



# Faith West Academy

2225 Porter Road, Katy, Texas 77493

Phone: 281-391-5683 Fax: 281-391-2606 Email: [www.faithwest.org](http://www.faithwest.org)

## EMPLOYMENT APPLICATION

Your interest in Faith West is greatly appreciated. The Faith West, Inc. Board of Governors and Administration invite you to complete this application and return it to our office. The Faith West administration will contact you to discuss the application process, to request additional information, or to schedule an interview in the near future.

### A. Mission Statement

By God's grace, we endeavor to assist families in the education of their children. We strive to provide stimulating academic, visual/performing arts, and athletic programs in a distinctly Christ-centered environment expressly designed to equip students to a life of moral and spiritual integrity, personal and social responsibility, and a zeal to know and serve a Holy God. (The Three "R's")

Thank you for your interest in the ministry of Faith West. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

### B. Applicant's Name and Address

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

Social Security Number: \_\_\_\_\_ Date of Birth \_\_\_\_\_ Race \_\_\_\_\_

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

How long have you lived at the above address: \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

Email address \_\_\_\_\_ Best time to call you: \_\_\_\_\_

Application date: \_\_\_\_\_ Date available: \_\_\_\_\_ Date of hire: \_\_\_\_\_

Permanent Address and Phone number (if different than present address): \_\_\_\_\_

### C. Position Desired

Please indicate 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice in the parenthesis.

( ) Kindergarten ( ) Elementary ( ) Junior High ( ) High School

( ) Administrative ( ) Substitute Grade level or subject preference \_\_\_\_\_

Full time: \_\_\_\_\_ Part time: \_\_\_\_\_

How did you learn about the position for which you are applying? \_\_\_\_\_

Please list activities or sports which you would be capable of and willing to direct, sponsor, advise, or coach. (Indicate grade or ability levels).

\_\_\_\_\_

## D. Christian Background

**In your own handwriting, on a separate piece of paper, briefly write your Christian testimony.**

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 \_\_\_\_\_

Please carefully read the Faith West Statement of Faith (attached), and indicate below your degree of support.

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

Signature: \_\_\_\_\_

What is your denominational preference? \_\_\_\_\_

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

Are you presently a member in good standing? \_\_\_\_\_ Years? \_\_\_\_\_

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

In what other Christian service have you participated since becoming a Christian? \_\_\_\_\_

What is your attitude toward working with those of other races and those of other denominational beliefs? \_\_\_\_\_

When did you decide to become a minister in the Christian education arena? \_\_\_\_\_

To what extent do you believe you would become involved in Faith West ministries? \_\_\_\_\_

What is your view on tithing? \_\_\_\_\_

What book have you read recently that has helped you spiritually? \_\_\_\_\_

## E. Professional Qualifications

**Please attach photocopies of all your post-secondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.**

How did you learn about the position for which you are applying? \_\_\_\_\_

Number of Years of Experience: \_\_\_\_\_ Public School \_\_\_\_\_ Christian School

Have you served in the military? \_\_\_\_\_ If yes, what type of training or education did you receive? \_\_\_\_\_

\*Do you have a state teaching certificate? \_\_\_\_\_ State? \_\_\_\_\_

What kind? \_\_\_\_\_ Expires (year)? \_\_\_\_\_ \* Please attach photocopies of any certificates held.

Subjects you are certified to teach? \_\_\_\_\_

**EDUCATIONAL AND PROFESSIONAL TRAINING: (List most recent first)**

Colleges or Universities Attended	Course of Study	Beginning Year	Ending Year	Degree or Diploma Received
1.				
2.				
3.				
4.				

**TEACHING EXPERIENCE: (List most recent experience first and include student teaching.)**

Name and Address of School	Grade Subjects	Beginning Year	Reason for Leaving
1.			
2.			
3.			
4.			
5.			

To what degree are you familiar with various Christian or secular textbook series (i.e: CSI, Abeka, Bob Jones, Saxon math, Open Court Reading, etc.)

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Textbook series preferences?

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List any other educational advantages that you have had including opportunities for travel.

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List any books or articles that you have read recently that have helped you to grow professionally.

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Have you had any courses in Christian philosophy of education? If so, where and when?

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**Attach a typed copy of your personal Christian philosophy of education.**

Have you had other courses giving specific training for Christian day schools? \_\_\_\_\_

Boarding schools? \_\_\_\_\_

Give details. \_\_\_\_\_

List any conferences or seminars that you have led or participated in recently.

Describe how evaluations in the past have been helpful to you.

## **F. Personal Philosophy**

**On a separate piece of paper, please label and succinctly answer in one or two paragraphs each of the questions below.**

Short Essays:

- A. Why do you wish to teach in a Christian school?
- B. What are the main characteristics that distinguish a Christian school from a public school?
- C. What do you consider to be the proper classroom atmosphere for learning?
- D. What is your philosophy of discipline; your attitude toward physical/corporal punishment?
- E. What areas do you feel are your strengths? Weaknesses?
- F. Please summarize any additional information that you would like to present regarding your candidacy for this position .
- G. What is your view on the Church's responsibility to educate?

## **G. Employment History (an attached resume may substitute for this section.)**

**Please start with your current or most recent employer and work backwards for the past five to ten years. If necessary, you may add additional pages.**

1. Employer: \_\_\_\_\_

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

Position and dates of employment: \_\_\_\_\_

Supervisor's name and phone number: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

2. Employer: \_\_\_\_\_

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

Position and dates of employment: \_\_\_\_\_

Supervisor's name and phone number: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

3. Employer: \_\_\_\_\_

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

Position and dates of employment: \_\_\_\_\_

Supervisor's name and phone number: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Have you ever worked under a different name for any of the employers you have listed? If so, what was the name or names?

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

Have you already signed a contract for next year with any other educational institution? \_\_\_\_\_

## H. Personal References

**Please carefully read the Authorization to Release Reference Information section of this application and sign authorizing Faith West to evaluate the references you provided below. Do not list family members or relatives for references.**

References: Provide two references that are qualified to speak of your spiritual experience and Christian service. List your current pastor/administrator first.

Name, Complete Address, Phone, and Position

1. \_\_\_\_\_

2. \_\_\_\_\_

Provide two references that are qualified to speak of your training and experience. List your current or most recent pastor, principal, or supervisor first.

Name, Complete Address, Phone, and Position (school if applicable)

1. \_\_\_\_\_

2. \_\_\_\_\_

## I. Applicant's Certification Agreement and Declaration of Ethical and Moral Integrity

I understand that Faith West does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability. I understand that any offer of employment is conditional on the proof of legal authority to work in the United States.

I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge. I understand that discovery or 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 that I will be paid and receive benefits only through the day of release.

As an applicant for a position at Faith West, I recognize, understand, and adhere to the moral and ethical standards and mandates of said school. I further declare that with regard to my moral and ethical character and conduct as of this date, I am not, nor have been in the past engaged in inappropriate conduct, nor do I have inclinations toward such conduct. Inappropriate conduct includes, but is not limited to, the following: homosexuality, verbal, physical, or sexual abuse as defined by Scripture and Texas State law. I do declare that the above statement is factual and true. By affixing my signature, I declare that I meet the moral and ethical standards of Faith West Academy.

I authorize Faith West to thoroughly interview the primary references which I have listed, any secondary reference mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. 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 job.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and reemployment, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former employers, references, and all other parties from any and all claims, demands, or liability arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any reference given to the school.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as is necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or to reflect adversely on the school or on me as a Christian role model.

I understand that this is only an application for employment and that no employment contract is being offered at this time.

I certify that I have carefully read and do understand the above statements.

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

## **J. Authorization to Release Reference Information**

I have made application for a position at Faith West. I have authorized the 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 the school to thoroughly investigate my work records and evaluations, educational preparation, and all other matters related to my suitability for employment. I authorize references and my former employers to disclose to the school any and all employment records performances 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 Faith West, 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 disclosures.

I waive the right to ever personally view any references given to Faith West.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

I certify that I have carefully read and do understand the above statements.

Applicant's Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

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

Applicant's Social Security Number: \_\_\_\_\_

## Statement of Faith

The following truths are held in common agreement by the members of Faith West Academy (FWA).

We believe the Bible to be the inspired and only infallible, authoritative Word of God.  
(II Timothy 3:16)

We believe that there is one God, externally existent in 3 persons: Father, Son, and Holy Spirit.  
(I John 5:4-7)

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in the power and glory. (I Corinthians 15:3, I Peter 2:21-24, John 3:16)

We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential. (Romans 3:21-30, Galatians 4:4-7)

Statement of Support of the Statement of Faith:

I have read and do understand the Faith West Academy Statement of Faith. I am in full support of it in all of my activities related to Faith West Academy.

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

# FAITH WEST ACADEMY



## Teacher Reference Form

**APPLICANT INSTRUCTIONS:**  
Please PRINT or TYPE the top portion of this page, sign and provide to your referent for completion.

**REFERENT INSTRUCTIONS:**  
Please complete and mail (or fax) directly to Faith West Academy within 5 days.

**Faith West Academy  
Professional Staffing**  
2225 Porter Road  
Katy, TX 77493  
Fax (281) 391-2606

\_\_\_\_\_  
Applicant Name (please print)

\_\_\_\_\_  
Grade/Subject area for which you have applied

**I have applied for employment with Faith West Academy. I hereby authorize you to give full and complete information below as requested by Professional Staffing.**

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

(5) Superior (4) Above Average (3) Average (2) Below Average (1) Unsatisfactory (0) No opportunity to observe	5	4	3	2	1	0
Attitude toward work: accepts new challenges in a cooperative manner						
Response to supervision: accepts suggestions willingly; profits from help						
Qualities of leadership: commands confidence and respect; assumes responsibility; takes appropriate action on his/her own						
Ability to express ideas: communicates in a clear, concise manner; chooses words carefully; organizes ideas effectively						
Success or probable success as a teacher						
Attitude toward children						
Recognizes individual differences						
Maintenance of discipline						
Knowledge and presentation of subject matter						
Effective classroom organization						
Demonstrates a desire to grow professionally						
Interacts in a collegial manner with faculty, staff, and parents						

**How long have you known this applicant?** \_\_\_\_\_

Official relationship to applicant (check all that apply)

<input type="checkbox"/> Superintendent	<input type="checkbox"/> Current Employer
<input type="checkbox"/> Principal	<input type="checkbox"/> Previous Employer
<input type="checkbox"/> Assistant Principal	<input type="checkbox"/> Cooperating Teacher
<input type="checkbox"/> Dept. Chair/Team Leader	<input type="checkbox"/> University Supervisor
<input type="checkbox"/> Other _____	<input type="checkbox"/> University Professor

\_\_\_\_\_  
Reference Name (please print) Phone Number

\_\_\_\_\_  
Current Position Location

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

**Would you employ (or re-employ) this applicant?**

Yes, without hesitation  
 Yes, but would also consider others  
 No

**If no, explain:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



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**Comments:** \_\_\_\_\_  
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**If no, explain:** \_\_\_\_\_  
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 \_\_\_\_\_

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_