



Teacher Application Form

Personal Information

Full Name: _____

Date of Application: ____/____/____

Current Address: _____

City / State / Zip: _____

SSN: _____

Home Phone: _____

Cell Phone: _____

Work Phone: _____

Email: _____

Church Home: _____ Denomination: _____

Pastor's Name: _____ Pastor's Phone: _____

Optional Information

Date of Birth: ____/____/____

Place of Birth: _____

Ethnicity: _____

Marital Status: _____

Spouse's Name: _____

of Children: _____

Children's Names & Ages:

Employment Information

Position(s) of Interest: _____

Circle One: **Full Time** **Part Time** Date Available: _____/_____/_____

Can you prove your legal right to live and work in the United States if hired? **Yes** **No**

Education History

	Name	Location	Dates Attended
Secondary			
Collegiate			
Graduate			

Collegiate Major: _____ Collegiate Minor: _____

Post Graduate Degree:

Certifications:

Teaching Experience

School / Location	Grade / Subject	Supervisor / Contact Info.	Peak Salary	Dates

Other Work Experience

Company / Location	Job Title	Peak Salary	Dates	Reason For Leaving

Personal / Professional References

Name	Address	Phone	Relationship

- Are you willing to submit to a criminal background investigation? **Yes** **No**
- Are you willing to submit to a physical exam / drug screening? **Yes** **No**
- Have you ever been dismissed from a position? **Yes** **No**
(If yes, please explain on a separate word document)
- Have you ever been convicted of any criminal act? **Yes** **No**
(If yes, please explain on a separate word document)

Philosophies & Commitments

(Please attach a separate word document with responses to the following)

1. Describe your relationship with Jesus Christ and your current church involvement
2. Please read Dorothy Sayers' essay "The Lost Tools of Learning" and give your honest response to this essay.
(Can be found free online at <http://www.accsedu.org/633752.html>)
3. List the books you have read during the last 12 months and give a brief evaluation of the one that impacted you the most.
4. What is the purpose of Christian education?
5. What discipline techniques do you employ in the classroom?
6. How could 2 Timothy 3:16 be applied to classroom discipline?
7. Why are you interested in The Veritas School?
8. Please review the TVS Teacher Job Description. (Attached)

Teacher Job Description

This is not intended to be a complete delineation of all possible responsibilities of a Veritas School Teacher. Rather, it is a general description of the basic task a TVS teacher will be normally required to perform. In addition, it is expected that the teacher will comply with all applicable school policies outlined in the TVS Family & Faculty Handbooks. This job description will be the basis for all formal and informal performance evaluations.

1. Spiritual Leadership

- a. Consistently exhibits love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.
- b. Demonstrates a love for the Bible and maintains a personal study of God's Word.
- c. Reveals the truth found in God's Word through the teaching of all subjects.
- d. Actively enjoys participation in faculty devotions and school assemblies.
- e. Actively participates in a local church body of evangelical believers.
- f. Is a life-time learner.

2. Classroom Management / Discipline

- a. Maintains a knowledge and understanding of all school policies, procedures, and guidelines.
- b. Consistently teaches and applies the "spirit" and the "letter" of the school's policies and guidelines.
- c. Encourages students to prefer others above themselves and promotes respectful student interaction.
- d. Encourages student participation in all daily classroom tasks and/or functions (i.e. reporting attendance, homework collection, daily cleaning schedules, material storage & distribution, etc...)
- e. Maintains an orderly (not always silent) working atmosphere in the classroom.
- f. Regularly reviews and enforces the contents found in the Family Handbook.
- g. Ensures that students are properly informed about school policies and encourages each to exercise self-control and discipline.
- h. Supports the Administration in all discipline matters (in spite of potential disagreements) and provides an accurate account of all student offenses.
- i. Manages the vast majority of corrective actions in the classroom.
- j. Maintains communication with parents (via face to face or by phone) in all matters of conduct and discipline in order to promote the parents participation in the training of their child and to correctly obey the Scriptures.

3. Classroom Decorum / Environment

- a. Maintains a neat, organized and stimulating classroom environment.
- b. Updates classroom decorum based on current class lessons.
- c. Involves and manages students in the daily cleaning and maintenance of the classroom.
- d. Delegates major maintenance issues and the cleaning of major messes to the proper support staff and/or capable students.

4. Lesson Preparation & Presentation

- a. Teaches the assigned lesson or subject in light of the principles of the Trivium.
- b. Demonstrates a thorough knowledge of and interest in the subject assigned to teach.
- c. Teaches all subjects utilizing objectives, materials, priorities, and methods prescribed in the TVS Curriculum Guide.
- d. Encourages students to see all subjects as interrelated, as part of God's integrated body of truth.
- e. Uses clear/appropriate language and a challenging vocabulary at all times.
- f. Employs a variety of creative, age-appropriate, classical teaching methods.
- g. Models, with few exceptions, each lesson after J.M. Gregory's "The Seven Laws of Teaching."

5. Student Learning

- a. Stimulates and maintains the students' interest in the lesson/material.
- b. Recognizes and addresses the individual needs of students in the classroom. Recognizes the need for administrative referral for needs beyond one's own ability to manage.
- c. Uses a wide variety of techniques (in addition to testing) to measure the student progress.
- d. Uses the TVS Curriculum Guide to measure the overall progress of the class and individual students.

6. Planning & Communication

- a. Submits weekly lesson plans as directed.
- b. Demonstrates a good use of class time in weekly lesson planning.
- c. Uses the TVS Curriculum Guide to establish weekly, quarterly, and semester plans.
- d. Effectively communicates with parents through the TVS Monthly Newsletter.
- e. Maintains ongoing communication (via face to face or phone) with parents. Emphasis should be placed on getting to know the families well and keeping them informed.
- f. Maintains an open door policy to parents who wish to observe and/or assist in the classroom. (Parent-Teacher conferences are by appointment only)

7. Professionalism & Decision Making

- a. Maintains proper boundaries in all student – teacher relationships.
- b. Uses wisdom when interacting with students on and off campus and at scheduled and non-scheduled events.
- c. Maintains an appropriate representation of TVS in all public venues.
- d. Consistently and joyfully demonstrates agreement with and support of The Veritas School mission. This can be seen in:

- 1. Quality of work
- 2. Punctuality
- 3. Proper Speech (ZERO GOSSIP POLICY)
- 4. Positive Attitudes
- 5. Neat/Clean/Modest Dress
- 6. Attention to Assigned Duties
- 7. Willingness to step in for a colleague or fill in when needed
- 8. Willingness to go above and beyond the call of duty
- 9. Attends all the major school calendar events

I am capable and willing to perform the above duties on behalf of The Veritas School. Should I determine that I am unable or not willing to fulfill anyone of these duties I will notify the TVS Head of School immediately.

Signed: _____ **Date:** ____/____/____