduation	Dates of Attendance (From-To)
High School						
College or University						
College or University						

### III. EMPLOYMENT HISTORY

Begin with your present or most recent employment and work backward to provide a complete employment history. Attach additional sheet(s) if needed.

May we contact your present employer now?  Yes  No (Reference from current employer must be secured prior to an offer of employment.)

#### Present or Last Employer/School

Name & Location of business/school: \_\_\_\_\_ Salary: \_\_\_\_\_

Position Held \_\_\_\_\_ Dates (list mo/yr) From: \_\_\_\_\_ to \_\_\_\_\_

Duties Performed: \_\_\_\_\_ Check one:  Full time  Part time

Supervisor's Name & Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Reason for Leaving, or Why Interested in Leaving: \_\_\_\_\_

#### Previous Employer/School

Name & Location of business/school: \_\_\_\_\_ Salary: \_\_\_\_\_

Position Held \_\_\_\_\_ Dates (list mo/yr) From: \_\_\_\_\_ to \_\_\_\_\_

Duties Performed: \_\_\_\_\_ Check one:  Full time  Part time

Supervisor's Name & Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Reason for Leaving, or Why Interested in Leaving: \_\_\_\_\_

#### Previous Employer/School

Name & Location of business/school: \_\_\_\_\_ Salary: \_\_\_\_\_

Position Held \_\_\_\_\_ Dates (list mo/yr) From: \_\_\_\_\_ to \_\_\_\_\_

Duties Performed: \_\_\_\_\_ Check one:  Full time  Part time

Supervisor's Name & Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Reason for Leaving, or Why Interested in Leaving: \_\_\_\_\_

#### Previous Employer/School

Name & Location of business/school: \_\_\_\_\_ Salary: \_\_\_\_\_

Position Held \_\_\_\_\_ Dates (list mo/yr) From: \_\_\_\_\_ to \_\_\_\_\_

Duties Performed: \_\_\_\_\_ Check one:  Full time  Part time

Supervisor's Name & Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Reason for Leaving, or Why Interested in Leaving: \_\_\_\_\_

**Professional Certification**

Bus Drivers: Commercial Driver's License: No Yes Date of expiration: \_\_\_\_\_

Clerical/Secretarial: Typing (wpm): \_\_\_\_\_

Nurse and Clinic Assistant: VA Lic No Yes Exp. Date \_\_\_\_\_ CPR Certification date \_\_\_\_\_ First Aid certified \_\_\_\_\_

Other Professional Certificates: \_\_\_\_\_

**IV. CHRISTIAN BACKGROUND**

A. Give your definition of a Christian: \_\_\_\_\_  
\_\_\_\_\_

B. Give a brief account of your Christian experience. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. How long have you known Jesus as your Lord and Savior? \_\_\_\_\_

D. Carefully read our Statement of Faith on page 7. By signing and submitting this application to Atlantic Shores Christian School, you are acknowledging your full support and agreement with ASCS's Statement of Faith.

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

F. What is your local church affiliation? \_\_\_\_\_

G. In what church activities are you involved and with what degree of regularity? \_\_\_\_\_  
\_\_\_\_\_

H. What other Christian service have you done since becoming a Christian? \_\_\_\_\_  
\_\_\_\_\_

I. What is your attitude toward working with those of other denominational beliefs? \_\_\_\_\_  
\_\_\_\_\_

## V. REFERENCES

ALL APPLICANTS: PLEASE LIST REFERENCES BELOW.\*

- A. Give two references who are qualified to speak of your spiritual experience and Christian service. List your current pastor first.
- B. Give two references who are qualified to speak of your professional training and experience. References listed below must include those who are in a position to evaluate your performance.

\*If you have less than two years of teaching experience, you must include your student teaching supervisor and cooperating teacher.

NAME OF REFERENCE	TITLE	ORGANIZATION	MAILING ADDRESS	TELEPHONE

## VI. PERSONAL DATA

- A. Do you have the legal right to employment in the United States of America?  No  Yes
- B. Have you ever been employed by Atlantic Shores Christian School?  No  Yes  
If yes, list dates, positions, locations and name if different. \_\_\_\_\_  
\_\_\_\_\_
- C. List any school board members or employee relative(s) in the school and cite the relationship. \_\_\_\_\_  
\_\_\_\_\_
- D. Describe your attendance record in objective terms, such as "Present 180 of 180 of the total days scheduled to work":  
\_\_\_\_\_
- E. Are you holding or have you already signed a contract for next year with any other educational institution?  No  Yes
- F. If presently employed, why do you wish to change? \_\_\_\_\_  
\_\_\_\_\_
- G. Have you ever been refused renewal of a contract?  No  Yes If yes, attach explanation.
- H. Have you ever been discharged or requested to resign from a former position?  No  Yes If yes, attach explanation.
- I. Have you been convicted (as guilty or not innocent, or a determination of abuse or neglect founded against you) of a misdemeanor, a felony or any offense involving moral turpitude, sexual molestation, physical abuse, neglect or rape of a child, or any like offense against an adult?  No  Yes If yes, attach explanation.
- J. Are any criminal or non-civil charges or proceedings pending against you?  No  Yes If yes, attach explanation.
- K. Have you ever had any certificate, permit, or license revoked or suspended?  No  Yes If yes, attach explanation.

## VII. CONDITIONS

Employment (including substitute) will not be offered until the application process has been completed. This process requires our receipt of the following:

- A completed application form
- Minimum of four references

This application will remain active for 18 months from the date of application. A written request to keep the application active must be submitted every 18 months. Changes in such information as address, name, or phone number must be included with any written request to keep the application active.

All material submitted with this application becomes the property of Atlantic Shores Christian Schools.

My signature below authorizes Atlantic Shores Christian Schools to conduct a background investigation and authorizes release of information in connection with this application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references and other sources deemed appropriate in the sole discretion of Atlantic Shores Christian Schools. I waive my right of access to any such information, and without limitation hereby release Atlantic Shores Christian Schools and the reference source from any liability in connection with its release or use. This release includes the sources cited above and illustrative examples as follows: the local sheriff, information from the Central Criminal Records Exchange of either data on all criminal convictions or certification that no data on criminal convictions are maintained, information from the Virginia or other state Department of Social Services Child Protective Services Unit and any locality to which they may refer for release of information pertaining to any finds of child abuse or neglect investigations involving me.

I unconditionally certify that I have made true, correct, and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application. I acknowledge that these questions shall be continuing in nature, and I have a duty to update, change, or furthermore amplify my answers to guarantee accuracy at all times. I understand that any omission, misleading or falsely answered statement made or implied by me on this application, or any supplement to it, whether written or oral, will be sufficient grounds for failure to employ or for my immediate discharge should I become employed with Atlantic Shores Christian Schools. In the event the School Board determines, in its sole discretion, the existence of a material adverse report or omission as to any information, I agree that the employment offer/appointment will be deemed revoked immediately without further action, notice, or process. In conclusion, I affirm that I have read and accept without verbal or mental reservations both the Statement of Faith and the educational philosophy and objectives of this school as stated in the Handbook, and am committed to upholding them. I also acknowledge that if accepted by Atlantic Shores Christian Schools for employment, I hereby agree to abide by the policies, regulations, and directives of the school.

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

ATLANTIC SHORES CHRISTIAN SCHOOLS  
217 N. Centerville Turnpike  
Chesapeake, VA 23320

Phone (757) 479-9598 Fax (757) 479-5311

Visit our website at [shoreschristian.org](http://shoreschristian.org).

*Atlantic Shores Christian Schools does not discriminate on the basis of race, color, gender, and national or ethnic origin.*

## VIII. MISSION STATEMENT

With the Word of God as our foundation, Atlantic Shores Christian School will partner with the home and the church in order to lead all students into higher levels of excellence spiritually, academically, physically, and emotionally so that they can impact their world for Christ.

## IX. STATEMENT OF FAITH

I believe in:

1. One God in three persons; Father, Son, and Holy Spirit. (Isaiah 45:5, Matthew 28:19, Acts 5:3-4, Colossians 2:9)
2. Jesus Christ as the only way to salvation. We are saved by grace through faith. (Acts 4:12, John 14:6, Ephesians 2:8-9)
3. The verbal, inerrant inspiration and authority of the Scripture in both Old and New Testaments. (II Timothy 3:16-17, II Peter 1:20-21)
4. The Genesis account of the creation of man in six days by the direct act of God. (Genesis 1:1-28)
5. The incarnation, deity, virgin birth, and bodily resurrection of Jesus Christ. (Matthew 1:18, John 1:1&14, John 20:26-29, I Corinthians 15:1-20)
6. The vicarious suffering of Jesus Christ for the sins of the world and the shedding of His blood on the cross to cleanse us from sin. (Philippians 2:6-11, I Peter 1:18 & 2:24, Ephesians 1:7, Colossians 1:19-23, Matthew 27:32-55)
7. The new birth through regeneration by the Holy Spirit as essential to salvation. (John 14:16-17, Titus 3:5, John 3:6-7)
8. The gift of eternal life and eternal security of the believer by the grace of God. (John 10:27-29, Philippians 1:6, II Timothy 1:12, I Peter 1:3-5)
9. The local church as the primary place of fellowship and growth of believers and for the evangelization of the world with the gospel. (Acts 2:38 & 2:42-47, Matthew 18:20, Hebrews 10:24-25, I Corinthians 12:12-27, Matthew 28:19)
10. The person and work of the Holy Spirit and the need for Christian growth and service. (John 14:16-26 & 16:8-11, Ephesians 4:11-12)
11. The visible, personal, and imminent return of our Lord Jesus Christ. (I Thessalonians 4:13-17)
12. The everlasting conscious blessedness of the saved and the everlasting conscious punishment of the lost. (John 3:36, Luke 16:19-31, Hebrews 7:23-25)
13. ASCS is responsible for the spiritual and physical well-being of our students and that we have a duty to properly instruct and diligently protect them. (Psalm 127:3-5; Matthew 10:42; Matthew 19:14)
14. The greatest commandments are (1) to love God and (2) to love our neighbors as ourselves. (Matthew 22:36-40). We believe that we should demonstrate love toward fellow believers, those who are not believers, those who actively oppose us or our faith or doctrine, and those who engage in actions contrary to Biblical teaching. We believe that we should deal with those who oppose us graciously, gently, patiently and humbly.
15. Marriage is the exclusive, covenant relationship between one man and one woman. Though sexual intimacy within the marriage relationship between one man and one woman is approved and even celebrated in scripture, we believe that any sexual intimacy outside of this covenant relationship (including, but not limited to, adultery, fornication, homosexuality, bisexuality, incest, etc.) is sinful and prohibited. Further, we believe that God created human beings in two distinct genders: male and female. We believe any attempts to alter or change one's gender or denial of one's biological gender are prohibited and sinful. (Gen. 2:24; Gen. 19:5,13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; I Cor. 5:1; 6:9, I Thess. 4:1-8; Heb. 13:4)
16. This Statement of Faith is not an exhaustive statement of the beliefs of ASCS. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of the Corporation's faith, doctrine, practice, policy, and discipline the School Board of ASCS is the final interpretive authority on the Bible's meaning and application.

The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning the truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of the school's faith, doctrine, practice, policy, and discipline, the Atlantic Shores Board of Directors and Head of School are the school's final interpretive authority on the Bible's meaning and application.



## AUTHORIZATION TO RELEASE PERSONAL INFORMATION

To Whom It May Concern:

I have applied for a position with Atlantic Shores Christian Schools. I hereby authorize the release of personal and professional information to Atlantic Shores Christian Schools for the purpose of an investigation of my background and qualifications for employment. Such information may include, but is not limited to, job performance, attendance, eligibility for re-employment with a former employer, reasons for termination of previous employment, criminal record, conduct, and character.

I hereby waive my right to access any such information and, without limitation, release Atlantic Shores Christian Schools and any source of such information from any liability in connection with its release or use.

Applicant's Name (printed or typed) \_\_\_\_\_

Other Name(s) Used \_\_\_\_\_

Social Security Number \_\_\_\_\_

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

Date \_\_\_\_\_

Current Address \_\_\_\_\_

Telephone Number \_\_\_\_\_