**West Dallas Community School**

2300 Canada Drive, Dallas, TX 75212

214-634-1927

214-688-1928 (fax)

**EMPLOYMENT APPLICATION**

**MISSION STATEMENT**

*The mission of West Dallas Community school is to provide students with a challenging educational experience designed to help them know, love, and practice that which is true, good, and excellent and to prepare them to live purposefully and intelligently in the service of God and man.*

Please submit this application hand written or typed and include a cover letter explaining why you believe you would be a valuable addition to the WDCS faculty or staff. Thank you for your interest.

West Dallas Community School adheres to a Statement of Faith that all School personnel are required to sign as a condition of employment. A copy of this Statement of Faith is included.

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| Applicant Information | | | | | | | | | | | | | | | | | | |
| Full Name: | |  | | | | |  | | | | | |  | | Date: | |  | |
| Last | | | | | | | First | | | | | | Middle Name | | | | | |
| Address: | |  | | | | | | | | | | |  | | | | | |
| Street Address | | | | | | | | | | | | | Apartment/Unit # | | | | | |
|  | |  | | | | | | | | | | |  |  | | | | |
| City | | | | | | | | | | | | | State | ZIP Code | | | | |
| How long have you lived at your current address? | | | | | | | | | | | | |  |  | | | | |
| Phone: | (     ) | | | | | E-mail Address: | | | |  | | | | | | | | |
| SSN: |  | | | Other names by which you have been known (nicknames, maiden names, aliases): | | | | | | | | | | | | | | |
| Are you authorized to work in the United States of America? | | | | | | | | YES | | | NO |  | | | |  | |  |
| Date of Birth (month/day/year): | | | | | | | | | | | | | | | | | | |
| List all of your addresses in the past seven years: (If additional space is needed, please use a separate sheet of paper.)          List all other states, including the city, where you have lived as an adult if not listed above: | | | | | | | | | | | | | | | | | | |
| Present Salary: | | | $ | | Salary Expected: | | | | $ | | | | | | | | | |

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| Education | | | | | | | | | | | | | | |
| High School: | | |  | | | | | City: | | | | | | |
| From: |  | | | To: | |  |  | |  |  |  | | |
| College: | |  | | | | | | City: |  | | | | | |
| From: |  | | | To: | |  | Did you graduate? | | YES | NO | | Degree: |  | |
| Graduate Studies: | |  | | | | | | City: |  | | | | | |
| From: |  | | | To: | |  | Did you graduate? | | YES | NO | | Degree: |  | |
| Other: |  | | | | | | | City: |  | | | | | |
| From: |  | | | To: | |  | Did you graduate? | | YES | NO | | Degree: |  | |
| Teaching Certificates: | | | | |  | | | | | | | | | |
| Additional Studies: | | | | |  | | | | | | | | | |
| Academic Honors at College: | | | | |  | | | | | | | | | |
| Scholarships or Grants at College: | | | | |  | | | | | | | | | |
| Title of Dissertation  or Thesis: | | | | |  | | | | | | | | | |
| Activities, Hobbies, other Areas of Interest | | | | |  | | | | | | | | | |
| List any talents, vocations, preparation, training or other experiences that have equipped you to work with children: | | | | | | | | | | | | | | |

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| Previous Employment | | | | | | | | | | | | |
| List your four most recent jobs beginning with the current most recent position. Please explain any gaps in your employment history. (If additional space is needed, please use a separate sheet of paper to list any additional relevant employment experiences working with children) | | | | | | | | | | | | |
| Company: | |  | | | | | | | Phone: | | | (     ) |
| Address: | |  | | | | | | | Supervisor: | |  | |
| Job Title: | |  | | | | | | | | | | |
| Duties: |  | | | | | | | | | | | |
| From: |  | | To: |  | Reason for Leaving: | | |  | | | | |
| May we contact your previous supervisor for a reference? | | | | | | YES | NO | | |  | | |
| Company: | |  | | | | | | | Phone: | | | (     ) |
| Address: | |  | | | | | | | Supervisor: | |  | |
| Job Title: | |  | | | | | | | | | | |
| Duties: |  | | | | | | | | | | | |
| From: |  | | To: |  | Reason for leaving? | | |  | | | | |
| May we contact your previous supervisor for a reference? | | | | | | YES | NO | | |  | | |
| Company: | |  | | | | | | | Phone: | | | (     ) |
| Address: | |  | | | | | | | Supervisor: | |  | |
| Job Title: | |  | | | | | | | | | | |
| Duties: |  | | | | | | | | | | | |
| From: |  | | To: |  | Reason for leaving? | | |  | | | | |
| May we contact your previous supervisor for a reference? | | | | | | YES | NO | | |  | | |
| Company: | |  | | | | | | | Phone: | | | (     ) |
| Address: | |  | | | | | | | Supervisor: | |  | |
| Job Title: | |  | | | | | | | | | | |
| Duties: |  | | | | | | | | | | | |
| From: |  | | To: |  | Reason for leaving? | | |  | | | | |
| May we contact your previous supervisor for a reference? | | | | | | YES | NO | | |  | | |
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| Have you ever been terminated or discharged from a job, or have you ever resigned from a job in lieu of termination or while a period of investigation? If so, please explain: | | | | | | | | | | | | |
| Please list any friends or relatives associated with WDCS: | | | | | | | | | | | | |
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| Previous Volunteer Experiences | | | | | | | | | | | | |
| List all previous volunteer work involving children or students. (If necessary, please list additional volunteer experiences on a separate sheet of paper) | | | | | | | | | | | | |
| Company: | |  | | | | | | | Phone: | | | (     ) |
| Address: | |  | | | | | | | Supervisor: | |  | |
| Job Title: | |  | | | | | | | | | | |
| Duties: |  | | | | | | | | | | | |
| From: |  | | To: |  | Reason for Leaving: | | |  | | | | |
| May we contact your previous supervisor for a reference? | | | | | | YES | NO | | |  | | |
| Company: | |  | | | | | | | Phone: | | | (     ) |
| Address: | |  | | | | | | | Supervisor: | |  | |
| Job Title: | |  | | | | | | | | | | |
| Duties: |  | | | | | | | | | | | |
| From: |  | | To: |  | Reason for leaving? | | |  | | | | |
| May we contact your previous supervisor for a reference? | | | | | | YES | NO | | |  | | |

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| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | References | | | | | | | | | | Please list three primary references (one personal, two professional). One reference must be a person of the opposite sex. If possible for the professional references, at least one must be someone who managed you, and one must be someone you managed. For each reference provide email and telephonic contact info and describe your relationship and dates of co-work. | | | | | | | | | | PERSONAL REFERENCE | | | | | | | | | | Full Name: | |  | Relationship: |  | | | | | | Company: | |  | | | Phone: | | | (     ) | | Address: |  | | | | | | | | | PROFESSIONAL / CIVIC REFERENCE | | | | | | | | | | Full Name: | |  | Relationship: |  | | | | | | Company: | |  | | | Phone: | | | (     ) | | Address: |  | | | | | | | | | PROFESSIONAL / CIVIC REFERENCE | | | | | | | | | | Full Name: | |  | Relationship: |  | | | | | | Company: | |  | | | | Phone: | (     ) | | | Address: |  | | | | | | | | |

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| |  | | --- | | Getting to Know You |   **The purpose of the following questions is to get to know you better, to assure that the principles and values of our employees are consistent with our Christian philosophy, and to maintain a safe environment for students.**   1. How did you hear about WDCS? 2. Please state your short-term and long-term goals. 3. What skills/abilities do you bring to the position for which you are applying? 4. What is your philosophy of Christian Education? 5. What is your philosophy concerning re-direction or discipline of children? 6. Why do you want to work with children at West Dallas Community School? 7. Do you have a preference concerning the age group of children with whom you would like to work? Why? 8. Within the past three years, what employment or volunteer responsibilities have given you the most personal satisfaction and why? 9. Please discuss your travel experiences. 10. What is your attitude toward matters of recreation and entertainment which some Christians practice and other Christians do not?   **We understand that the answers to the following questions may be private and deeply personal, and the information you provide will be held strictly confidential.**   1. When you are unhappy, angry, or emotional about a person or circumstance, what do you do? 2. Have you experienced any significant physical or emotional stressors within the past year, such as the loss of a parent, spouse, or child, or any other family or spiritual crisis? If so, please briefly explain. |

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| |  | | --- | | **Criminal Background History** | |
| The following questions are to assist the WDCS Administration in determination of whether a prospective employee is fit to work in a Christian school as a role model and is not a threat to the safety and well-being of the students that are enrolled.  For any “yes” answers, please attach a detailed explanation in writing.  **Y N** Have you ever been convicted of a criminal offense (felony or misdemeanor)?  Answer “yes” if you have plead “no contest” or entered a plea agreement including a deferred sentence or deferred judgment arrangement in connection with a criminal case.  **Y N** Have you ever been arrested, charged, and/or convicted with a sexual offense, offense relating to a child/children, crime of violence, or crime involving a threat of violence ?  **Y N** Have you ever been reported to any organization or registry for abuse or misconduct involving a child/children?  **Y N** Do you have any pending disciplinary action or investigation by an employer, other organization, professional association, or licensing body, for violence, sexual misconduct, or misconduct involving a child/children?  **Y N** Have you ever been disciplined or dismissed from any volunteer or employment position for any  reason or following an allegation of sexual misconduct, physical aggression, verbal aggression, or  other inappropriate or unprofessional behavior or conduct?    **Y N** Have you ever been reprimanded, or asked to leave or end your involvement/work in any  program or organization providing services to children?  **Y N** Have you ever been the subject of a complaint or disciplinary proceeding concerning any  professional license or professional affiliation held by you?  **Y N** Do you now or have you ever sought out or intentionally viewed child pornography? |

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| |  | | --- | | **CERTIFICATION AND SIGNATURE** | | | | |
| I certify that the information given on this application is true and complete to the best of my knowledge. I authorize all organizations and individuals named in this application and any accompanying resume to provide the School with any relevant information required to make an employment decision. I further authorize the School to investigate my employment and personal history by obtaining reports and information from appropriate agencies and organizations. I understand that false or misleading information given in my application or during interviews will be grounds for the denial or immediate termination of my employment.  If hired, I agree to comply with all rules and regulations established by the School. I agree to cooperate in any investigation conducted by the School, including searches, background checks, or substance abuse testing. | | | |
| Signature: |  | Date: |  |
|  | | | |
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| **Christian Testimony** | | | |
| Please share your Christian testimony by explaining the following:   1. How you came to faith in Jesus Christ and how you are certain of your salvation 2. Describe your relationship and walk with the Lord recently (areas of growth, grace, sanctification, struggle, etc.) | | | |

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| **West Dallas Community School Statement of Faith** | | | | |
| 1. *We believe that the Scriptures are the very Word of God in their entirety and, therefore, are our sole and final authority in matters of faith and practice.* 2. *We believe in one God, creator of the universe, eternally existing in three distinct persons of the Father, the Son, and the Holy Spirit.* 3. *We believe that God created man in His own image, and when man disobeyed God, he fell from grace and brought sin into the world.* 4. *We believe that Jesus Christ was conceived by the Holy Spirit, born of the Virgin Mary, crucified for our sin, and raised from the dead in eternal victory. He is undiminished deity and genuine humanity in one person.* 5. *We believe that the Holy Spirit is a personal Being who convicts the world of sin and who regenerates, indwells, empowers, guides, and seals believers eternally for God.* 6. *We believe that regeneration by the Holy Spirit is absolutely necessary for the salvation of lost sinners, and those who receive the Lord Jesus Christ by faith alone apart from any good works, are born again into the family of God.* 7. *We believe that the family of God is the church, which is the body of believers of which Christ is the head.* 8. *We believe that Heaven is the abode of God and the place of eternal joy for the saved, and that Hell is the place of conscious eternal punishment of separation from God for the lost.* | | | | |
|  | I fully support the Statement of Faith as written. | | | |
|  | I support the Statement of Faith except for the area (s) listed and explained below. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction. | | | |
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| Local Church Affiliation: | | | | |
| Are you a member of this church? | | YES | NO |  |
| Denomination: | | | | |

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| **Statement of Employment Policy** |
| The School is an equal opportunity employer that maintains a policy of non-discrimination with respect to all employees and applicants for employment pursuant to applicable laws. Employment decisions are made without regard to race, color, sex, national origin, age, mental or physical disability of an otherwise qualified individual, or membership or application for membership in a uniformed military service. Because West Dallas Community School is a non-profit religious organization, it does reserve the right to hire and employ individuals who share its Christian beliefs and who agree to adhere to the principles and doctrines in its Statement of Faith. |
| |  | | --- | | Please Include the Following with Your Application: | | * Cover Letter * College/University Transcripts (if applicable) -  Yes or  Will Follow * Resume or other supporting material such as a bio, academic articles, etc. |   **RELEASE**  I authorize West Dallas Community School to contact all individuals, organizations and references listed on this Application Formin order to verify the information I have provided. I agree to release from liability any person or organization that provides information related to me, including those persons I have listed as references, as well as contact persons from my previous volunteer work or employment with children.  I specifically authorize West Dallas Community School to undertake a background check.  I understand and agree that any information received from the background check and application verification will not be disclosed to me except as required by law, and I hereby waive any right I may have to inspect any information provided about me by any person or organization identified by me on this form.  By signing this form, I certify and affirm that the information I have given on this form is true, complete and correct in all respects.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |