



## APPLICATION FOR EMPLOYMENT STAFF POSITION

<b>Areas of Interest:</b>			
Academic Department:	Administration Department:	Business Department:	Student Activities Department:
Date Available:			
<b>PERSONAL INFORMATION</b>			
Name (Last, First, Middle Initial)			
Maiden Name			
Current Address (Number, Street, City, State, Zip)			
Phone numbers (w/area code) Home (    )                      Cell (    )		Email Address:	
Can you provide proof that you are at least 18 years old? Yes    No		Are you legally eligible for employment in the United States?    Yes    No	
If presently employed, may we contact your present employer?    Yes    No (Explain on reverse)		Emergency Contact Name: Phone: (    )	
Church Membership:		Name of Pastor:	
Church Phone (w/area code):		May we contact your pastor for a reference? Yes    No	
Have you ever been convicted of a crime, other than a minor traffic offense, including speeding or parking violations? <i>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 prison. Answering yes to this question will not automatically disqualify you from employment.</i> Yes            No            If yes, please explain:			
USCO reserves the right to make a criminal background check.			
Work preference:    Full Time            Part Time            Substitute			
Have you ever been terminated, or asked to resign by a former employer?    Yes    No    If yes, please explain.			

## REFERENCES

<u>Name</u>	<u>Relationship</u>	<u>Address</u>	<u>Phone</u>
<i>Personal</i>			
<i>Personal - Church Leader</i>			
<i>Professional</i>			
<i>Professional</i>			

## EDUCATION

<u>Degrees/Diplomas Held</u>	<u>Name &amp; Location of School</u>	<u>Major Field</u>	<u>Minor Field</u>	<u>GPA</u>

\* Certified copies of transcripts required upon employment.

## CERTIFICATION / LICENSES

<u>Certification or License</u>	<u>State</u>	<u>Date Issued</u>	<u>Date of Expiration</u>	<u>Number</u>	<u>Grade Level/Subject</u>

\* Certified copies of transcripts required upon employment.

## ELECTIVES

List areas of experience / expertise in which you are willing to teach:

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If you do not have a degree in teaching, please describe in detail on a separate sheet of paper what experiences, additional training or credit hours post-high school you have acquired that qualify you.



# THE UNIVERSITY SCHOOL

## ACKNOWLEDGEMENT OF STATEMENTS AND POSITIONS

I acknowledge that The University School (USCO) is committed to providing its students and parents with a Christian environment that is conducive to the Christian growth and maturity of the student and support of the family. I understand that the following statements define USCO and its staff, and their purpose and core beliefs. I understand the Statement of Faith expresses the primary doctrine that will be taught in the classroom and that the staff will not promote or endorse any particular denomination. I agree with this position for the purpose of unity and fairness to each student and understand that other doctrinal issues will be referred back to the family and church for final authority. As a part of USCO, I desire to remain united in the salvation and love of Christ, avoiding any dissension that may be caused by denominational distinctions.

## VISION STATEMENT

The University School exists to ignite passion for God in students, educate and direct them both spiritually and academically, develop in the students a heart for the nations, confidently guide them into a life of obedience and service to God, while encouraging and equipping parents to join in the process. USCO was also created with a goal of spiritual development and a commitment to quality education.

## STATEMENT OF FAITH

- The Bible [all the books of the Old and New Testaments] is the true written message of God to us. We believe God inspired the authors of the Bible and are therefore completely trustworthy. The Bible is the final authority on all matters to which it speaks.
- There is one God, who exists forever in perfect, equal community as three persons: Father, Son, and Holy Spirit.
- Jesus Christ is fully man and fully God. He is the perfect reflection of God's character and glory. He lived a sinless life and offered himself as the only perfect sacrifice for the sins of all people by dying on the cross. All who believe in Him are declared righteous on the basis of His death. He rose physically from the dead and will return again to earth to reign forever with those who are His.
- Humans are created in the image of God, but each one has fallen short of God's perfect standard and is in need of salvation.
- Salvation from our sinful condition is a free gift from God to us. Salvation is not earned or deserved. It is offered in grace and received by faith in Jesus Christ alone. Those who believe in Jesus Christ and call on His name are made right with God and given eternal life.

## NON-DENOMINATIONAL POLICY

Our ministry Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach. It is our desire to maintain this position and to do so in all fairness to each family. In honoring this desire concerning the outreach of this ministry, there shall be no attempt made by parents, students or staff to promote or disparage any doctrinal or denominational beliefs, practices, or positions regarding issues upon which the ministry itself has assumed no official stance.

## NON-DISCRIMINATORY POLICY

The University School makes no distinction in its admission or operating policies with regard to an individual's race, color, gender, or national and ethnic origin. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic or other school-administered programs. We recognize that there can be no preferential treatment with God.

**PUBLIC RELEASE**

I agree to allow USCO to publish the following information for school purposes only: home phone, mailing address, email address, teacher photo/video.

**CHRISTIAN CONCILIATION SERVICE REQUIREMENT**

All staff members at USCO are required to sign a statement indicating that they agree to the following Christian arbitration agreement:

*The parties to the agreement are Christians and believe that the Bible commands them to make every effort to live in peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of 1Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the school relationship, including any claim or statutory claims, shall be settled by Biblically-based mediation.*

*If resolution of the dispute and reconciliation do not result from mediation, the matter shall then be submitted to an independent and objective arbitrator for binding arbitration. The parties agree that the mediation and arbitration process will be conducted in accordance with the "Rules of Procedure for Christian Conciliation" ("Rules") contained in the Peacemaker Ministries booklet Guidelines for Christian Conciliation. Consistent of these "Rules," each party to the agreement shall agree to the selection of the arbitrator. The parties agree that if there is an impasse in the selection of the arbitrator, the Institute of Christian Conciliation division of Peacemaker Ministries in Billings, Montana (406-256-1583), shall be asked to provide the name of a qualified person who will serve in that capacity. Consistent with the "Rules," the arbitrator shall issue a written opinion within a reasonable time.*

*The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the school relationship or this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.*

**AGREEMENT TO STATEMENTS AND POSITIONS**

Parents, staff, and school board members must be in agreement with the above statements. Please sign below if you are in agreement with all statements and positions included in this document.

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

\_\_\_\_\_  
Date

## **PERSONAL PHILOSOPHY**

On a separate piece of paper or below, please answer the following questions in one or two paragraphs.

- A. Why do you wish to teach in a Christian school?
- B. What is your philosophy of discipline?
- C. What areas do you feel are your strengths? Weaknesses?
- D. Summarize any additional information you would like to present about yourself.

## **REFERENCE FORMS**

Please fill out and sign each of the following three forms and include the name and address of persons you would like to have contacted for a reference and return with the completed application.

Please return this application to:

The University School  
2713 West Cucharras Street  
Colorado Springs, CO 80904

For questions contact: [employment@the-us.co](mailto:employment@the-us.co)



## NOTICE REGARDING BACKGROUND INVESTIGATION

A consumer report (background screening report) and/or an investigative consumer report, which may include information concerning your character, employment history, general reputation, personal characteristics, police record, education, qualifications, motor vehicle record, mode of living, may be obtained in connection with your application for and/or continued employment with The University School. A consumer report and/or an investigative consumer report may be obtained at any time during the application process or during your employment with The University School. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Safe Hiring Solutions LLC, P.O. Box 295, Danville, IN 46122 888-215-8296.

## AUTHORIZATION

By signing below, I, \_\_\_\_\_, hereby voluntarily authorize The University School to obtain either a consumer or an investigative consumer report about me from a consumer reporting agency and to consider this information when making decisions regarding my employment and/or continued employment at The University School. I understand that I have rights under the Fair Credit Reporting Act, including rights discussed above. This report may be delivered in either written or electronic form.

\_\_\_\_\_  
Print Name (last, first, middle)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth (MM/DD/YYYY)  
(For ID Purposes Only)

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
Driver's License State

Any other names I have been known by: \_\_\_\_\_

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

Previous Addresses (Last 7 Years): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date