



Application for a Faculty Position

PERSONAL INFORMATION

Desired Position: _____

Name: _____
(First) (Middle) (Last)

Address: _____
(Street) (City) (State) (Zip)

Phone Number: _____ Home Cell

Email Address: _____

Marital Status: Single Married Separated Divorced Widowed Other: _____

Do you regularly attend church? Yes No

Church Name: _____ Denomination: _____

Address: _____

Pastor's Name: _____ Phone Number: _____

Are you a member of this church? Yes No Number of years attending: _____

What activities are you involved in? _____

Have you previously been employed at HMS? Yes No If yes, year/Position: _____

Have you previously applied to HMS? Yes No If yes, year/Position: _____

Date available for employment: _____ Minimum Salary Accepted: _____

What grade levels are you willing to teach? PreK – K 1st – 2nd 3rd – 5th 6th – 8th 9th – 12th

What subjects are you willing to teach? Bible Language Arts Math Science Social Studies
 Art Computer Library Music PE/Health Spanish

EDUCATIONAL BACKGROUND

High School:

Name & Location: _____ Diploma Received: Yes No

College/University:

Name & Location: _____ Diploma Received: Yes No

Degree/Credits Earned: _____ GPA: _____

Major/Minor: _____

Special Honors/Extracurricular Activities: _____

College/University:

Name & Location: _____ Diploma Received: Yes No

Degree/Credits Earned: _____ GPA: _____

Major/Minor: _____

Special Honors/Extracurricular Activities: _____

Graduate School:

Name & Location: _____ Diploma Received: Yes No

Degree/Credits Earned: _____ GPA: _____

Major/Minor: _____

Special Honors/Extracurricular Activities: _____

Graduate School:

Name & Location: _____ Diploma Received: Yes No

Degree/Credits Earned: _____ GPA: _____

Major/Minor: _____

Special Honors/Extracurricular Activities: _____

Certifications:

Area of Certificate: _____

Issuing State: _____ Issued Date: _____ Expiration Date: _____

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EMPLOYMENT HISTORY

Within the last ten years, have you been fired from any job for any reason or quit a job after being notified that you were to be fired? No Yes

Start Date: _____ *End Date:* _____ *Position:* _____

Employer Name: _____ Phone Number: _____

Address: _____

Supervisor Name: _____ Title: _____

Work Performed: _____

Reasons for Leaving: _____

Starting Salary: _____ Ending Salary: _____

Start Date: _____ *End Date:* _____ *Position:* _____

Employer Name: _____ Phone Number: _____

Address: _____

Supervisor Name: _____ Title: _____

Work Performed: _____

Reasons for Leaving: _____

Starting Salary: _____ Ending Salary: _____

Start Date: _____ *End Date:* _____ *Position:* _____

Employer Name: _____ Phone Number: _____

Address: _____

Supervisor Name: _____ Title: _____

Work Performed: _____

Reasons for Leaving: _____

Starting Salary: _____ Ending Salary: _____

Student Teaching Experience

Grade/Subject Taught: _____ Dates: _____

School Name/Address: _____

College Supervisor: _____ Mentoring Teacher: _____

Grade/Subject Taught: _____ Dates: _____

School Name/Address: _____

College Supervisor: _____ Mentoring Teacher: _____

GENERAL BACKGROUND INFORMATION

Please provide complete answers to all of the following questions. If you answer "Yes" to any question, you must list all offenses, and for each conviction provide, date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice, or a magistrate, which results in a fine, sentence or probation.

You may omit: **minor** traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Were you ever convicted of a criminal offense? No Yes

Are you currently under charges for a criminal offense? No Yes

Have you ever forfeited bond or collateral in connection with a criminal offense? No Yes

Are you subject to any visa or immigration status, which would prevent lawful employment? No Yes

Have you ever been professionally disciplined in any state? No Yes

Professionally disciplined means the annulment, revocation or suspension of your teacher certification or having received a letter of reprimand from an agency, board or commission of state government, such as the Pennsylvania Professional Standards and Practices Commission.

ESSAYS

Please attach an essay that expresses your thoughts on the following areas:

1. *Spiritual Autobiography*
2. *How Christian faith shapes your teaching*
3. *Philosophy of Education*

CONFESSION OF FAITH FROM A MENNONITE PERSPECTIVE

I have read and am in agreement with the *Confession of Faith in a Mennonite Perspective* and the school's mission statement and philosophy of education. Yes No – please attach exceptions and explanations

CERTIFICATION AND RELEASE AUTHORIZATION

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge. I further certify that I am the sole author of the attached essay. I understand that any misrepresentation of information shall be sufficient cause for rejection of candidacy, withdrawing of any offer of employment or terminating of my employment. I also understand that an incomplete application or missing documents could be sufficient cause for rejection of candidacy.

I give Hinkletown Mennonite School (HMS) and its representatives permission to contact the schools, employers, and references named in this application and any attached documents to investigate the information I have provided and to seek and obtain any other information HMS considers relevant. I release HMS and its representatives and the persons and organizations that provide this information from any liability for doing so.

I further waive the right to personally view any references given to the Hinkletown Mennonite School.

Applicant Signature: _____

Date: _____

FINAL APPLICATION CHECKLIST

Please return this completed application along with the following items:

- Resume
- References
- Copy of College Transcripts
- Essay
- Child Abuse Clearance (completed within the last year)
- Criminal Background Check (completed within the last year)
- FBI Background Check (completed within the last year)