

# FIRST BAPTIST SCHOOL of CHARLESTON

ACADEMIC  
EXCELLENCE



CHRISTIAN  
PERSPECTIVE

Your interest in First Baptist School is appreciated. We invite you to fill out this application and return it to Head of School's Office. If an opening occurs which matches your qualifications, your application will be thoroughly reviewed. If we have continued interest in your candidacy, we will arrange for a personal interview.

We realize the key to a successful Christian School is its staff. We are grateful for those who are professionally qualified, who love Children, and who, by the pattern of their lives, are Christian role models (Luke 6:40).

We look forward to your application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

As you progress through the application process, please use the following checklist as a guide to ensure you have all of the requested information.

Completed applications may be scanned/e-mailed or mailed to:

Dr. Justin Mitchell, Head of School

48 Meeting Street

Charleston, SC 29401

[mitchellj@fbschool.org](mailto:mitchellj@fbschool.org) (Please copy Kammi Pisano at [pisanok@fbschool.org](mailto:pisanok@fbschool.org))

## FBS Application Checklist

- Completed Employment Application.
- Letter of Reference from Current Pastor Regarding Church Membership/Attendance.
- Cover Letter/Resume.
- Copies of Transcripts and Certifications (if applicable).
- Completed Background Check Consent Form

*\*Your application will be reviewed until all requested information has been submitted.*



## I. Personal Information

Full Name:

Application Date:

Date Available:

Address:

Phone:

Work:

Cell:

E-mail:

## II. Position Desired

Please indicate which position(s) you are applying for:

Please list activities or sports which you would be capable of and willing to direct, sponsor, advise, or coach (indicate grade or level):

Why would you like to be a part of First Baptist School staff?



How did you learn about the position in which you're applying?

### III. Professional Qualifications/Education

*Please attach copies of all your college transcripts.*

What degrees do you hold?

Degree 1:

Date Received:

Issuing Institution:

Major(s):

Minor(s):

Degree 2:

Date Received:

Issuing Institution:

Major(s):

Minor(s):

Degree 3:

Date Received:

Issuing Institution:

Major(s):

Minor(s):



Other education experience:

### IV. Employment Experience

Employer 1:

Position:

Address:

Dates of Employment:

Supervisor's Name and Phone Number:

Employment Status:    Full-Time    Part-Time    Temporary

Salary:

Reason for Leaving:

Employer 2:

Position:

Address:

Dates of Employment:

Supervisor's Name and Phone Number:

Employment Status:    Full-Time    Part-Time    Temporary

Salary:

Reason for Leaving:



Employer 3:

Position:

Address:

Dates of Employment:

Supervisor's Name and Phone Number:

Employment Status:    Full-Time    Part-Time    Temporary

Salary:

Reason for Leaving:

## V. References

### Professional References

(Must include most recent employer or direct supervisor)

Full Name	Position	E-mail/Phone Number
1.		
2.		
3.		

### Personal References

(Must include a pastor of your church)

Full Name	Position	E-mail/Phone Number
1.		
2.		
3.		



### VI. Security

Recognizing God's love and concern for children, First Baptist School has adopted a policy of screening ALL applicants for employment. The purpose of this policy is to promote a safe environment and to protect our students, as well as to guard the honor and reputation of Jesus Christ and His school. The following questions are designed to elicit the information necessary for this purpose. The information provided will be treated confidentially and will only be used by authorized staff in reviewing your application. All questions must be answered. If you answer "yes" to any of the following questions, please explain on a separate page. Your answers to any of these questions do NOT necessarily disqualify you from employment at First Baptist School.

Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor Traffic Violations)? The term "convicted" includes entering a plea agreement including "no contest" pleas, or a deferred sentence or deferred judgment arrangement in connection with a criminal charge. If so, please attach a statement of explanation, including nature of offense, date, court where conviction was entered, sentence of disposition and any other relevant information.

Yes      No

Have you ever been the subject of an investigation of an allegation of physical abuse, sexual misconduct, sexual harassment, or an offense relating to children, criminally charged, or been the subject of a civil lawsuit involving physical abuse, sexual misconduct, sexual harassment, or an offense relating to children?

Yes      No

Have you ever been the subject to discipline or dismissal from employment or volunteer service by any church, or other organization as the result of an allegation or charge of physical abuse, sexual harassment, or an offense relating to children?

Yes      No

\*If you answered "yes" to any of the above questions, please explain on a separate sheet of paper.



### VII. Personal/Christian Life

#### Statement of Beliefs

1. God is the source of truth.
2. The primary academic responsibility of FBS is to provide a college preparatory education with academic excellence in a Christian setting.
3. The highest level of Christian integrity must characterize all we do.
4. A Christian perspective sees all of life as a part of God's creation, accepting the principles of the Bible as the standard established by the Creator.
5. The development of spiritual, intellectual, artistic, physical, and social values promoted in a nurturing Christian environment, provides meaning and direction for life.
6. Education with Christian spirituality gives life divine direction, gives perspective to knowledge, and leads students to seek God's leadership in their lives.
7. The spiritual responsibility of FBS is the preparation of young people for a life of Christian discipleship.
8. The value of learning Biblical truths along with other disciplines makes spirituality a natural part of students' lives.
9. Christian ethics with spiritual motivation are invaluable to the individual and to society.
10. Students are challenged to fulfill their God-given potential in a safe, nurturing environment. First Baptist School does not discriminate in employment on the basis of race, color, sex, national origin, physical disability, and age.

Signature:

Date:

Give a brief testimony and statement of your personal relationship to Jesus Christ:



## VIII. Church

What is your present church membership?

Are you presently a member in good standing?

Number of years:

What church activities are you involved with and with what regularity?

What is your attitude toward working with people of different races or denominational beliefs?

Describe your routine of personal Bible study and prayer:

List your favorite scripture verse(s) and explain why they are your favorite:

*I affirm that I have submitted my life to the Lordship of Jesus Christ, and I have been saved by grace through His mercy, love, and forgiveness.*

*I understand the importance of maintaining a regular and personal time of devotion, prayer, Bible study, and fellowship with Jesus Christ in order to be effective as an employee of First Baptist School, and I agree to do so.*

*I affirm that I will carefully guard the unity within the family of God. I will speak truly and deal with every person in accordance with the scriptural principles outlined in Matthew 18.*

Signature:





### For Teacher Applicants Only

#### Certification

Please attach a copy of your current teaching certificate, if applicable.

Type:

Cert. No.:

Date:

Please answer the following in a separate document:

1. What is your philosophy of Christian Education?
2. How would you handle discipline in your classroom?
3. Comment briefly on your strengths and weaknesses as a professional in the teaching-learning situation.
4. If a student came to you and wanted you to pray with him/her to receive the Lord, would you feel comfortable? Please explain why or why not. How would you proceed? How would you follow up?
5. What does it mean to teach a Christian worldview?
6. Briefly explain how you would make your teaching distinctively Christian.



# FIRST BAPTIST SCHOOL

48 Meeting Street  
Charleston, SC 29401  
Phone: (843) 722-6646 x 1017  
Fax: (843) 720-2175

## NOTIFICATION/RELEASE OF INFORMATION FORM

The purpose of this form is to notify you that a consumer report will be conducted on you in the course of consideration for employment with First Baptist Church and/or School. Plus allow us to conduct a new check every two years. Please complete the following information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Social Security: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_

Driver License No.: \_\_\_\_\_ State of Issue: \_\_\_\_\_

Current Address:

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Business #: \_\_\_\_\_ E-mail: \_\_\_\_\_

All Towns/Cities/Counties & States where you have lived in the past 10 years:

Have you ever been arrested for a crime, accused of, participated in, or been convicted of sexual misconduct?      Yes      No

If yes, explain:

In connection with this request, I authorize all corporations, former employers, credit agencies, education institutions, law enforcement agencies, city, state, county, and federal courts, and military services to release information about my background including, but not limited to, information about my employment, education, driving record, criminal record, and general public record history to the person or company with which this form has been filed, or their agents. We reserve the right to run additional background checks as needed, plus every two years. This releases the aforesaid parties from any liability and responsibility for the collection of the above information.

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

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