

INITIAL APPLICATION

We appreciate your interest in Mawar Sharon Christian School. We invite you to complete this initial application and return it to school office. If a position opens for which it appears you may qualify, we will request that you have your placement file forwarded to our office.

We realize that key to successful Christian School is its faculty and staff. We are gratefully for those who are professionally qualified, who love and know children, and who, by the pattern of their lives, exemplify Christ.

We look forward to receiving your initial application. Thank you for your interest in the ministry of Mawar Sharon Christian School. We pray that God will have His perfect will in the life of each applicant.

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Application Date: .....

**A. Applicant’s Name and Address**

Full Name: ☐ Miss    ☐ Mrs.    ☐ Mr. \_\_\_\_\_

Present Address \_\_\_\_\_

City\_\_\_\_\_Phone\_\_\_\_\_HP\_\_\_\_\_E–mailAddress\_\_\_\_\_

Social Media (Instagram / Facebook & LinkedIn) :

\_\_\_\_\_

How long you lived at the above address? \_\_\_\_\_

Permanent Address \_\_\_\_\_

City\_\_\_\_\_Phone\_\_\_\_\_HP\_\_\_\_\_

**B. Personal Information**

Birth date:

Place of Birth\_\_\_\_\_Date of Birth \_\_\_\_\_

Gender:    ☐ Male    ☐ Female

Marital Status:

☐ Single        ☐ Engaged        ☐ Married        ☐ Divorced        ☐ Remarried        ☐ Widow

Spouse’s Name\_\_\_\_\_Occupation \_\_\_\_\_

Years Married\_\_\_\_\_Number of Children\_\_\_\_\_Ages \_\_\_\_\_

Please include an explanation if divorced or remarried (Use separate paper)

**Family Information:**

|                  | Name | Age | Occupation | Last Education |
|------------------|------|-----|------------|----------------|
| Father           |      |     |            |                |
| Mother           |      |     |            |                |
| Brother & Sister |      |     |            |                |
|                  |      |     |            |                |
|                  |      |     |            |                |
|                  |      |     |            |                |
|                  |      |     |            |                |
|                  |      |     |            |                |

**C. Position Desired**

- ☐ Principal
- ☐ Teacher: Full Time / Part Time

Level:

- o Playgroup : ☐ A ☐ B
- o Kindergarten : ☐ A ☐ B
- o Elementary : ☐ G-1 ☐ G-2 ☐ G-3 ☐ G-4 ☐ G-5 ☐ G-6
- o Junior High : ☐ G-7 ☐ G-8 ☐ G-9
- o Senior High : ☐ G-10 ☐ G-11 ☐ G-12

What Subject do you want to teach? \_\_\_\_\_

Special Abilities: Please list activities or sports you would be capable of, and willing to, direct, sponsor. Advise, or coach:

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- ☐ Management

Field: ☐ Curriculum R & D ☐ Finance & Accounting ☐ HRD ☐ Public Relation ☐ Administration

Special abilities related to your preferred field:

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**D. Christian Background**

**ON A SEPARATE SHEET BRIEFLY GIVE YOUR CHRISTIAN TESTIMONY IN YOUR OWN HANDWRITING**

Bible: Do you believe the Bible to be the inspired and infallible Word of God, our Final authority in all matters of faith, conduct, and truth?

☐ Yes ☐ No Signature: \_\_\_\_\_

Statement Please read carefully our Statement of Faith and indicated your degree of support

of Faith: ☐ I fully support the Statement of Faith as written without mental reservation.

Signature: \_\_\_\_\_

☐ I support the Statement of Faith except for the area(s) listed and explained on a separate paper. The exception represents either disagreements or items for which I have not yet formed an opinion or conviction.

Signature: \_\_\_\_\_

Church: Denominational preference \_\_\_\_\_

Your local church affiliation \_\_\_\_\_

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

Baptism: Have you had water baptism? ☐ Yes, year \_\_\_\_\_ ☐ No

Service: In what church activities are you involved and with what degree of regularity?

\_\_\_\_\_  
What other Christian service have you been involved in since becoming a Christian?

\_\_\_\_\_  
What do you think about working with those of other races and those of other denominational beliefs?

\_\_\_\_\_  
Are you capable of teaching a Bible class? \_\_\_\_\_ If yes, what would be your subject preference?

Devotional Describe your routine of personal Bible study and prayer.

Life: \_\_\_\_\_

What books have you read recently that have helped you spiritually?

E. Professional Qualifications

List your educational background:

|                      | Institution | Enrolment<br>Year | Graduation<br>Year | Major |
|----------------------|-------------|-------------------|--------------------|-------|
| Elementary School    |             |                   |                    |       |
| Junior High School   |             |                   |                    |       |
| Senior High School   |             |                   |                    |       |
| University / College |             |                   |                    |       |
| Advance Education    |             |                   |                    |       |

Formal Training: What degree or degrees do you hold?

| Degree | Date Received | Institution from Which Received |
|--------|---------------|---------------------------------|
| _____  | _____         | _____                           |
| _____  | _____         | _____                           |
| _____  | _____         | _____                           |

Your major (s) \_\_\_\_\_

Your minor (s) \_\_\_\_\_

Cumulative grade point average: BA \_\_\_\_\_ Advance \_\_\_\_\_

Total semester units after date of bachelor's degree \_\_\_\_\_

Teaching

Experience: List your teaching experience sequentially with most recent first:

| Place | Grade, Level, Position or Subject | Dates |
|-------|-----------------------------------|-------|
| _____ | _____                             | _____ |
| _____ | _____                             | _____ |
| _____ | _____                             | _____ |

Number of years of teaching experience: Public: \_\_\_\_\_ Christian: \_\_\_\_\_

Reason for leaving your most recent position: \_\_\_\_\_

Are you under contract for next year? ☐ Yes ☐ No

List any books articles that you have read recently that have helped you to grow professionally.

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Do you have a state teaching certificate? ☐ Yes ☐ No

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

Have you had any-courses in the Christian Philosophy of Education? ☐ Yes ☐ No

If so, where and when? \_\_\_\_\_

List any conferences or seminars that you have led participated in recently.

\_\_\_\_\_

\_\_\_\_\_

Described how employee evaluation has been helpful to you.

\_\_\_\_\_

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F. Employment History

Please start with your current or most recent employer and work backwards for the past five years. If necessary, you may follow the same format on the reverse.

1.

Position\_\_\_\_\_Company's Name \_\_\_\_\_

Dates of Employment\_\_\_\_\_

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

2.

Position\_\_\_\_\_Company's Name \_\_\_\_\_

Dates of Employment\_\_\_\_\_

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

3.

Position\_\_\_\_\_Company's Name \_\_\_\_\_

Dates of Employment\_\_\_\_\_

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

4.

Position\_\_\_\_\_Company's Name \_\_\_\_\_

Dates of Employment\_\_\_\_\_

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

5.

Position\_\_\_\_\_Company's Name \_\_\_\_\_

Dates of Employment\_\_\_\_\_

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

G. Personal and Professional References

(Do not list family members or relative for references)

Give three references who are qualified to report on your spiritual experience and Christian service. List your pastor first.

|           |       |                  |       |          |
|-----------|-------|------------------|-------|----------|
| Personal: | Name  | Complete Address | Phone | Position |
|           | _____ | _____            | _____ | _____    |
|           | _____ | _____            | _____ | _____    |
|           | _____ | _____            | _____ | _____    |

Give three references who are qualified to report on your professional training and experience. List your current or most recent director, principal, or supervisor first:

|               |       |                  |       |          |
|---------------|-------|------------------|-------|----------|
| Professional: | Name  | Complete Address | Phone | Position |
|               | _____ | _____            | _____ | _____    |
|               | _____ | _____            | _____ | _____    |
|               | _____ | _____            | _____ | _____    |

H. Personal Philosophy:

On a separate paper, please label and answer in one short paragraph each question below (You can use Indonesian or English):

- Short   a. What do you think if a Non - Christian teacher teach in a Christian school?
- Essays:   b. Do you agree if a teacher has another job, out of working hour as a teacher?
- e.g. a teacher conduct a private course after school hours at his / her house.
- c. What do you consider to be an effective teacher for their students?
- d. In your opinion, what is the best method to apply discipline? How about your attitude toward physical punishment?
- e. How should parent be involved in their children education? To what extend?

- f. Write first three words that come to mind that would best describe you as a teacher?
- g. If you change something in education, what would it be?

I. Personal Interest

List memberships and honors obtained in:

High School

University/College

Currently

List hobbies and personal interest

J. Applicant's Certification and Agreement

I understand that Mawar Sharon Christian School is an equal opportunity employer and as such does not discriminate in its employment practices against any person because of race, color, or national or ethnic origin.

I hereby certify that the facts set forth on this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or significant omission of fact may prevent me from being hired or, if hired, may subject me to immediate dismissal. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize Mawar Sharon Christian School to inquire about my work and personal history and verify all data given in my application for employment, related papers, or oral interviews. I authorize the giving and receiving of any information requested by Mawar Sharon Christian School, and I release from liability any person, organization, or company giving or receiving any such information.

I authorize references and my former employers to disclose to the school any and all employment records, performance re-views, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the school.

Since I will be working with children, I understand that I must submit to a fingerprint check by the possibly federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

I understand that this is only an application for employment and that no employment contract is being offered at this time.

I certify that I have carefully read and do understand the above statements.

Signature of Application

Date