

# ST. AUGUSTINE SCHOOL'S EMPLOYMENT APPLICATION

## OFFICE USE

For school year \_\_\_\_\_

Date submitted \_\_\_\_\_

Interview \_\_\_\_\_

## I. APPLICANT'S CONTACT INFORMATION

Full name: \_\_\_\_\_

Name called by \_\_\_\_\_ Application date: \_\_\_\_\_

Email Address \_\_\_\_\_

Present address: \_\_\_\_\_

\_\_\_\_\_

How long have you been at this address? \_\_\_\_\_ Best time to call? \_\_\_\_\_

Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_

## II. POSITION DESIRED

K-4 ( ) Kindergarten ( ) Elementary ( ) Middle School ( ) High School ( )

Desired Subject(s): \_\_\_\_\_

Coach (Sport: \_\_\_\_\_)

Enrichment Teacher (circle: Art, PE, Computer, Music, Librarian, \_\_\_\_\_)

Support Staff (Secretary, Financial Secretary, \_\_\_\_\_)

Substitute

Other \_\_\_\_\_

How did you learn about the position for which you are applying? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have salary or time expectations you wish to make known? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you legally eligible for employment to work in this country? (Please note: proof of employment eligibility will be required upon hire.)  Yes  No Explain: \_\_\_\_\_

Faculty Applicants: Please list activities or sports for which you would be capable and willing to direct, sponsor, or coach. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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St. Augustine School | 1202 Highland Colony Parkway | Ridgeland, MS 39157

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### III. PROFESSIONAL QUALIFICATIONS

**\* Please attach copies of all your post-secondary transcripts. Should you be offered a faculty position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.**

What degree or degrees do you hold?

Degree/Certification	Major/Concentration	Issuing Institution	GPA	Date
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Post-graduate hours not related to degree/certification \_\_\_\_\_ Area of Study \_\_\_\_\_

#### **FACULTY APPLICANTS ONLY:**

What grade levels have you taught and for how long?

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**Do you have an MAIS Teaching Certificate?** \_\_\_\_\_

What level? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years.

**Do you have a state teaching certificate?** \_\_\_\_\_ What state? \_\_\_\_\_

What kind? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years.

#### IV. RELIGIOUS BACKGROUND AND EDUCATIONAL PHILOSOPHY

Briefly explain your personal Christian faith and religious history \_\_\_\_\_

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Do you agree *fully* with the St. Augustine School [Statement of Faith](#) and the affirmation of philosophy and morals? \_\_\_ Yes \_\_\_ No. (Please refer any specific questions about these documents to the administration.)

What is your local church affiliation? \_\_\_\_\_

Are you presently a member in good standing? \_\_\_\_\_ Years? \_\_\_\_\_

Faculty Applicants: Explain what a Biblical philosophy means to you and how such a view impacts Christian Education. \_\_\_\_\_

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Faculty Applicants: Are you familiar with the University Model?     yes     no

Faculty Applicants: Are you familiar with the classical philosophy of education?     yes     no

Faculty Applicants: Are you willing to teach from a classical perspective in the context of the University Model in an effort to promote the mission of St. Augustine School?     yes     no

Faculty Applicants: What is your philosophy or preferred method of classroom discipline? \_\_\_\_\_

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## V. EMPLOYMENT HISTORY

Please start with your current or most recent employer (Last 10 years)

**1. Position** \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Brief Description of Duties \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_

May we contact this employer?  Yes  No

**2. Position** \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Brief Description of Duties \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_

**3. Position** \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Brief Description of Duties \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_

Have you ever worked under a different name for any of the employers you have listed? If so, what was the name or names? \_\_\_\_\_

Are you holding or have you already signed a contract for next year with any other educational institution?  
 Yes  No

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## VI. PERSONAL REFERENCES

Do not list family members or relatives for references. You will also need to sign the **Reference Release Form** that is enclosed and return it with this application. Give three references who are qualified to speak of your character, service, and professional experience (must have at least one of each). Additional information or references may be required. **Give a pastoral reference first.**

Name/Complete Address	Phone Number	Position
1. _____		
_____		
2. _____		
_____		
3. _____		
_____		

Return this form to:

- Mail: St. Augustine School / 1202 Highland Colony Parkway / Ridgeland, MS 39157
- Scan and email: [dherndon@augustinems.com](mailto:dherndon@augustinems.com)