



The Saint Timothy Reformed Episcopal School
4333 Cole Avenue, Dallas, TX 75205
www.TheSaintTimothySchool.org
(214) 521-6062

Dear Applicant:

We appreciate your interest in employment opportunities at The Saint Timothy School.

Our goal is to assist parents as they fulfill their Christian obligations and baptismal vows—through quality, classical education within a worshiping parish. An Anglican parish school is other than independent Christian school, and requires a solid ecclesial commitment to Christ. (For example, the school sings Matins and Evensong daily from the 1928 Book of Common Prayer, and celebrates Holy Communion on Prayer Book Feast Days.) Teachers generally belong to our parish, teach several grade levels, and share much administrative work. The school answers to the parish rector and vestry. For this task we seek virtuous, skilled, and godly teachers—devoted churchmen with a strong sense of vocation, and not shy of work.

Humanity is created in God's image. Therefore, we train students to reflect the character of God in their lives and to graduate from school, revealing that character through doing His will. The Saint Timothy School is committed to educating the whole person—spiritually, intellectually, emotionally, socially and physically. Through the teaching, mentoring, and nurturing of each student, The Saint Timothy School is dedicated to encouraging a lifestyle that reflects and reveals God's character and a lifelong commitment to build God's One, Holy, Catholic, and Apostolic Church.

To learn more about this education we encourage you to peruse our website, www.TheSaintTimothySchool.org, the Anglican School Association, www.anglicanschools.org, the Association of Classical Christian Schools <https://classicalchristian.org>, our parish website www.TheChapeloftheCross.com, and to follow their reading leads.

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.
- 🍏 ___ **TEACHER APPLICANT QUESTIONNAIRE** (Teachers only)
Please complete questionnaire on separate paper.
- 🍏 ___ SIGNED **AUTHORIZATION STATEMENT**
- 🍏 ___ COMPLETED **REFERENCE AUTHORIZATION FORMS**

Thank you for your interest in The Saint Timothy School.

STATEMENT OF FAITH

The Nicene Creed of 381 A.D. is the Christian confession of Faith, and is confessed without reservation by each of our teachers.

For further clarification on points germane to teaching, we affirm the statements below.

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 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 The Saint Timothy School and claim the same beliefs entirely.

Signature of Applicant _____ **Date** _____

The Saint Timothy School

4333 Cole Ave, Dallas, TX 75205

Phone: (214) 521-6062 • www.thesainttimothyschool.org

Recent Photo (optional)

APPLICATION FOR EMPLOYMENT

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	

Check GENERAL AREAS OF INTEREST

<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 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.**

PERSONAL INFORMATION

Name (Last, First, Middle Initial)	E-mail Address:
Address (Number, Street, City, State, Zip)	
Preferred contact Phone Number (w/Area Code)	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

GENERAL INFORMATION

HAVE YOU EVER BEEN CONVICTED OF A CRIME (OTHER THAN A MINOR TRAFFIC OFFENSE, INCLUDING SPEEDING OR PARKING VIOLATIONS)?

Yes 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. (The Saint Timothy School may make a criminal background check.)

Do you have relatives employed by *The Saint Timothy School*

Yes No

If yes, provide name(s), relationship(s), and assignment.

Work preference: Full-time Part-time Substitute Temporary Volunteer

Have you ever been disciplined, discharged (terminated), or asked to resign by a former employer? Yes 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?

Yes No If yes, please explain:

Which church do you presently attend? (If not attending, leave blank.)

Are you a member?

Attendance

Yes No Regular Occasional Seldom

Please provide diocese, parish, address, minister-in-charge, and preferred contact information.

Given the sacred and ecclesial nature of a true parish school, all administration, and teachers generally if not already committed locally, are expected to serve as members in The Chapel of the Cross Reformed Episcopal Church.

Are you willing to become a Reformed Episcopalian? Yes No

Will this be troublesome to you? Yes No

Please explain briefly:

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

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Supervisor's Name (First) (Last)	Department
Did you have a different name while working here? If so, please list:	Reason for Leaving

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 From To	Subject Or Grade	Supervising Teacher's Name and Phone Number (w/Area Code)

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 | |

12. What do you recognize to be your weaknesses as a teacher? How are you trying to improve?

13. How do you handle criticism?

14. What is your reason for seeking a position in a parish school?

15. What does it mean to be a Christian? And how does that guide your life and vocation?

16. What are some books have you read in the last year?

17. Is there anything else you would like to note?

REFERENCES

List references who can testify to your character and teaching ability.

- No more than one family member.
- 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 *The Saint Timothy School* decides to obtain a consumer credit report, I understand that *The Saint Timothy 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 *The Saint Timothy 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 *The Saint Timothy 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 *The Saint Timothy 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 *The Saint Timothy 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 *The Saint Timothy 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 The Saint Timothy School. I authorize The Saint Timothy 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 The Saint Timothy 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 The Saint Timothy 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 The Saint Timothy 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