



West Memphis Christian School

1101 N. MISSOURI STREET WEST MEMPHIS, AR 72301 WWW.WMCS.COM

EMPLOYMENT APPLICATION

Date _____

First Name _____ MI _____ Last Name _____

Mailing Address _____ Apartment # _____

City _____ State _____ ZIP _____

Social Security Number _____ Birth Date _____

Home Telephone # _____ Email _____

Mobile Phone # _____ Do you accept text messages? _____

Marital Status: Single _____ Married _____ Divorced _____ Widowed _____

Name of Spouse (if applicable) _____

Children's Names and Ages _____

Church Affiliation _____

EDUCATION: Transcripts, including grades, from all college(s) university(s) attended must be provided. It is essential that this section be completed accurately.

College/University Attended	Degree Awarded (if any)	GPA	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CERTIFICATION: List certifications(s) you hold and provide copies of certification

Type	State	Issue Date	Expiration
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EXPERIENCE: A resume must be provided. In addition to educational background and work experience, include extracurricular activities in which you have been involved. Please list below positions held, employer and dates of employment for the past ten years. Please account for any gaps in employment on a separate page.

From (month/year)	To (month/year)	Position	Employer
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Number of years of teaching experience _____. On Page 5, please describe a specific class or class activity you planned and actually conducted which illustrates your philosophy of teaching and is the best example of your teaching skill. What evidence showed you that this class or activity was successful in terms of student motivation and achievement?

BACKGROUND:

- Yes___No___ Have you ever been disciplined, discharged, or asked to resign from a prior position?
- Yes___No___ Have you ever resigned from a prior position after a complaint has been received against you, or your conduct was under investigation or review?
- Yes___No___ Has your contract in a prior position ever been non-renewed?
- Yes___No___ Have you ever been charged with or investigated for sexual abuse or harassment of another person?
- Yes___No___ Have you ever been convicted of a crime (other than minor traffic offense)?
- Yes___No___ Have you ever entered a plea of guilty or “no contest” (nolo contendere) to any crime (other than a minor traffic offense)?
- Yes___No___ Have you ever had a professional license or certificate suspended or revoked in any state or voluntarily surrendered a professional license or certificate in any state?

If you answered YES to any of the previous questions, provide full details on an additional sheet including, with respect to court actions, the date, offense, and address of court involved.

REFERENCES: List three, two of whom are most recent supervisors and one minister, who can comment on your ability and/or Christian influence and whom we may contact. Please provide two letters of reference from persons who are not related to you (may be from references below).

Name	Position	Address	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

My signature below constitutes authorization to check my employment history, including without limitation, criminal arrest and conviction record checks, reference checks, and release of investigatory information possessed by any state, local, or federal agency. I further authorize those persons, agencies or entities that WMCS contacts in connection with my employment application to fully provide WMCS any information on the matters set forth above. I expressly waive in connection with any request for or provision of such information, any claims, including without limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against WMCS or against any provider of such information.

I understand that information submitted in and with this application may be disclosed to a screening and/or interviewing committee, which may include board members, administrators, other staff, and members of the community. I give my consent to this disclosure.

Signature

Date

APPLICATION FOR TEACHING POSITION CHECKLIST: The completed employment application can not be evaluated unless all of the following materials have been provided:

- _____ Application form fully completed
- _____ Copies of transcript(s)
- _____ Copy of Arkansas Certification
- _____ Résumé
- _____ Gaps in employment during the past ten years explained
- _____ Illustration of your philosophy of teaching
- _____ YES to any of the questions in the background section explained
- _____ Reference letters
- _____ Copy of NTE or Praxis Results
- _____ Signed application

NOTE: Employment cannot be finalized until the applicant has completed requirements for complete background checks and fingerprinting as required by Arkansas State Statute.

Please return the completed form to:

President
West Memphis Christian School
1101 North Missouri
West Memphis, AR 72301

