

**\*\* PLEASE READ CAREFULLY \*\***

## **ACCEPTANCE OF TERMS TO APPLY FOR A POSITION AT CIRCLE CHRISTIAN SCHOOL**

The acceptance of this application shall not be construed as an offer of employment, nor shall it entitle the applicant to any benefit from Circle Christian School except that Circle Christian School may review the application for the consideration of hiring decisions of positions that are open at the time and date of application. Circle Christian School is not required to retain this application for any length of time past its initial review.

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or any other Circle Christian School practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Circle Christian School, or otherwise to change in any respect the employment at will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by an authorized representative of Circle Christian School.

If an employment relationship is entered into; the undersigned and Circle Christian School may end that relationship at any time, without specified notice or reason. Circle Christian School may unilaterally change or revise benefits, policies and procedures and such changes may include a reduction in benefits and compensation.

### **Understanding of Verification of Facts**

As part of the application process, Circle Christian School may conduct an investigation of all statements contained in this application. The misrepresentation or intentional omission of facts in this application may result in refusal to hire or subsequent termination if discovered after hire. Your signature below acknowledges that Circle Christian School may contact schools, previous employers (unless otherwise noted), references and others, and hereby releases Circle Christian School from any liability as a result of such contact.

### **Understanding of Background Check**

As part of the application process, Circle Christian School, may request from a consumer reporting agency an investigative consumer report including information as to your credit records, character, general reputation, person characteristics, and mode of living. Circle Christian School may also conduct a personal background check through law enforcement agencies which may include a review of sex offender registries, child abuse, and criminal history records. Written authorization to release this information will be required before Circle Christian School will consider your application for employment.

### **Understanding of Confidentiality and Competitive Teaching Opportunities**

If you are granted an interview, you may be required to sign a nondisclosure agreement prohibiting disclosure of confidential Circle Christian School information learned through your interview and which provides for liquidated and/or compensatory damages for a violation. If you are offered a teaching position with Circle Christian School, you will be required to sign a Competitive Teaching Opportunity agreement.

### **Understanding of Introductory Period**

If you are hired by Circle Christian School; such employment shall be introductory for a period of 90 days, and at any time during the introductory period or thereafter, your employment with Circle Christian School is terminable at will for any reason by either you or Circle Christian School.

### **Certification**

I am aware that any omissions, falsifications, misstatements, or misrepresentations above may disqualify me for employment consideration and, if I am hired, may be grounds for termination at a later date. I understand that any information I give may be investigated as allowed by law. I consent to the release of information about my ability, employment history, and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staff, and other authorized employees for employment purposes. This consent shall continue to be effective during my employment if I am hired. I certify that to the best of my knowledge and belief all of the statements contained herein and on any attachments are true, correct, complete, and made in good faith.

My signature affirms that I have read, understand, and agree to the terms of this application.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Applicant: \_\_\_\_\_



# APPLICATION FOR TEACHING POSITION

Circle Christian School  
 2134 Kentucky Avenue  
 Winter Park, Florida 32789  
[www.circlechristianschool.org](http://www.circlechristianschool.org)



NOTE: If you are submitting a resume that provides the information requested on this page, you do not need to complete those items. Provide any information not supplied in your resume.

Date \_\_\_\_\_ Position/Program of Interest \_\_\_\_\_

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

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## EDUCATIONAL QUALIFICATIONS

	Degree	Date Received	School	Major/Minor
High School				
College - Undergraduate				
College - Graduate				

## WORK EXPERIENCE (Be sure to list any current employment)

Dates	Company	Position	Address	Phone

## TEACHING / COACHING EXPERIENCE

Dates	School	Location	Phone	Grade	Subject

## PERSONAL REFERENCES

Name	Address	Phone	Relationship



**APPLICATION RELATED RESPONSES**

Please provide additional documentation for any responses below which cannot be adequately expressed on this page.

If applying for a teaching position, list subjects and grade levels that you prefer teaching:

If you are currently employed, do you plan to remain in that position if you are offered a position with Circle?  No  Yes

Please explain.

Reason for leaving previous position:

If you are offered a position with Circle, do you intend to hold any other teaching positions for the upcoming year?  No  Yes

Please explain.

Have you ever been convicted of any crime including sex-related or child-abuse-related offenses?  No  Yes

All personnel are required to have a complete criminal background check and fingerprints, do you have any objections?

No  Yes

Office only	Interview 1	Interview 2	Reference Check	Background Check



## **PERSONAL BACKGROUND AND BELIEFS**

(Please attach a separate document with responses to the following)

1. Why would you like to teach at Circle Christian School? How did you hear about the opportunity?

### **Personal Testimony and Church Involvement**

2. Describe how and when you came to a personal relationship with Jesus Christ.

3. Provide information regarding your current church involvement. Include your denominational preference, local church affiliation, and years of attendance.

4. Are you currently involved in an accountability, Bible study, or other small group intended for spiritual edification? If yes, please describe. If no, why have you chosen not to participate?

### **Personal Beliefs**

5. If you have not done so, please read Circle's "What We Believe" statement. Do you have any objections or questions regarding the views expressed in the statement? Please expand upon your personal view of any section of the statement if you feel convicted to do so.

6. What is your understanding of the term "biblical worldview" and what is its place in education?

7. Will you uphold, in your teaching and personal example, the Biblical standard of sexual purity outside of marriage and heterosexual monogamy within it?

### **Personal Growth**

8. List the books you have read in the past twelve months and then evaluate briefly the one that impacted you the most.

9. Have you identified your personal strengths (through Gallup)? If so, what are your top five themes? How well do you think they describe you?

10. List any other abilities or talents that may be of value to your position if you are hired by Circle Christian School.

### **Teaching Philosophy and Conduct** (For those applying for teaching positions)

11. What do you believe is the most significant purpose of education?

12. What do you believe is the role of Christian education?

13. What discipline techniques would you use in the classroom?

14. Will you submit your lessons and teaching materials to the approval of school leadership when addressing areas of Biblical controversy and debate? If no, please explain your objections.

15. Will you seek clarification from school leadership on approved doctrine or refrain from commenting on a subject if you feel that you are unsure how to handle a student's question regarding Biblical morality, Christian doctrine, or school policies? If no, please explain your objections.

16. Will you refrain from gossip and slander concerning other staff or school policies, especially in front of students, parents, or other teachers in accordance with Christ's teachings? Will you bring any reservations you have about official school policy, requests, or other staff before school leadership out of respect for their authority, and in a spirit of co-operation and Godly conflict resolution?



## WHAT WE BELIEVE

We believe the Bible is the verbally inspired Word of God and is inerrant and infallible in its original writings. We believe it is the only and final authority for faith and conduct. (2 Tim. 3:16, 2 Pet. 1:21)

We believe in one God who is Creator of all things by a direct act, infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit. (Gen 1:1, John 10:30, 37, 38)

We believe by the miracle of the virgin birth that the Lord Jesus Christ, eternal Son of God, became man without ceasing to be God, in order to reveal God and to redeem man, that He died for our sins as a substitutionary sacrifice and rose bodily from the dead for our justification. We believe that He is now exalted at the right hand of God, that He is the Head of the Church, the Lord of the individual believer, that He is ministering as our Great High Priest and Advocate, and that we are awaiting His bodily return. (Isa. 7:14, Matt. 1:23, Luke 1:35, Heb. 4:15, 7:25, 9:12, John 2:11, 11:25, Acts 1:11, Rev. 19:11-16)

We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ and that He convicts the world of sin, regenerates the believing sinner, and baptizes him into the Body of Christ. We believe in the continuing ministry of the Holy Spirit in the life of the believer by whose indwelling the Christian is enabled to live a Godly life which is the believer's holy calling. (Eph. 5: 18, 4:1, 30, 1 Cor. 3:16, 6:19, 20)

We believe that salvation is the free gift of God (neither merited nor secured in part or in whole by any virtue or work of man) to be received only by personal faith in the Lord Jesus Christ, in whom all true believers have, as a present possession, the gift of eternal life, a perfect righteousness, sonship in the family of God, deliverance and security from all condemnation, every spiritual resource needed for life and godliness, and the divine guarantee that they shall never perish. (John 3:16-19, 5: 24, Rom. 3:19, Eph. 2: 8-19, Tit. 3: 5, 6)

We believe that man was created in the image of God, but that he sinned, incurring not only physical death, but also spiritual death which is separation from God and inherited by every member of Adam's race. (Rom. 5: 12-21)

We believe that the true Church is composed of all who have been regenerated by the Holy Spirit and, thereby, constitutes a spiritual unity of believers, the Body of Christ. (Rom. 8: 9, 1 Cor. 12: 12-13, Gal. 3: 26-28)

We believe in the resurrection of both the saved and the lost: those who are saved unto eternal life and those who are lost unto eternal damnation. (John 5: 28, 29)



## STAFF AFFIRMATION OF COMMITMENT

Teachers are important because they influence the life of another. Teachers do not merely convey intellectual information, they shape lives. Given the importance of the role that teachers play and the fact that Circle seeks to encourage and compensate its instructors fairly, there are personal standards and practices that we believe are essential in order for teachers to function at the highest level.

As a Circle instructor, I commit to the following:

I will intentionally seek to grow in my personal walk with Christ.

I will seek to personally grow in the role for which I have been hired. I will pursue my learning through reading, attending seminars or workshops, and shadowing those with seasoned experience.

As a result of my growth, I will be prepared to share my personal story either in written or public form, in order to enhance to the overall success of the team, the program, and the families who are involved.

I will with integrity put in the time necessary to produce excellent learning opportunities for my students in and out of the classroom.

I will enthusiastically participate in ALL team meetings, knowing that what comes from these meetings will help me be a strong and excellent teacher.

I will engage in positive conversations with staff members, parents, and children.

I will seek to lead by serving others.

I will cultivate a heart of gratitude and responsibility and I will demonstrate appreciation by saying THANK YOU to the support staff, directors, and classroom assistants.

I will pay close attention to uphold the standards that have been set by the Circle administration and leadership teams.

My children will show respect and leadership while on campus and will cheerfully comply with ALL codes of dress and conduct.

I understand that my personal character, as well as the character of my family, is essential in promoting Circle's core values.

I will seek to be fully engaged and present 30 minutes before my classroom responsibilities begin and I will stay fully engaged until my room is cleaned and the lights are out at the close of the day.

My number one goal and objective is to LOVE my students more than to love my knowledge.

I will steward well the role I play to influence, encourage, and support families, recognizing all the while that this influence is a direct result of the platform I have been given by the Circle administration when I was hired.

I will pay close attention to the social behaviors of ALL students in order to provide a loving and safe learning environment for the entire CCS community.

I will initiate appropriate parent conferences to share positive observations as well as potential learning and behavior concerns. I WILL NOT WAIT!

By signing this agreement, I demonstrate my full support and desire to be an integral part of the Circle Christian School community.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## WORLDVIEW SURVEY

Because the success of Circle Christian School is dependent on the values and investment of all participating parties, we desire to enroll families with a worldview that complements the position of Circle Christian School and the student's classroom experience. All incoming faculty, staff, parents and students (grades 6–12) will complete this survey in the application process.

1. Which statement comes closest to what you believe?

- God exists in the minds of some individuals only for the purpose of creating meaning and value
- God is a being who designed the universe and "set it in motion" but who remains uninvolved or, at best, a distant observer
- God is the Creator of the universe. He has concern for and is closely involved with His creation

2. Which statement comes closest to what you believe?

- I believe that the Bible is a great piece of literature written by men, not inspired by the Holy Spirit.
- I believe that the Bible is open for interpretation and contains some discrepancies.
- I believe that the Bible is the infallible, Word of God and is accurate in all of its teachings.

3. Which statement comes closest to what you believe?

- I believe that Jesus Christ was a real person, but not the Son of God.
- I believe that Jesus Christ was simply a great teacher.
- I believe that Jesus Christ is the Son of God and lived a sinless life on earth.

4. Which statement comes closest to what you believe?

- I believe that there are no absolute standards, therefore, each person develops their own moral standard.
- I believe that morality is relative to each individual and situation – what may be wrong for one person may not be wrong for another person.
- I believe that there is a set of absolute moral guidelines established by God that applies to all cultures and times.

5. Which statement comes closest to what you believe?

- I believe that salvation is granted by God to those who achieve a certain level of perfection.
- I believe that eternal salvation can be earned through belief and good works.
- I believe that salvation is a free gift from God through Jesus Christ and cannot be earned.

6. Which statement comes closest to what you believe?

- I believe that I am a product of evolution and God did not create mankind individually.
- I believe that our origin is a mystery and we won't ever know our true source of existence.
- I believe in the story of creation and rely on God to work out His plan for mankind.

7. Which statement comes closest to what you believe?

- At death, one ceases to exist – there is no life after death, no heaven or hell.
- I am not sure whether there is a heaven or hell.
- At death, everyone will spend eternity in either heaven or hell.

8. Which statement best describes your personal faith?

- My faith is a personal matter and does not necessarily include a belief in Jesus Christ.
- I don't know exactly how to describe my faith, but I want to know more about being a follower of Jesus Christ.
- I have accepted Christ as my Lord and Savior and believe He is the only way to heaven.

I have answered honestly and forthrightly this worldview survey as part of the application process at Circle Christian School.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

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



## **CONFLICT OF INTEREST AND COMPETITIVE TEACHING OPPORTUNITIES**

### **Conflict of Interest Summary**

Most school employees, including principals, teachers and non-teaching staff, will have a number of professional and personal interests and roles. These could include their role as a parent, their membership of a club, or their ownership of a business. Schools must manage these situations to ensure that employees cannot use their influence within the school to make decisions that are not in the school's best interest.

Conflicts of interest sometimes cannot be avoided and can arise without anyone being at fault. They need not cause problems when they are promptly disclosed and well managed.

There are several aspects to managing conflicts of interest effectively.

- Schools need to understand what a "conflict of interest" is and be aware of the different ways in which one can arise.
- Schools are encouraged to establish policies and procedures to help them and their employees to identify and deal with conflicts of interest.
- School employees should identify and disclose a conflict of interest as soon as it arises.

In each case, the school (or, sometimes, the school board) needs to consider what action (if any) is necessary to best avoid or mitigate any effects of an identified conflict of interest.

### **The nature of conflicts of interest**

There is a conflict of interest in a school where:

An employee's duties or responsibilities could be affected by some other interest or duty that the employee may have.

The other interest or duty might exist because of:

- the employee's own financial affairs;
- a relationship or other role that the employee has; or
- something the employee has said or done.

### **Types of conflicts of interest**

- Being an employee, advisor, director, or partner of another business or organization
- pursuing a business opportunity

Just because a school employee has an interest outside his or her work, it does not necessarily follow that it is a conflict of interest. A conflict of interest only occurs if something arises at work that overlaps with the other interest.

### **Perceptions are important**

The management of conflicts of interest also involves appearances - what an outside observer might reasonably perceive. Most often, what needs to be managed (and be seen to be managed) is the risk of the adverse public and community perception that could arise from the overlapping interests.

Sometimes there may be a perception of a conflict of interest where the interests come close but do not actually overlap. It may still be necessary to take some steps to manage these situations. Not taking steps to manage these risks can undermine the school and the individual's reputation.

### **Dealing with conflicts of interest**

Some situations will need to be the subject of discretionary judgments as and when they arise. There are two aspects to dealing with particular situations:

- identifying and disclosing the conflict of interest (primarily the responsibility of the employee); and
- deciding what action (if any) is necessary to best avoid or mitigate any effects of the conflict of interest (primarily the responsibility of the school or board).

### **Identifying and disclosing a conflict of interest**

The employee with the conflict of interest is obliged to identify it and disclose it to the relevant people in a timely and effective manner. It is better to err on the side of openness when deciding whether something should be disclosed.

If a matter in which an employee has an interest arises at a formal meeting, the employee should declare to the meeting that he or she has an interest in the matter before the matter is discussed. In other situations, the matter should be raised and discussed with a relevant person (such as the principal or chairperson of the board) as soon as the potential for a conflict of interest is identified.



### **Deciding on further action**

The primary obligation to determine the appropriate next steps (and to direct the affected employee accordingly) lies with the school (or school board).

There may be scope for a range of options and the exercise of discretionary judgment.

In these cases, the school needs to assess carefully:

- the seriousness of the conflict of interest; and
- the range of possible options to reduce or manage that risk.

The assessment is not primarily about the risk that misconduct will occur. It is about the seriousness of the connection between the interests, the risk that the school's capacity to make decisions lawfully and fairly may be compromised, and the risk that the school or the individual's reputation may be damaged. In making this assessment, the school needs to consider how the situation may reasonably appear to an outside observer.

Usually, managing a conflict of interest means that the employee withdraws or is excluded from being involved in the school's work on the particular matter. In the interests of openness and fairness (and to minimize the risk of the school having to defend itself against an allegation of impropriety), it is always safer to err on the side of caution.

### **Competitive Teaching Opportunities**

Instructors have unique access to students and parents that they would not otherwise meet or encounter. It would be unfair for instructors to use that access to solicit any Competitive Teaching Opportunity from students or parents or to encourage students or parents to purchase courses from the instructor (or from other educational institutions with which the instructor might be affiliated) or to encourage students or parents to enroll in courses from institutions which, regardless of their mission, are in competition with Circle Christian School or use any curriculum of Circle Christian School for any competitive purposes.

The term "Competitive Teaching Opportunity" means any form of education or instruction offered by instructors individually or by any group or school or private school or tutoring group or other person with which instructors are or become affiliated that is similar to or otherwise competitive with any course of instruction or class or educational program or curriculum or curricula of Circle Christian School.

To prevent conflicts of interest by instructors in competition with Circle Christian School, the school makes the following provisions:

(a). Instructors agree to disclose all activities and roles which may appear to be a conflict of interest or which may be perceived as a competitive teaching opportunity;

(b). While an employee of Circle Christian School, instructors will not solicit any competitive teaching opportunity (defined above) or other teaching opportunities or other business of any kind from any parent or student or any former student or his or her parent(s), unless such solicitation has been approved in writing, by an officer of Circle Christian School;

(c). While an employee of Circle Christian School, instructors will not participate in any Competitive Teaching Opportunity, unless such activity has been approved in writing, by an officer of Circle Christian School.

A "CTO" is: Any class that is offered to homeschool students in the Central Florida area (Orange, Seminole, Lake, Osceola, Volusia) for a fee, regardless of whether it is held in a home or other location.

What a "CTO" is not:

- Personal tutoring of a student
- Summer camps
- Private music or voice lessons
- Free classes for homeschoolers
- Church related instruction



**COMPETITIVE TEACHING AGREEMENT**

I agree that as an employee of Circle Christian School (CCS), I will have unique access to students and parents that I would not otherwise meet or encounter. I agree that it would be unfair for me to use that access to solicit any Competitive Teaching Opportunity from students or parents or to encourage students or parents to purchase courses from me (or from other educational institutions with which I might be affiliated) or to encourage students or parents to enroll in courses from institutions which, regardless of their mission, are in competition with Circle Christian School or use any curriculum of Circle Christian School for any competitive purposes.

The term "Competitive Teaching Opportunity" means any form of education or instruction offered by me alone or by any group or school or private school or tutoring group or other person with which I am or become affiliated that is similar to or otherwise competitive with any course of instruction or class or educational program or curriculum or curricula of Circle Christian School.

Thus, I agree to the following terms that restrict my future activity in competition with Circle Christian School:

1. While an employee of Circle Christian School, I agree to disclose all activities and roles which may appear to be a conflict of interest or which may be perceived as a Competitive Teaching Opportunity (defined above);
2. While an employee of Circle Christian School, I will not solicit any Competitive Teaching Opportunity or other teaching opportunities or other business of any kind from any parent or student or any former student or his or her parent(s), unless such solicitation has been approved in writing, by an officer of Circle Christian School;
3. While an employee of Circle Christian School, I will not participate in any Competitive Teaching Opportunity, unless such activity has been approved in writing, by an officer of Circle Christian School.

\_\_\_\_\_  
STAFF MEMBER

\_\_\_\_\_  
CIRCLE

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

