



Faculty Employment Application

Date of Application: _____

PERSONAL DATA

Name of Applicant: _____
Last First Middle Initial

Address: _____
Street City State Zip

Phone: _____ Mobile Phone: _____

E-mail Address: _____

Single/Married _____ Number of Dependents _____

Church Affiliation: _____

Foreign languages you speak / write fluently: _____

May we contact your present employer for a recommendation? Yes No Contact Me First

POSITION DESIRED (Select all that apply)

Elementary Teacher Secondary Teacher

ELEMENTARY

Elementary (All subjects) ESL Special Education
 Physical Education Reading Specialist Other: _____

SECONDARY

Accounting Art Band Biology Career & Technology
 Chemistry Choir Drama Earth Science Economics
 ESL English Government Health Physics
 Journalism Language Arts Life Science Mathematics Physical Education
 Reading Specialist Science (8-12) Social Studies (8-12) Spanish Special Education
 AP Certifications: _____ Other: _____

COACHING

Are you willing to coach?
 Baseball Basketball Bowling High School Middle School
 Lacrosse Soccer Softball Cheerleading Cross Country Football
 Track Volleyball Other: _____

EDUCATIONAL BACKGROUND

Transcripts of all completed college/university coursework should accompany this application. An official college and/or university transcript will be required upon employment.

Level of Education	School / College or University	City / State	Dates Attended From / To	Degree Received
High School				
College / University				
Major Area (undergrad)	Minor Area (undergrad)	Major Area (Graduate)	Minor Area (Graduate)	

CERTIFICATION

Please select the highest education level that you have completed.

- Bachelors Degree
 Masters Degree
 Doctorate Degree

Do you have a current Michigan Teaching Certificate? _____ Expiration Date: _____

Do you have an Out-of-State Teaching Certificate? _____ Expiration Date: _____

Are you certified to teach: Elementary: _____ Secondary: _____

Work History

District Company	Supervisor Name	Phone	Position Held	Dates Employed

STUDENT TEACHING HISTORY

School District	Principal's Name	Phone	Subject / Grade Level	Dates

REFERENCES

List the names and addresses of three persons not related to you who can speak with knowledge of your personal and professional qualifications for this position.

Candidates with teaching experience must provide recommendations from principals and/or superintendents from educational work within the last three years. New teachers must provide references from the student teaching supervising teacher.

Name of Reference	Employer	Complete Address	Position	Phone Number

GENERAL INFORMATION

If hired, when would you be available to start work? _____

Have you ever been discharged or requested to resign from a position? _____

Have you ever been convicted of, or entered a plea of guilty, no contest, or had a withheld judgment to a felony? _____

If yes, please explain: _____

Can you certify that you are a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States? _____

GETTING TO KNOW YOU

The Potter's House provides a Christ-centered education to children of all ethnic heritages and income levels, equipping them to serve God and society to their fullest potential. Please comment on how the mission and ministry of The Potter's House fits with your personal sense of vocation and calling.

On a separate page, please write a *paragraph* response to each of the following questions:

1. Give a brief account of your Christian experience.
2. What assets will you bring to an urban, multi-cultural school?
3. Which Christian disciplines do you consider especially important for a follower of Jesus in today's culture?
4. Are you familiar with the concept of "authentic literacy"? Are you comfortable bringing purposeful reading, writing, and speaking into all content areas of classroom instruction?
5. Would you feel comfortable working closely with a team to develop and teach an innovative curriculum?
6. Please share any additional information that would be helpful as we consider you for employment?

THE POTTER'S HOUSE STATEMENT OF FAITH

We believe in the Triune God: God the Father, His Son Jesus Christ, and the Holy Spirit.

We believe that the Bible, God's Word, is infallible, reliable, and applicable to today's person, adult or child. The Bible is also a gift to use and to cherish.

We believe that each child is created in the image of God. The image is not restricted to any race, sex, or income level. The image of God gives each child an enormous, unique potential. Each child is a whole child possessing unique intellectual, creative, decisional, and emotional dimensions. The major goal of education is to bring each child into his or her full potential in conformance with the image of God.

We believe that the world was perfect at creation, but sin intervened, severing all people's perfect relationship with God and bringing consequences on every object and institution within the creation. God, in His love, provided Jesus Christ to pay the penalty for sin and restore each person to full favor with God. God freely calls people to accept the gift of salvation. God also requires that individuals and social groups follow in obedience to His word. He requires people to work to restore creation and overcome the consequences of sin both in the natural world and in society.

I accept without reservation the school's statement of faith,

Signature of Applicant: _____ Date: _____

CERTIFICATION AND AUTHORIZATION

I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that, should this application contain any false or misleading information, my application may be rejected or my employment with this company terminated.

I hereby acknowledge that I have read and agree to the above statement,

Signature of Applicant: _____ Date: _____

The Potter's House does not discriminate on the basis of race, color, religion, sex, national origin, age, height, weight, handicap, or disability of limited English proficiency in any of its programs or activities. Any questions or inquiries related to the nondiscrimination policy, should be directed to the Superintendent's Office: The Potter's House, 810 Van Raalte Dr. SW, Grand Rapids, MI 49509, (616) 241-5720.