



# WESTBURY CHRISTIAN SCHOOL

## Application for Employment

### WHAT TYPE OF POSITION ARE YOU APPLYING FOR? *(Please check all that apply.)*

- Faculty:     K3 - 4th Grade                       4th - 8th Grade                       8th - 12th Grade  
 Substitute:  Lower School                       Upper School  
 Staff:         Secretarial/Clerical                       Other \_\_\_\_\_

### PERSONAL INFORMATION

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

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

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Home Telephone (with area code)

\_\_\_\_\_  
Business Telephone (with area code)

\_\_\_\_\_  
Cell Telephone (with area code)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Driver's License Number and State Issued

\_\_\_\_\_  
Birth Date

Does your health limit physical activities necessary for teaching or for effective classroom communication?  Yes     No  
*(If yes, please explain separately.)*

Marital Status:    Single     Married     Divorced     Widowed                      Married more than once?    Yes     No

Number and ages of children: \_\_\_\_\_

### SPIRITUAL LIFE

Are you a member of the Church of Christ?  Yes     No    If yes, how long? \_\_\_\_\_ If not, do you attend church? \_\_\_\_\_

Are you an active member?  Yes     No                      Is your spouse a member of the Church of Christ?  Yes     No

\_\_\_\_\_  
Name of Congregation

\_\_\_\_\_  
Minister's Name

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

Do you regularly attend:    A.M. Worship?  Yes     No                      P.M. Worship  Yes     No  
   Bible Study?     Yes     No                      Wednesday Evening Worship?  Yes     No

If "No" explain why not: \_\_\_\_\_

Do you believe the Bible to be the inspired, inerrant word of God?  Yes     No

Do you use alcohol, tobacco or mind altering drugs?  Yes     No    If so, explain: \_\_\_\_\_

Do you practice any personal habits or activities, either public or private, that would prevent you from modeling the Christian life style as depicted in New Testament principles?  Yes     No    If yes, explain \_\_\_\_\_

**EDUCATIONAL INFORMATION** *(Please list most recent first.)*

Institution	Major Subject	Minor Subject	Degree or Current Status of Study

**EMPLOYMENT INFORMATION** *(Please list most recent first.)*

Employer Name and Address	Supervisor Name and Phone Number	Subjects Taught Position Held	Dates Employed	Reason for Leaving

**ACCOMPLISHMENTS AND HONORS**

Scholastic Honors: \_\_\_\_\_

\_\_\_\_\_

Recent Research: \_\_\_\_\_

\_\_\_\_\_

Memberships, Publications, Professional Distinctions, or Offices Held: \_\_\_\_\_

\_\_\_\_\_

Graduate Study/Interests (Current/When to Begin): \_\_\_\_\_

Extra-curricular Activities in which you have participated or are interested in: \_\_\_\_\_

\_\_\_\_\_

Non-professional Interests, Hobbies and Activities: \_\_\_\_\_

\_\_\_\_\_

Computer software you are proficient with: \_\_\_\_\_



**OTHER DATA**

*Each of the following questions must be answered with a "yes" or "no". If any answer is "yes," please attach an explanation. Include final disposition of investigation.*

Have you ever failed to have a contract renewed? \_\_\_\_\_

Have you ever had a teaching credential denied, revoked, or suspended in any state? \_\_\_\_\_

Have you been convicted of or pled nolo contendere to a felony or misdemeanor, (other than a minor traffic offence), including DUI? \_\_\_\_\_

Have you been convicted of a felony or misdemeanor, including DUI and/or sex related or child abuse related offenses for which charges are currently pending? \_\_\_\_\_

**APPLICANT'S AGREEMENT** *(Please read carefully.)*

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to verify all information referenced in this application and I release such parties from all liability for any damages which may result from providing such information.

I further understand and agree that any offer of employment is contingent upon the receipt and approval of criminal background check information. I also understand that if I am hired, my employment will be at-will unless I have a valid written contract for a specific term of employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**RETURN TO:**  
Westbury Christian School  
ATTN: Executive Administrator  
10420 Hillcroft \* Houston, TX 77096  
Phone: 713-551-8100  
Fax: 713-551-8117

How did you hear about Westbury Christian School? \_\_\_\_\_

**ADDITIONAL COMMENTS**

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

## **THE EMPLOYEE CHALLENGE At Westbury Christian School**

Westbury Christian School endeavors to provide high quality education from the Christian perspective. Much thought has gone into the kind of people wanted as employees for administrative, faculty and staff positions. It is believed that WCS employees together should establish a climate for Christian nurturing while serving as role models for the youth served, The following list of qualities are desirable in candidates for positions at Westbury Christian School. Of paramount importance is personal Christian commitment, professional readiness and desire for involvement in school activities.

### ***Demonstration of strong spiritual commitment.***

Those who teach at WCS must be ready to commit to regular attendance to church services and activities of a congregation. They are required to place their membership at a specific congregation and submit to the leadership of those elders.

### ***Accepting the challenge of "Ministry."***

In concert with the spiritual commitment, it is important that WCS employees see their work as "a way of life." WCS faculty members should be capable of modeling Christian adulthood, whether married and a parent, or as a single individual. If married, it is important they receive support from family members in their desire to teach in a Christian school. The Christian school setting is a unique opportunity to make a difference in the lives of people, including oneself. Students, parents, as well as friends, and relatives of students, are often directly affected by the involvement of WCS faculty members in the students' lives. Many baptisms have occurred because WCS employees have been "planting and nurturing" at every opportunity.

### ***Strong academic qualifications.***

WCS seeks applicants who have taken their professional training seriously which is reflected in their academic transcript. Additionally, preference is given to prospects with a variety of successful experiences in school related activities that complement their academic standing. There is particular concern given to the applicant who has done strong work in a major teaching field in the latter stages of college preparation.

### ***Strong command of standard English, written and spoken; ability to articulate ideas and thoughts well.***

As indicated above, the teaching staff represent WCS to many people. It is critical that their own grammar, syntax, and pronunciation set a high standard of correctness. It is also critical that they be able to articulate clearly to students in the teaching process.

### ***Interest in both advanced and struggling students.***

The WCS student body generally performs well academically and needs extra challenges. However, there are always students who have weaknesses that impact negatively their ability to grasp specific subject matter. Sometimes it may be extrinsic factors, or it may be inherent lack of ability. In any case, WCS seeks caring professionals who are willing to invest time and energy to determine teaching methods that will serve those students. Whether it is supplemental projects for the advanced, or remediation activities for the struggling student, WCS faculty members are expected to meet the challenges.

### ***Ability to manage student behavior.***

The teachers and staff members of WCS should build the kind of rapport with young people that earns their cooperation and respect. Students generally cooperate with and respect teachers who are competent and use mature judgment. Teachers are not "friends" but mentors to students. The mentoring teacher is not afraid to exercise authority and can do so without alienating the student.

### ***Willingness to participate in activities and special projects.***

The Board and administration is committed to developing excellence throughout the school. To use the name "Christian" to describe a school environment is making an important statement to the outside world. Those involved with the school are asked to go the "extra mile" very often. The Christian work ethic will ultimately produce a school noted for its commitment to the improvement of the individual student through their experiences in spiritual, academic and student activities. Prospective employees will be asked to participate and contribute to many activities and projects. They include but are not limited to:

1. Sponsorship of Student Clubs, Organizations, class sponsor, other activities
2. Literary Meet Involvement
3. Attendance at and involvement in School related programs and special events

### ***WCS Purpose Statement:***

***Westbury Christian School exists in order to provide each student with the opportunity to acknowledge and respond through faith to the word of God while participating in an educational program which stresses academic, social, emotional, and physical develop***