



KESWICK CHRISTIAN SCHOOL

TEACHING STAFF APPLICATION

10101 54th Avenue N., St. Petersburg, FL 33708-3498 • (727)393-9100 • FAX (727) 397-5378 • www.keswickchristian.org

- Mr. Dr. Mrs. Rev. Miss

PERSONAL INFORMATION

Full Name

If you have ever worked or gone to school under a different name, please list:

Application Date: / / Date Available: / /

Present address: Number-Street City State Zip

Permanent Address (if different): Number-Street City State Zip

Phone: Days ( ) Evenings ( )

Best time to call you? Social Security Number:

Are you a citizen of the U.S.? If not, give your alien registration number:

Have you ever worked here before? If so, when?

Do you know anyone employed here? Who? (state relationship)

What led you to apply here?

What would you like to be doing five years from now?

Marital status: Have you ever been: separated divorced remarried

If you have been divorced, give date: Has your spouse been divorced?

Marriage date: Spouse's name:

Has your spouse/fiancé accepted the Lord Jesus Christ as Savior? When?

Is your spouse/fiancé in complete agreement with the idea of working at Keswick? If not, why?

Have you ever been arrested? If yes, please give date and explain.

POSITION DESIRED

Please indicate 1,2,3,4 choice in the parenthesis. Then to the right, please indicate the grades or subjects in order of preference.

( ) Kindergarten

( ) Elementary

( ) Junior High

( ) High School

Full time Part time Substitute

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

## CHRISTIAN BACKGROUND

**\*In your own handwriting on separate paper briefly give 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 \_\_\_\_\_ Signature: \_\_\_\_\_

What is your local church affiliation? \_\_\_\_\_ Are you a member in good standing? \_\_\_\_\_

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

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

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

Are you capable of teaching a Bible class? \_\_\_\_\_ If yes, what would be your subject preference? \_\_\_\_\_

To what extent do you believe you should become involved in Sunday and other weekday ministries in your local church? \_\_\_\_\_

Describe your routine of personal Bible study and prayer . \_\_\_\_\_

## PROFESSIONAL QUALIFICATIONS

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

What degree or degrees do you hold?

Degree	Date Received	Institution
_____	_____	_____
_____	_____	_____

Your major(s) \_\_\_\_\_

Your minor(s) \_\_\_\_\_

Cumulative grade point average: Undergraduate: \_\_\_\_\_ Graduate work: \_\_\_\_\_

Sequentially list your teaching experience with most recent first.

## TEACHING EXPERIENCE

Name of School                      Location                      Grade or Subject taught                      From      To                      Reason for leaving

Student Teaching:

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Full-time Teaching

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Part-time Teaching

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Total years of full time teaching experience: \_\_\_\_\_ Are you currently under contract to another school? \_\_\_\_\_

Do you have an ACSI Teaching Certificate? \_\_\_\_\_ What level? \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Do you have a state teaching certificate? \_\_\_\_\_ What kind? \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Endorsement(s): List semester hours in endorsement area(s)

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If you do not hold a certificate, what requirements do you lack? \_\_\_\_\_

**\*Please attach photocopies of any certificates held.**

Have you had any courses in the Christian Philosophy of Education? \_\_\_\_\_ When and where? \_\_\_\_\_

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

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List any conferences or seminars which you have led or participated in recently

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Describe how teacher evaluation has been helpful to you.

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## PERSONAL PHILOSOPHY

**\*On a separate paper please succinctly answer in one or two paragraphs each of the questions below.**

- A. What is your personal Christian philosophy of Education and how would you implement it in the classroom?**
- B. Why do you wish to teach in a Christian school?**
- C. What are the main characteristics that distinguish a Christian school from a public school?**
- D. What do you consider to be the proper classroom atmosphere for learning?**
- E. What is your philosophy of discipline?**
- F. What areas do you feel are your strengths? Weaknesses?**
- G. Why do you feel best prepared to teach the grade/subjects you indicated on page 1?**
- H. Why do you prefer them?**

## EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, please continue on another sheet of paper following the same format.

1. Employer \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_  
Dates of Employment \_\_\_\_\_ Supervisor's name & phone number \_\_\_\_\_  
Describe the work you performed \_\_\_\_\_  
Salary: (Beginning) \_\_\_\_\_ (Ending) \_\_\_\_\_ Reason for leaving \_\_\_\_\_
2. Employer \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_  
Dates of Employment \_\_\_\_\_ Supervisor's name & phone number \_\_\_\_\_  
Describe the work you performed \_\_\_\_\_  
Salary: (Beginning) \_\_\_\_\_ (Ending) \_\_\_\_\_ Reason for leaving \_\_\_\_\_
3. Employer \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_  
Dates of Employment \_\_\_\_\_ Supervisor's name & phone number \_\_\_\_\_  
Describe the work you performed \_\_\_\_\_  
Salary: (Beginning) \_\_\_\_\_ (Ending) \_\_\_\_\_ Reason for leaving \_\_\_\_\_
4. Employer \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_  
Dates of Employment \_\_\_\_\_ Supervisor's name & phone number \_\_\_\_\_  
Describe the work you performed \_\_\_\_\_  
Salary: (Beginning) \_\_\_\_\_ (Ending) \_\_\_\_\_ Reason for leaving \_\_\_\_\_

## PERSONAL REFERENCES

You will need to sign the **Authorization to Release Reference Information Form** that is attached and return it with this application. Do not list family members or relatives for references.

Give three references who are qualified to speak of your spiritual experience and Christian service. List your current pastor first.

- | Name/Complete Address | Phone | Position |
|-----------------------|-------|----------|
| 1. _____              |       |          |
| _____                 |       |          |
| 2. _____              |       |          |
| _____                 |       |          |
| 3. _____              |       |          |
| _____                 |       |          |

## APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Keswick Christian School does not discriminate in its employment practices against any person because of race color, national or ethnic origin, gender, age, or disability.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or a 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.

I authorize Keswick Christian School to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references or other individuals which 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 employment, 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 liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the school.

Since I will be working with children, I understand that I may need to 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 are 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 and a drug test. 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.

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Signature of Applicant

Date

### AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as a faculty member with Keswick Christian School. 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 which 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 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, performance 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 Keswick Christian School, 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 disclosure.

I waive the right to ever personally view any references given to Keswick Christian School.

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.

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Applicant's Name (Print)

Date

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Applicant's Signature

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Applicant's Social Security Number

## **KESWICK CHRISTIAN SCHOOL POSITION STATEMENTS**

### ***Our Starting Point***

What we undertake to prove as necessary, we shall make good out of Scripture.

### ***Our Mission***

Responding to the biblical command that families raise their children in the knowledge and admonition of the Lord, Keswick Christian School provides a Christ-centered education that instills and reinforces Christian thought, beliefs, and practices in all areas of life.

### ***Our Vision***

Keswick Christian School will be the premier God-glorifying school in Pinellas County excelling in academics, athletics, and the arts while graduating young people who love, trust, and obey God.

### ***Our Core Values***

Keswick Christian School will demonstrate in all of its actions and beliefs that it values:

1. a biblically based educational experience that honors and glorifies God.
2. the authority and responsibility of Christian families to educate God's children.
3. the spiritual authority and responsibility of the local church.
4. academic discipline and excellence modeled and provided by skilled Christian educators.
5. an affordable educational experience that addresses the spiritual, mental, physical, and social needs of its students.
6. a safe and secure environment for its students, parents, employees and visitors.
7. institutional financial transparency and accountability.

### ***Our Code of Ethics*** – (*Exodus 20.1-17; Psalm 73.25-26; Matthew 22.37-40; I Corinthians 10.31*)

Because of God's grace alone through faith alone on account of Christ alone, every member of the Keswick Christian School community ought to:

1. fear, love, trust, and enjoy God above all things.
2. think, speak, and do all things for the glory of God alone and the physical and spiritual benefit of others.
3. fear, and love God so that he does not curse, swear, use satanic arts, lie, or deceive by His name, but call upon it in every trouble, pray, praise, and give thanks.
4. fear, and love God so that he does not despise preaching and His Word but hold it sacred and gladly hear and learn it.
5. fear, and love God so that he does not despise or anger his parents and other authorities, but honor them, serve and obey them, love and cherish them.
6. fear, and love God so that he does not hurt or harm his neighbor in his body, but help and support him in every physical need.
7. fear, and love God so that he leads a sexually pure and decent life in what he thinks, says, and does.
8. fear, and love God so that he does not take his neighbor's money or possessions, or get them in a dishonest way, but help him to improve and protect his possessions.
9. fear, and love God so that he does not tell lies about his neighbor, betray him, slander him, or hurt his reputation, but defend him, speak well of him, and explain everything in the kindest way.
10. fear, and love God so that he does not scheme to get what belongs to his neighbor, or get it in any way which only appears right, but helps and is of service to him in keeping it.

### ***Our Statement of Faith***

In professing Jesus Christ as Lord and personal Savior, each member of the Keswick Christian School Board and the instructional and non-instructional staff subscribes without reservation to the following Statement of Faith:

1. We believe the Bible to be verbally inspired by the Holy Spirit in the original manuscripts, and to be the infallible and authoritative Word of God (II Timothy 3:16; II Peter 1:21).
2. We believe in the Triune Godhead in three persons - Father, Son, and Holy Spirit -- three persons and yet but one God (Deuteronomy 6:4; Matthew 28:19; I Corinthians. 8:6).
3. We believe in the personality of Satan, called the Devil, and his present control over unregenerate mankind (Genesis 3:1,14,15; II Corinthians 11:14; Luke 10:18; Ephesians 6:11,12; 2:2; Revelation 12:9,10).
4. We believe in the fallen and lost estate of man, whose total depravity makes necessary the new birth (Romans 3:10,23; John 3:3).
5. We believe in the deity of Jesus Christ, His virgin birth, death, bodily resurrection, present exaltation at God's right hand, and personal and imminent return (Colossians 1:15; Matthew 1:18-25; Matthew 28:1-10; Acts 1:9-11; Hebrews 1:1-4; I Thessalonians 4:16-18).
6. We believe that salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose precious blood was shed for the forgiveness of our sins (John 1:12; Acts 4:12; Ephesians 1:7; 2:8-10; I Peter 1:18-19)
7. We believe in the resurrection of the saved unto everlasting life and blessedness in heaven, and the resurrection of the unsaved unto everlasting punishment in hell (I Corinthians 15:50-58; Revelation 20:4-6; 11-15; II Thessalonians 1:7-10).
8. We are members of the church, The Body and Bride of Christ, consisting only of those who are born again, for whom He now makes intercession in heaven and for whom He shall come again (Acts 13:38,39; Acts 2:41; Ephesians 1:3-6; I Corinthians 12:12,13; Revelation 11:15-17).
9. We believe Christ's great commission to the Church to go into all the world and preach the gospel to every creature, baptizing and teaching those who believe (Matthew 28:18-20).<sup>1</sup>
10. We believe marriage is ordained of God and is a spiritual and physical union in which a man and a woman are joined by God to live together as one. (Genesis 2:24; Mark 10:7) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, transgenderism, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex and identity. (Genesis 2:24; Genesis 19:5, 13; Genesis 26:8-9; Leviticus 18:1-30; Romans 1:26-29; I Corinthians 5:1, 6:9; 1 Thessalonians 4:1-8; Hebrews 13:4)
11. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26-27).

Final Authority for Matters of Belief and Conduct: 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 truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Keswick Christian School's faith, doctrine, practice, policy, and discipline, our board of directors is Keswick's final interpretive authority on the Bible's meaning and application.

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<sup>1</sup> Article IV Keswick Christian School By-Laws, July 31, 2016.

***Our Position Statements***

The Keswick Christian School community member (teacher/staff/Board member):

1. affirms that he/she trusts Christ alone and the atoning power of the Gospel for his/her justification and sanctification.
2. commits to the Christian philosophy of education and school Statement of Faith as adhered to and taught by Keswick Christian School.
3. believes that human life begins at conception and that the unborn child is a living human being, the image of God.
4. affirms that same gender sexual relationships, intercourse, marriages, etc., are violations of the commandments of God (including but not limited to homosexuality, lesbianism, bisexuality, transgenderism, bestiality, incest, fornication, adultery, and pornography) and are grounds for termination of employment from Keswick Christian School.
5. believes that God created the universe in six literal 24-hour periods as the biblical model of creation. (This position is contradictory to belief in evolution, the Gap Theory, the Day-age Theory, Progressive Creationism, and Theistic Evolution.)
6. if married, has a spouse who is united with him/her in his/her support of the School, and the ministry that he/she has. (God hates divorce and intends marriage to last until one of the spouses dies. Divorce and remarriage is regarded as adultery except on the grounds of marital infidelity.)
7. will enroll his/her elementary and secondary school age children at Keswick Christian School.
8. will manifest, in precept and example, both on and off the campus, a role model of Christian living. (Choices in dress, drink, entertainment, and recreation are to be such that befits a mature Christian in a leadership capacity.)

*With humble reliance on the goodness and grace of God and the power of His Holy Spirit, I will endeavor to live in accordance with the Keswick Christian School Starting Point, Mission, Vision, Core Values, Code of Ethics, Statement of Faith, and Position Statements.*

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

\_\_\_\_\_  
Date

**Statement of Church Support**

I support with my time, talent, and treasure \_\_\_\_\_,  
Church Name

\_\_\_\_\_  
Church Address

\_\_\_\_\_  
Pastor's Name

I \_\_\_\_\_ am \_\_\_\_\_ am not a member. (I am not a member because \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_) )

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

\_\_\_\_\_  
Date



## **TEACHER POSITION DESCRIPTION: Teacher, Kindergarten through Grade 12**

### **QUALIFICATIONS:**

The Keswick Christian School teacher:

1. Possesses minimum of Bachelor's Degree from a School Board approved college or university.
2. Holds valid Association of Christian Schools, International (ACSI), or ACSI and state department of public instruction teaching certificate, or alternate certification in accordance with School Board policy.
3. Demonstrates effective problem solving, communications, organization, planning, record keeping and human relations skills.
4. Successfully completes required criminal history check, drug testing, and has proof of U.S. citizenship or legal resident alien status.
5. Proclaims a credible profession of faith in the merits and on-going work of Jesus Christ alone for his/her justification, sanctification, and glorification, and testifies of an allegiance to the necessity, authority, and sufficiency of the Holy Scriptures alone for all matters of faith and life.
6. Fully supports and seeks to implement personally and professionally the school's Statement of Faith, mission, vision, core values, code of ethics, community and biblical standards, position statements, and ends policies of the Keswick Christian School Board.
7. Such alternatives to the above qualifications as the School Board and/or Superintendent may find appropriate and acceptable.

**REPORTS TO:** His/her divisional principal or designated administrator

**JOB GOAL:** To instruct students and facilitate their learning activities in attainment of established curriculum goals adopted by the Keswick Christian School Board and within the resources provided by the School Board.

### **PERFORMANCE RESPONSIBILITIES:**

**The Keswick Christian School teacher:**

#### **A. Instruction**

1. Meets and teaches classes in accordance with established school philosophy, goals, curriculum and procedures.
2. Strives to maximize the educational achievement of each student.
3. Employs a variety of instructional techniques and media and technology, consistent with school philosophy, goals and objectives, to present educational material in the most effective manner.
4. Assesses on an on-going basis, student strengths and weaknesses, provides appropriate activities to address student needs, and generates progress reports as required.
5. Maintains accurate and complete records as required by school policy and administrative regulations.
6. Refers students with suspected learning problems to appropriate support personnel using prescribed school procedures.

#### **B. Student Management:**

1. Creates a safe classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
2. Implements all relevant policies and rules governing student life and conduct.
3. Develops reasonable rules of classroom behavior in accordance with school policy and guidelines, and maintains order in the classroom in a just, compassionate, and consistent manner.

#### **C. Instructional Planning:**

1. Plans individual and/or group learning activities designed to meet student needs.
2. Prepares for classes assigned and shows evidence of preparation upon request of supervisory and administrative personnel.
3. Participates with other staff members in curriculum planning during designated meetings.
4. Incorporates into planning appropriate and available diagnostic information.
5. Takes all necessary and reasonable precautions to protect supplies, equipment, materials and facilities needed to implement effectively the planned instructional program.
6. Seeks to create units and construct daily plans that engage and inform the minds of students, and which permit the students to practice and use creatively the knowledge, skills, and great ideas that constitute the school's curriculum.

**D. Professional and Personal Development:**

1. Strives to maintain and enhance professional competence through professional reading as well as participation in school year and summer workshops, conferences and appropriate staff development programs.
2. Maintains a vibrant personal relationship with the Lord Christ through prayer, Bible study and commitment with other Christians to a local Bible-believing, evangelical church.

**E. School/Community Relations:**

1. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents/guardians when necessary.
2. Cooperates and shares professionally with members of the administration and other staff.
3. Maintains confidentiality about students in accordance with Christian ethics, School Board policy, local, state, and federal law.
4. Establishes and maintains mature, adult, professional, and biblical relationships with staff, students, and parents.
5. Attends a variety of student activities and parent communication activities (i.e. Open House, Parent Conferences, Parent Teacher Fellowship meetings, Graduations, Honor Society Inductions, etc.,) as designated by the principal or authorized administrator.

**F. Other Assigned Duties:**

The teacher agrees to perform all other tasks and assumes such other duties as assigned by the building principal or designated school administrator including but not limited to before school, after school, and lunch supervision, athletic and/or fine arts event supervision, other on or off campus school activity supervision or chaperonage as needed, and class or student activity sponsorships.

**TERMS OF EMPLOYMENT and COMPENSATION:** The position requires a ten-month 189-day work year. The Keswick Christian School administration annually establishes the teacher's compensation.

**EVALUATION:** Performance of the position will be evaluated in accordance with the mission, vision, core values, code of ethics, and ends policies of the Keswick Christian School Board of Directors.

**Affirmation of Acceptance and Support:**

*With humble reliance on the goodness and grace of God and the power of His Holy Spirit, I will endeavor to live in accordance with the Keswick Christian School Teacher Position Description.*

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Applicant Signature

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Date