

**EMPLOYMENT  
APPLICATION**



**REGENTS**

SCHOOL OF CHARLOTTESVILLE

200 Bob Finley Way Charlottesville, VA 22903 \* 434-293-0633 \* www.regents-school.org

Your interest in Regents School is appreciated, and we look forward to receiving your application soon. If it appears that you may be qualified for one of our openings, a personal interview will be arranged.

Date of Application: \_\_\_\_\_ Desired Position: \_\_\_\_\_

**PERSONAL INFORMATION**

Applicant Name: \_\_\_\_\_

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

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

Place of Birth: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email: \_\_\_\_\_

Church Name: \_\_\_\_\_

Church Address: \_\_\_\_\_

Pastor: \_\_\_\_\_ Pastor Phone: \_\_\_\_\_

Please list any organizations in which you actively participate:

\_\_\_\_\_  
\_\_\_\_\_

**BACKGROUND**

Are you a citizen of the United States?    yes        no

Are you legally eligible to work in the United States?    yes        no

In compliance with the Immigration and Reform and Control Act of 1986, you will be required to verify and document your employment eligibility if hired.

Have you ever been convicted of a crime?    yes        no

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Have you ever been dismissed for misconduct or unsatisfactory performance or been forced to resign from a job? \_\_\_\_\_

Do you have any recurring illnesses or other difficulties that may, at any time, affect your teaching ability?    yes    no  
If yes, please explain: \_\_\_\_\_

**EDUCATION**

Use additional paper if needed.

College/University: _____	College/University: _____
Address: _____	Address: _____
_____	_____
Major: _____	Major: _____
Minor: _____	Minor: _____
Inclusive Dates: _____	Inclusive Dates: _____
Degree: _____	Degree: _____

**TEACHING EXPERIENCE**

Use additional paper if needed.

School: _____	School: _____
Address: _____	Address: _____
_____	_____
Grades/Subjects: _____	Grades/Subjects: _____
_____	_____
Inclusive Dates: _____	Inclusive Dates: _____
Final Salary: _____	Final Salary: _____
Reason for Leaving: _____	Reason for Leaving: _____

CREDENTIALS

Do you have a state-issued teaching certificate?    yes    no

If so, what is it for and from which state? \_\_\_\_\_

Is it currently valid?    yes    no                      Expiration Date: \_\_\_\_\_

Do you have any other teaching credentials? \_\_\_\_\_ If so, please describe them and the issuing authority:

\_\_\_\_\_

\_\_\_\_\_

What grade would you prefer to teach? \_\_\_\_\_

List other grades and/or specialized subjects you believe you are qualified to teach in order of preference: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe any non-teaching experiences or training you have had that you believe would enhance your ability to teach at Regents School: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OTHER WORK EXPERIENCE

Use additional paper if needed.

Job Title: \_\_\_\_\_                      Job Title: \_\_\_\_\_

Employer: \_\_\_\_\_                      Employer: \_\_\_\_\_

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

\_\_\_\_\_                      \_\_\_\_\_

Supervisor: \_\_\_\_\_                      Supervisor: \_\_\_\_\_

Supervisor Phone: \_\_\_\_\_                      Supervisor Phone: \_\_\_\_\_

Inclusive Dates: \_\_\_\_\_                      Inclusive Dates: \_\_\_\_\_

Final Salary: \_\_\_\_\_                      Final Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_                      Reason for Leaving: \_\_\_\_\_

PROFESSIONAL DEVELOPMENT & INTERESTS

Please limit answers to no more than 500 words. Use additional paper if needed.

Please list your hobbies and interests: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Are you interested, gifted, or talented in any of the following areas?

art      drama/theatre      music (vocals)      instrument(s): \_\_\_\_\_  
coaching/sport(s): \_\_\_\_\_      foreign language(s): \_\_\_\_\_

Approximately how many hours do you spend reading for pleasure each week? \_\_\_\_\_

Please list five books you have read in the past year for pleasure: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What trends do you see in your reading over the past five years? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you had any military or travel experiences? If so, please provide a brief description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you had any other experience with or exposure to classical Christian education? (e.g. Were you classically educated? Have you attended a classical Christian conference or seminar?) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you feel called to teach? Explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Express your thoughts on classroom order and discipline: \_\_\_\_\_

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Where do you hope/plan to be in five years? \_\_\_\_\_

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What are your strengths and weaknesses? \_\_\_\_\_

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### CHRISTIAN BACKGROUND AND TRAINING

Please be prepared to address the following items during an interview:

1. A brief description of how you came to Christ (including date of salvation) and your spiritual journey since then.
2. The authority the scriptures have in the world and in your life.
3. A brief discussion of any formal training in the scriptures that you have received.
4. The unique function of a Christian school.
5. Your reasons for seeking a position in a Christian school.

### REFERENCES

Please give the names of individuals who can attest to your character and teaching abilities. Include a pastor, principal (if prior teaching experience), a supervisor from a previous non-teaching job (if applicable), and a personal reference. Be sure that at least one of these references was a direct supervisor overseeing your work in whatever capacity.

PASTOR

PRINCIPAL

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

SUPERVISOR

Name: \_\_\_\_\_

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

\_\_\_\_\_  
Phone: \_\_\_\_\_

Email: \_\_\_\_\_

PERSONAL

Name: \_\_\_\_\_

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

\_\_\_\_\_  
Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship: \_\_\_\_\_

I warrant that the representations made herein are true.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

*Regents School does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational, admission, financial aid, or employment policies, or any other programs administered by the school.*

OFFICE USE ONLY	
Application Received	Date ___/___/___
Transcripts Received	Date ___/___/___
References Checked	Date ___/___/___
Interview Scheduled	Date ___/___/___