

Dear Applicant:

We appreciate your interest in employment opportunities at Good Shepherd School.

Our goal at Good Shepherd School is to help every student reach his or her academic potential through quality, Christ-centered and classical education.

At Good Shepherd, we believe that humanity is created in the image of God. Therefore, we are to reflect the character of God in our lives and reveal that character through doing His will. Good Shepherd School is committed to educating the whole person – spiritually, intellectually, emotionally, socially and physically. Through the teaching, mentoring, and nurturing of each student, Good Shepherd School is dedicated to encouraging a lifestyle that reflects and reveals God’s character.

For many, classical education evokes a range of different thoughts. In order to understand what we intend by classical education, we encourage you to read Recovering the Lost Tools of Learning, by Douglas Wilson and Classical Education, by Gene Edward Veith, Jr. and Andrew Kern.

Please provide the following information to begin the application process.

- 🍏 ___ **OFFICIAL COPY OF COLLEGE TRANSCRIPT**
- 🍏 ___ **SIGNED AGREEMENT WITH THE STATEMENT OF FAITH**
- 🍏 ___ **COMPLETED APPLICATION FOR EMPLOYMENT FORM.**
- 🍏 ___ **RESUME OF PROFESSIONAL/WORK HISTORY & EDUCATION.** *(optional)*
- 🍏 ___ **TEACHER APPLICANT QUESTIONNAIRE** (Teachers only)

Please complete questionnaire on separate paper.

- 🍏 ___ **SIGNED AUTHORIZATION STATEMENT**
- 🍏 ___ **COMPLETED REFERENCE AUTHORIZATION FORMS**

Thank you for your interest in Good Shepherd School.

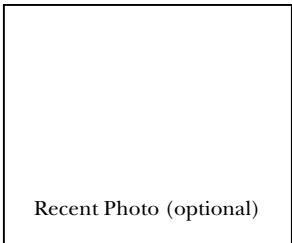
STATEMENT OF FAITH

1. We believe the sixty-six books of the Old and New Testaments of the Bible to be the only inspired, infallible, and authoritative Word of God.
2. We believe in one God, infinitely perfect and eternally co-existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the full deity and humanity of Jesus Christ.
4. We believe that through divine creation, in a literal six-day period, all life and matter came into being.
5. We believe in the real, historical fall of man in the Garden of Eden, resulting in mankind being under the wrath and curse of God. Hence, all men are born with a sinful nature, are spiritually dead and under judgment, and are in need of salvation.
6. We believe that justification before God comes by grace through faith in the substitutionary atonement of Christ apart from our own works.
7. We believe in the literal, physical resurrection of Christ in a glorified body and His ascension to the right hand of God the Father, from where He rules the universe and intercedes for His people.
8. We believe in the Church's obligation to live under the lordship of Christ by obeying the Ten Commandments, upholding godliness as set forth in the Bible, and to evangelize and spread His kingdom by making obedient disciples of all nations.
9. We believe in the spiritual unity of all believers within the body of Christ.
10. We believe in the literal second coming of Christ, a final judgment of all men by God, and an actual, eternal heaven and hell.

I have read the above statements of Good Shepherd School and claim the same beliefs entirely.

Signature of Applicant _____ **Date** _____

Good Shepherd School
 2525 Old Jacksonville Road • Tyler, Texas 75701
 Phone: (903) 592-4045 • Fax: (903) 596-7149 • www.gsstyler.org



APPLICATION FOR EMPLOYMENT

Rev. WRB 3/2004

CHECK ONE:	<input type="checkbox"/> New Applicant	<input type="checkbox"/> Former Applicant	<input type="checkbox"/> Former Employee	Dates:
CHECK AS MANY AS APPLICABLE:	<input type="checkbox"/> Teacher (certified)	<input type="checkbox"/> Teacher (uncertified)	<input type="checkbox"/> Substitute	<input type="checkbox"/> Administrative

<i>Check GENERAL AREAS OF INTEREST</i>			
<input type="checkbox"/> Early Primary (K-2) Teacher	<input type="checkbox"/> Accounting/Finance	<input type="checkbox"/> Secretarial/Clerical Staff	<input type="checkbox"/> Media/Library
<input type="checkbox"/> Grammar (3-6) Teacher	<input type="checkbox"/> Information Systems/DBA	<input type="checkbox"/> Teacher Assistant/Aide	<input type="checkbox"/> Art/Music/Drama Teacher
<input type="checkbox"/> Middle (7-8) Teacher	<input type="checkbox"/> School Administration	<input type="checkbox"/> Housekeeping	<input type="checkbox"/> Counseling
<input type="checkbox"/> High School (9-12) Teacher	<input type="checkbox"/> Admissions/Public Relations	<input type="checkbox"/> Other (Specify):	

DATE AVAILABLE:	MINIMUM WAGE/SALARY DESIRED:
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Please Print Legibly in Ink or Type

Please be sure to complete all sections. If not applicable, mark "NA."
 Any incomplete information may be considered willful omission and result in your application not being considered.

<i>PERSONAL INFORMATION</i>	
Name (Last, First, Middle Initial)	E-mail Address:
Address (Number, Street, City, State, Zip)	
Phone Number (w/Area Code) Home _____ Cell phone _____	Date of Birth _____
Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Remarried	Are you legally eligible for employment in the United States and can you provide documentation to verify your employment eligibility? <input type="checkbox"/> Yes <input type="checkbox"/> No
If presently employed, may we inquire of your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	In case of emergency, whom should we contact? Name _____ Phone Number _____

<i>GENERAL INFORMATION</i>	
HAVE YOU EVER BEEN CONVICTED OF A CRIME (OTHER THAN A MINOR TRAFFIC OFFENSE, INCLUDING SPEEDING OR PARKING VIOLATIONS)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain. (Convicted means you were declared guilty by a judge or jury or you pled guilty in court. A conviction may have taken place even if you did not pay a fine or spend time in jail or prison.) Answering yes to this question will not automatically disqualify you from employment. (Good Shepherd School may make a criminal background check.) _____ _____ _____	
Do you have relatives employed by <i>Good Shepherd School</i> ? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide name(s), relationship(s), and assignment.
Work preference: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Substitute <input type="checkbox"/> Temporary <input type="checkbox"/> Volunteer
Have you ever been disciplined, discharged (terminated), or asked to resign by a former employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:	
Current Condition of Health (If you have ever had serious/prolonged physical, mental, emotional illness, please explain on separate paper)	
Do you anticipate a problem with providing a long-term commitment of employment with us should an offer be given to you? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:	
What church do you presently attend? (If not attending, leave blank.)	Are you a member? Attendance <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Regular <input type="checkbox"/> Occasional <input type="checkbox"/> Seldom
Please provide the pastor's name and full address of the church you presently attend.	

ALL APPLICANTS COMPLETE THIS SECTION

EMPLOYMENT HISTORY (ALL INFORMATION MUST BE COMPLETED *EVEN IF RESUME IS INCLUDED*)

Please begin with your present or most recent employer. Account for any periods of unemployment. Attach additional sheets if necessary.

Company	Job Title		
Street Address	City	State	Zip Code
Telephone Number/Fax Number	Dates Employed From:		To:
Description of Duties:			
Supervisor's Name (First)	(Last)	Department	
Did you have a different name while working here? If so, please list:		Reason for Leaving	

Company	Job Title		
Street Address	City	State	Zip Code
Telephone Number/Fax Number	Dates Employed From:		To:
Description of Duties:			
Supervisor's Name (First)	(Last)	Department	
Did you have a different name while working here? If so, please list:		Reason for Leaving	

Company	Job Title		
Street Address	City	State	Zip Code
Telephone Number/Fax Number	Dates Employed From:		To:
Description of Duties:			
Supervisor's Name (First)	(Last)	Department	
Did you have a different name while working here? If so, please list:		Reason for Leaving	

COMPLETE THIS SECTION IF APPLYING FOR TEACHING POSITION

STUDENT TEACHING (if completed within the past three years): Social workers and counselors list practicum, field experience, and internship(s).

School Corporation And Location	Dates		Subject Or Grade	Supervising Teacher's Name and Phone Number (w/Area Code)
	From	To		

EDUCATION									
Degrees/ Diplomas Earned	Type of School	Name and Location Of School	Number of Years	Major Field	Semester Hours	G. P. A.	Minor Field	Semester Hours	Entrance SAT score Math/Verbal
	*College or University								/
	*College or University								/
	*College or University								/

*Includes Business, Trade or Correspondence Schools

List subjects/grades you are qualified to teach in order of preference. If you need additional space, please attach an additional page.

LICENSE RECORD				
License/Registration/Certification Type	State	Date Expires	Serial Number	Grade Level/Subject

SKILL INFORMATION

For jobs requiring Office Machine Skills
Do you type: Yes No Speed _____ WPM

For jobs requiring driving
Valid current driver's license? Yes No
State _____ Operator's Number _____
CDL Number _____

How would you characterize your computer skills (check one)? Expert Intermediate Novice None

Please indicate (✓) the skills or duties which apply to your work experience/background:

<input type="checkbox"/> Mail merge/mass mailing	<input type="checkbox"/> Bookkeeping	<input type="checkbox"/> Oral Communication	<input type="checkbox"/> Musical Instrument _____
<input type="checkbox"/> Interior design	<input type="checkbox"/> Accounting	<input type="checkbox"/> Written Communication	<input type="checkbox"/> MS-Excel
<input type="checkbox"/> Public speaking	<input type="checkbox"/> Accounts Receivable	<input type="checkbox"/> Problem Solving	<input type="checkbox"/> Website Development
<input type="checkbox"/> Data entry	<input type="checkbox"/> Accounts Payable	<input type="checkbox"/> Decision Making	<input type="checkbox"/> MS-Access
<input type="checkbox"/> Phone skills	<input type="checkbox"/> Payroll	<input type="checkbox"/> Analytical Ability	<input type="checkbox"/> MS-PowerPoint
<input type="checkbox"/> Filing	<input type="checkbox"/> Record Keeping	<input type="checkbox"/> Detail Minded	<input type="checkbox"/> MS-Word
<input type="checkbox"/> Secretarial	<input type="checkbox"/> Project Management	<input type="checkbox"/> Calculator	<input type="checkbox"/> Quicken Quickbooks
<input type="checkbox"/> High math aptitude	<input type="checkbox"/> Leadership	<input type="checkbox"/> Sales	<input type="checkbox"/> MS-Publisher
<input type="checkbox"/> Customer Service	<input type="checkbox"/> Other _____	<input type="checkbox"/> Foreign Languages _____	

Please check (✓) any of the following special area in which you have experience and are willing to teach at Good Shepherd School.

<input type="checkbox"/> Physical Education	<input type="checkbox"/> Music	<input type="checkbox"/> Journalism	<input type="checkbox"/> Computer Programming
<input type="checkbox"/> Sport Coaching: _____	<input type="checkbox"/> Ensemble	<input type="checkbox"/> Rhetoric, Debate	<input type="checkbox"/> Math
<input type="checkbox"/> Art	<input type="checkbox"/> Drama, Dramatic Reading	<input type="checkbox"/> Logic	<input type="checkbox"/> Science, Nature Studies

Briefly describe the experience you have in any of the above special areas.

SECOND CAREER TEACHING APPLICANTS

If you do not have a degree in teaching, on a separate sheet of paper, please describe in detail what experiences or additional credit hours, post high school, that you have acquired that attribute to your qualification to teach students. Please list the names of the institutions you were with and the dates related to your experiences. Include any travel that may have contributed to your educational advantage.

TEACHER APPLICANT QUESTIONNAIRE

(Teacher applicants only) Please type or write legibly, completing the questionnaire on a separate paper. Provide Scripture references only where necessary without proof-texting.

1. What is the relevance of the Bible in relationship to education?
2. What do you believe should be the unique function of Christ-centered schools?
3. Describe your view of the role of parents in the educational process.
4. What is your personal philosophy about teaching and learning?
5. What do you understand “classical education” to be? What is your experience, if any, with classical education?
6. What do you believe the role of a teacher should be in motivating students to reach their potential? How would you execute this in the classroom?
7. What kind of surroundings do you feel are the most conducive to quality education and how would you facilitate creating this kind of environment?
8. Please explain your views on discipline and classroom management. Describe the most challenging discipline problem you have experienced as a teacher.
9. What is your view of authority?
10. If you were placed under the authority of a Principal, how would you support him if you were not in agreement with a decision he was to make?
11. What steps would you take to solve problems that you have with a pupil, a parent, teachers, the headmaster or any other school personnel? Do you have any experience with conflict resolution? Please describe a situation where you had to resolve a conflict.
12. Please explain what you believe are your true strengths as a teacher. Please include examples of evidence that you have seen in your experiences that have convinced you that teaching is your spiritual gift.
13. What do you recognize to be your weaknesses as a teacher?
14. How do you propose to improve in those areas? How do you handle constructive criticism?
15. What is your reason for seeking a position in a Christ-centered school?
16. Please describe your understanding of what it is to be a Christian, and how does this understanding presently influence your life and the way you would conduct a teaching situation.
17. What books have you read most recently? How would you describe your appetite for reading?

REFERENCES

List references other than family members who can testify to your character and teaching ability.

Include two people that have been in authority over you in one capacity or another such as a pastor, principal, or former employer.

REFERENCE NUMBER ONE

Name of Reference	Job Title
Street Address City	State Zip Code
Telephone Number/Fax Number	Time Applicant Has Known Reference From: To:
Relationship:	
E-mail Address	Other Telephone Number

REFERENCE NUMBER TWO

Name of Reference	Job Title
Street Address City	State Zip Code
Telephone Number/Fax Number	Time Applicant Has Known Reference From: To:
Relationship:	
E-mail Address	Other Telephone Number

REFERENCE NUMBER THREE

Name of Reference	Job Title
Street Address City	State Zip Code
Telephone Number/Fax Number	Time Applicant Has Known Reference From: To:
Relationship:	
E-mail Address	Other Telephone Number

APPLICANT'S AUTHORIZATION STATEMENT

(Please indicate that you have read and that you understand each paragraph of the Applicant's Authorization Statement by placing your initial beside each paragraph.)

Initials

- _____ I certify that this application was completed by me and that all entries and information in it are TRUE and COMPLETE to the best of my knowledge. In the event of employment, I understand that false, misleading, or omitted information in my application may result in discharge.
- _____ I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that an investigation may be made and information may be obtained through interviews with the personal references and past employers, through a credit check, a criminal history check and/or a driver's record check. This inquiry may include information as to, among other things, my character, general reputation, and personal characteristics, as well as information about my work performance and workplace conduct. I consent to these investigations and to the consideration of any statements of references, former employers or others that are given in response to the inquiry. If *Good Shepherd School* decides to obtain a consumer credit report, I understand that *Good Shepherd School* will provide, at my request, the name and address of the reporting agency so I may obtain from such reporting agency the nature and substance of information contained in such report.
- _____ I hereby release all parties, including but not limited to *Good Shepherd School*, personal references and previous employers, from liability for any injury or damage that may result from their furnishing information concerning me or any action *Good Shepherd School* takes on the basis of such information.
- _____ I understand that, if I am offered a job, as a condition of beginning my employment, I may be required to undergo a physical examination and drug screen, and I hereby authorize any doctor, hospital, clinic, laboratory or other medical facility to furnish any medical information with reference to me as may be necessary in conjunction with that examination and related considerations.
- _____ I understand that, according to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and United States citizens status or, if aliens, their legal authorization to work in the United States. As a consequence, I understand that any offer of employment to me is contingent upon my ability to produce the required documentation within the time period required by law.
- _____ I understand that this application is not, and is not intended to be, a contract of employment at will and that any resulting employment is for no fixed period of time and is terminable at any time and for any reason by me or by *Good Shepherd School*. I further understand that statements that may be contained in policies, practices, handbooks or other material do not create any guarantee of employment and that *Good Shepherd School* has the right to modify, amend, or terminate policies, practices, benefit plans, or other programs within the limits and requirements imposed by law. I understand that no representative of *Good Shepherd School*, other than an officer, has the authority to enter into any agreement for any specific period of time or to make any agreement contrary to the foregoing and that any such agreement must be in writing to be binding.
- _____ I understand that, upon employment, I may be required to sign an agreement relating to confidential information.

Signature of Applicant

Date

AUTHORIZATION FOR RELEASE OF REFERENCE INFORMATION

I have made application for a position with Good Shepherd School. I authorize Good Shepherd School to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews.

I authorize the release and giving of any information requested by Good Shepherd School such as employment records, performance reviews, and personal references whether such information is favorable or unfavorable to me.

I release any person, organization, or company from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

I further waive the right to ever personally view any references given to Good Shepherd School.

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

Please complete the information below and provide a signature authorizing Good Shepherd School to obtain information that would help us verify all data provided in your application for employment.

NAME _____ SSN _____ - _____ - _____ DATE _____
Please Print Full Name

Signature Authorization of Applicant

Position of Interest