

Jesus Chapel School

Application Packet

10200 Album Ave. El Paso, Texas 79925

915-593-1153 Fax 593-1113

Applicant,

Thank you for inquiring about a position at Jesus Chapel School. Once you have turned in all the necessary documents, we may contact you for an interview. If we do not contact you within 60 days of the application, you may assume an interview will not be scheduled.

Once the interview process is over, we will evaluate all of the potential applicants, and pray that God will lead us to the right individual for the position. This is not just an occupation, this is a ministry. We will inform you of our decision by letter or by phone.

This packet includes the following:

1. Application for Employment
2. Statement of Faith of Jesus Chapel School, Inc.
3. 3 reference forms

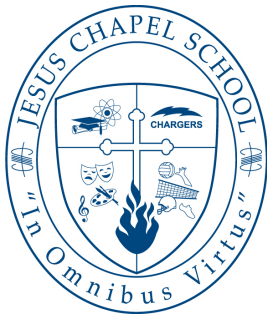
We will need all of the following items in your file before we can effectively process your application:

- Completed Application
- 3 Reference Forms
- Background Checks – Police and Sheriff's (You will need to go to these departments and request the background check. They will charge you \$6.00 each.)
- Testimony of Jesus as your Savior
- Philosophy of Education
- Resume
- Letter of recommendation from your Pastor
- College Transcripts with the seal (for teaching positions)
- Teaching Certifications (if applicable)

We look forward to hearing from you soon.

God Bless You,

The Administration of Jesus Chapel School



JESUS CHAPEL SCHOOL TEACHER APPLICATION

10200 Alburn Ave
El Paso, Texas 79925
915-593-1153 Fax 915-593-1113

A. Personal Information

All information must be completed in order for this application to be accepted. Please *type or print* all information. Please attach a quality photo copy of your driver's license and a typed, current resume to this application.

Position applied for:

Name:		S.S.#
Address:		Phone #:
City	State:	Zip
Military Status:		Nationality:
Name of Spouse:		Spouse's Place of Employment:
Names of Children and Age:		
Yes	No	a citizen of the US?
Yes	No	a previous applicant? Year of application?
Yes	No	a previous employee? Year(s) of employment?
Yes	No	legally able to work in the U.S.A.?
Yes	No	able to drive a bus? Do you have a valid Commercial Driver's License (CDL)?
Yes	No	other than traffic violations, have you ever been convicted of a crime? If yes, describe in detail:
How did you find out about the school?		

B. Employment Information. (Other than education. Note: Start with most recent position.)

Employer	Address	Position	From - To	Reason Left

C. Christian Service (Please submit a written recommendation from your present pastor.)

Church	Location	Yrs. (From - To)	Areas of Service

D. Academic Preparation (Please forward original copies of official transcripts.)

Undergraduate School	Major	No. of Credits	Minor	No. of Credits	G.P.A.	Degree

Graduate School	Major	No. of Credits	Minor	No. of Credits	G.P.A.	Degree

Christian Education Courses

Bible Courses _____

Technical Skills _____

Academic Honors _____

Athletic Activities _____

Other Activities _____

Memberships _____

Other _____

E. Professional Information (Provide an original copy of your certification/license.)

Certification	Subjects/Grades	Cert. Number	Exp.Date	State

If not certified, are all requirements fulfilled for certification in Texas? Yes No If no, what are your plans
 What plans do you have for professional development over the next three years?

F. Teaching Experience. (Begin with most recent.)

School	Address	From - To	Subjects	Grades

G. Placement Information

What grades or subjects are you prepared to teach?

Have you had any courses in Christian Philosophy of Education? (When and where - Please attach a written statement of your philosophy of education - no more than one typewritten page)

How does God guide you in your classroom?

What did you like best about your last job?

Why are you leaving your present position?

How would you deal with bad reports, negative comments and behavior of other staff?

In what two areas do you feel you need the most assistance?

I. Spiritual Information

Name of Home Church:		
Address:		
City:	State:	Zip:
Church now attending:	Senior Pastor:	
Have you accepted Jesus Christ as your personal Lord and Savior? ? Yes No If Yes, date?		
Have you been filled w/ the Holy Spirit? Yes No		

Please comment on the Lord's leading in your life toward working at this Christian school.

Please comment on the idea of holding staff and students to a 24 hour Christ-like lifestyle.

What does the statement "Being led by your spirit" mean to you?

Who are you in Christ?

Where does the "Great Commission" fit in with Christian school philosophy?

What does the statement "The authority of the believer" mean to you?

J. Personal Testimony (Please attach a clearly typed spiritual autobiography - no more than 1 page.)

K. Ministry Information

- Yes No Do you believe that salvation can be found in any other way but through Jesus Christ?
- Yes No Do you believe that the Bible is the Holy, infallible, inerrant Word of God?
- Yes No Have you been attending church regularly for the past 12 months?
- Yes No Do you fully support the ministry of Restoration Fellowship/Jesus Chapel School and the charismatic, Bible doctrines taught here?
- Yes No Do you read your Bible regularly?
- Yes No Do you pray regularly?
- Yes No Is your immediate family in order and your home free from strife and arguments?
- Yes No Do you have any un-forgiveness or resentment toward any staff member here?
- Yes No Do you use drugs, tobacco, alcohol?
- Yes No Do you abstain from immoral sexual activity?
- Yes No If you did have a need arise for ministry counseling while employed here, would you be willing to seek it?
- Yes No Are you and your spouse (if married) both in agreement about your employment at Jesus Chapel School?

L. Health Information

Yes No	Do you have any allergies? If yes, please specify
Yes No	Are you now under medical treatment? If yes, for what?
Yes No	Do you take medicine regularly? If yes, for what?
Yes No	Have you ever had a nervous breakdown? If yes, explain diagnosis and prognosis.
Yes No	Have you ever physically or sexually abused a child?
Yes No	Have such allegations ever been made about you? If yes, please explain
Yes No	Do you consider your health adequate for intensive school teaching?

M. References (Please submit background checks to designated authorities with stamped envelope addressed to the school.)

List three persons who have been acquainted with your professional experience and please have them submit the reference form.

Name	Address	Occupation	Telephone

OFFICE USE ONLY			
ITEM	Date	ITEM	Date
Application Received		Recommendations Received	
Application Reviewed		Pastor's Letter Received	
Statement of Faith Signed		College Transcripts Received	
Interview Scheduled		Certificate Received	
Contract Signed		Background Check Received	

Applicant's Consent : IMPORTANT! (Please read before signing)

This school does not unlawfully discriminate in hiring or employment on the basis of race, color, national or ethnic origin and extends to all persons equal rights, privileges to its programs and activities. No question on this application is intended to secure information to be used for such discrimination.

Please read each of the following statements and place your initials by each one to indicate that you understand and agree to the terms stated, then sign and date this form at the bottom.

_____ In the event of my employment to a position in Jesus Chapel School, I will comply with all rules and regulations as set forth in the policy manual or other communications distributed to school employees.

_____ I authorize Jesus Chapel School to conduct a background check pertaining to my suitability for employment which may include a criminal history check and medical evaluation.

_____ I authorize the administrators to release necessary health information if they feel it is imperative to do so. I understand that health records, as well as all other materials submitted in the application to Jesus Chapel School, are considered confidential and are not available for general use.

_____ I consent to provide legal proof of authorization to work in the U.S.

_____ If hired, I agree to submit to a pre-employment drug screening test, if requested or required, and understand that my application will be rejected if I fail to do so.

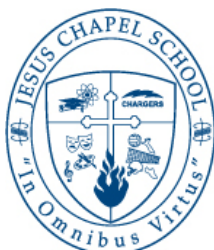
_____ I certify that all information I have supplied on this form is correct to the best of my knowledge. I understand that omissions or deliberate misinformation will disqualify my application and, if hired, would serve as grounds for dismissal.

_____ I consent to have Jesus Chapel School contact the people listed on this form for references and authorize these individuals and my past employers to provide truthful information regarding my qualifications for employment and previous work. I also agree to waive liability against persons and past employers named as references, provided the information they supply is honest and factual.

_____ I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that I may resign at any time and Jesus Chapel School may discharge me at any time with or Without cause. It is further understood that this "at will" employment relationship may not be Changed by any written document or by conduct unless an authorized executive of Jesus Chapel School specifically acknowledges such change in writing.

Applicant Signature

/ /
Date



MAIL TO:

Superintendent
Jesus Chapel School
10200 Alburn Ave.
El Paso, Texas 79925

Request for Reference

To be filled out by supervisor, employer, (no relatives). *All applicants need three references.*

Date: _____ Applicant's Name: _____

Position Applying For: _____

The person named above has applied for the position indicated at *Jesus Chapel School* and has given your name as a reference. We would appreciate your providing us with a brief estimate of the applicant's qualifications, character, and ability to perform in this capacity. A checklist has been provided; however, should you prefer to write a general statement in addition, please use the reverse side. Your remarks will be held in strict confidence. Thank you for your assistance.

Place a rating score in the appropriate column to indicate your estimate of the applicant on each of the items listed, or on items with which you are familiar. 1=Poor; 2=Below Average; 3=Average; 4=Above Average; 5=Superior.

Knowledge of subject matter		Seriousness of purpose
Application of effective teaching techniques		Initiative
Skill in classroom management		Reliability
Pupil-Teacher rapport		Emotional stability
Willing to accept out-of-class responsibility		Self Respect
Loyalty to superiors and general school policy		Dresses appropriately
Relationships with other teachers & staff		Personality
Rapport with parents		Speech

Why would you recommend the applicant to Jesus Chapel School?

Would you employ applicant for a similar position if you were in position to do so?

If presently employed, will applicant be or has applicant been re-employed for the coming school year? _____

I have known the applicant for _____ years and believe that he/she possesses the qualities indicated above.

Reference's Signature: _____ **Position:** _____

Address: _____ **Date:** _____

City: _____ **State:** _____ **Zip:** _____

Phone numbers: _____

Request for Background & Criminal Records Check and Authorization

You must go to one of the El Paso Police Department facilities AND one of the El Paso Sheriff's Department facilities. They will each run different background checks. Plan to pay the \$6.00 fee for each background check.

Locations to make in-person requests for from EPPD Background Check

POLICE HEADQUARTERS

911 N. RAYNOR, EL PASO, TX 79903

(915) 212-4159/60

Mon, Tues, Thurs, Fr: 8:00am – 5:30pm

Wed: 8:00am – 2:00pm

THE LAST WEDNESDAY OF EACH MONTH ALL PUBLIC COUNTERS

ARE CLOSED FOR TRAINING FROM 2:00P.M. TO 5:00P.M.

PEBBLE HILLS REGIONAL COMMAND CENTER

10780 PEBBLE HILLS BLVD EL PASO, TX 79936

(915) 212-0191 or (915) 212-4689

Mon, Tues, Thurs, and Fr: 9:00am – 2:00pm & 3:00pm – 5:30pm

Wed: 8:00am – 2:00pm

THE LAST WEDNESDAY OF EACH MONTH: 8:00am – 1:00pm

WESTSIDE REGIONAL COMMAND CENTER

4801 OSBORNE, EL PASO, TX 79922

(915) 212-0370

Mon, Tues, Thurs, Fr: 9:00am – 2:00pm & 3:00pm – 5:30pm

Wed: 8:00am – 2:00pm

THE LAST WEDNESDAY OF EACH MONTH: 8:00am – 1:00pm

MISSION VALLEY REGIONAL COMMAND CENTER

9011 ESCOBAR, EL PASO, TX 79907

(915) 212-8396

Mon, Tues, Thurs, Fri: 9:00am – 2:00pm & 3:00pm – 5:30pm

Wed: 8:00am – 2:00pm

THE LAST WEDNESDAY OF EACH MONTH: 8:00am – 1:00pm

NORTHEAST REGIONAL COMMAND CENTER

9600 DYER ST EL PASO, TX 79924

(915) 212-8124/8100/8101

Mon, Tues, Thurs, Fr: 9:00am – 2:00pm & 3:00pm -5:30pm

Wed: 8:00am – 2:00pm

THE LAST WEDNESDAY OF EACH MONTH: 8:00am – 1:00pm

ALL PUBLIC COUNTERS ARE CLOSED ON WEEKENDS AND HOLIDAYS

Locations to make in-person requests for from EP Sheriff's Department Background Check

● Background Record Checks

- Copies of Background Checks can be obtained at El Paso County Sheriff's Office Headquarters, 3850 Justice Drive, El Paso, Texas 79938 (915) 538-2292
- - Conducted everyday of the week (\$6.00 fee)
- - Only the person being checked can authorize a background check.
- - If another person is requesting the check as a second party, they must have a notarized authorization to obtain the background check

Complete Record Checks Should Be Sent to:

Jesus Chapel School
Attn: Alba Wilcox, Administrator
10200 Album
El Paso, TX 79925