



**TWIN OAKS CHRISTIAN SCHOOL**  
1230-A Big Bend Road, Ballwin, Missouri 63021  
(636) 861-1901 Fax (636) 861-2084  
E-mail [tocsadminasst@twinoaksschool.org](mailto:tocsadminasst@twinoaksschool.org)

## APPLICATION FOR SCHOOL EMPLOYMENT

---

**INSTRUCTIONS:** To assist us in better understanding your qualifications and interests and to assure the fullest consideration, please provide all of the information requested on this application. Please read the “applicant statement” found on page 4 of this application form before answering any of the questions. Sign the application at the bottom of page 4 and return it to the school office. **Please print or type all information.**

**TODAY’S DATE:** \_\_\_\_\_

### PERSONAL INFORMATION

<b>Last Name:</b> _____	<b>First Name:</b> _____	<b>Middle Name:</b> _____
<b>Address:</b> _____	<b>City, State, Zip:</b> _____	
<b>Email Address:</b> _____		
<b>Home Telephone:</b> ( ) _____	<b>Cell Phone:</b> ( ) _____	<b>Gender:</b> _____
<b>Date of Birth:</b> _____	<b>Social Security Number:</b> _____	<b>U.S. Citizen (Y/N):</b> __

### POSITION AND AVAILABILITY

<b>What position are you seeking?</b> _____	
<b>Full time or Part Time:</b> _____	<b>Date you would be available:</b> _____

### BACKGROUND INFORMATION

<b>Do you confess Christ as your Lord and Savior?</b> _____	
<b>Do you subscribe to the Reformed Doctrinal Position of Twin Oaks Christian School?</b> _____ (The reformed faith as summarized in such standards as the Westminster Confession of Faith and Catechisms, Belgic Confession, Canons of Dordt, Heidelberg Catechism)	
<b>Church Membership:</b> _____	
<b>Current Church:</b> _____	<b>Dates Attended:</b> _____
<b>Address:</b> _____	<b>Telephone:( )</b> _____
<b>Previous Church:</b> _____	<b>Dates Attended:</b> _____
<b>Address:</b> _____	<b>Telephone:( )</b> _____

## EMPLOYMENT HISTORY

List your last three employers beginning with your current or most recent employer

<b>Current/Last Employer:</b> _____	<b>Address:</b> _____	
<b>City, State, Zip:</b> _____		
<b>Position:</b> _____	<b>Beginning Date:</b> _____	<b>Ending Date:</b> _____
<b>Reason for leaving:</b> _____		
<b>Supervisor or contact reference:</b> _____		
<b>Please describe your duties:</b>		

<b>Current/Last Employer:</b> _____	<b>Address:</b> _____	
<b>City, State, Zip:</b> _____		
<b>Position:</b> _____	<b>Beginning Date:</b> _____	<b>Ending Date:</b> _____
<b>Reason for leaving:</b> _____		
<b>Supervisor or contact reference:</b> _____		
<b>Please describe your duties:</b>		

<b>Current/Last Employer:</b> _____	<b>Address:</b> _____	
<b>City, State, Zip:</b> _____		
<b>Position:</b> _____	<b>Beginning Date:</b> _____	<b>Ending Date:</b> _____
<b>Reason for leaving:</b> _____		
<b>Supervisor or contact reference:</b> _____		
<b>Please describe your duties:</b>		

**EDUCATION**

List all schools beginning with college:

School	City/State	Dates Attended (From - To)	Graduate?	Degree/Major
1. _____				
2. _____				
3. _____				

**TRAINING AND EXPERIENCE**

List any training or work experience you have had that qualifies you for the position you are seeking, including any professional license or certification:

---

---

**PLEASE ANSWER THE FOLLOWING QUESTIONS ON A SEPARATE SHEET OF PAPER AND ATTACH TO APPLICATION**

1. Give a brief profession of your faith.
2. Why do you wish to teach in a Christian School?
3. What does it mean to be reformed?

**PERSONAL REFERENCES**

List two personal references that are well acquainted with you. Do not list relatives.

1. Name \_\_\_\_\_ City/State \_\_\_\_\_ Phone # \_\_\_\_\_
2. Name \_\_\_\_\_ City/State \_\_\_\_\_ Phone # \_\_\_\_\_

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Feel free to expand this application to add any additional information necessary to describe your full qualifications for the specific position for which you are applying.

**SOCIAL MEDIA USED**

List any Social Media Networks (including but not limited to Facebook, Twitter, etc.) that you use or have used as well as the name(s) your account may be listed under.

---

---

---

**APPLICANT STATEMENT – READ CAREFULLY**

In consideration of the receipt and evaluation of this application by Twin Oaks Christian School, I agree and represent that:

- The information contained in this application is correct to the best of my knowledge. I understand that providing false or misleading information on this application is grounds for my immediate dismissal, if I am hired.
- I authorize any references, schools, current or former employees, current or former supervisors, churches or denominational agencies, or any other person or organization, whether or not identified in this application, to give you any information (including opinions) regarding my character and fitness for employment.
- I hereby release any individual, employer, church, denominational agency or official, reference or any other person or organization both collectively and individually, and whether or not identified in this application, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempt to comply with this authorization, excepting only the communication of knowingly false information.
- I further state that I have carefully read the foregoing release and know the contents thereof and I sign this release as my own free act. A facsimile or photocopy of this authorization shall be as valid as the original.

*Check one:*

I waive \_\_\_\_\_ do not waive \_\_\_\_\_ any right that I have to inspect any information provided about me by any person or organization described above.

Should my application be accepted, I agree to be bound by the bylaws and policies of Twin Oaks Christian School, and refrain from any conduct in violation of its teachings.

I understand and agree that nothing contained in this application for employment or in any pre-employment interview is intended to or shall create a contract between myself and the school for either employment or the providing of any benefit. I further understand that a criminal records check may be conducted on me, and I consent to any such check.

I have read and understand the above provisions, and agree to them. This is a legal document and I understand that I have the opportunity to consult with an attorney before signing it.

X \_\_\_\_\_  
Signature of Applicant Date

**PERMISSION TO OBTAIN A BACKGROUND CHECK**

I, the undersigned applicant, authorize Twin Oaks Presbyterian Church/Twin Oaks Christian School, through its independent contractor, to procure background information about me. This report may include my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; and the state sex offender records.

I understand that I am entitled to a complete copy of any background information report of which I am the subject upon my request to Twin Oaks Presbyterian Church/Twin Oaks Christian School, if such is made within a reasonable time from the date it was produced. I also understand that I may receive a written summary of my rights under the Fair Credit Reporting Act. (We do NOT run a credit check.)

X \_\_\_\_\_  
Signature of Applicant Date

***“TWIN OAKS CHRISTIAN SCHOOL GLORIFIES GOD IN ASSISTING CHRISTIAN PARENTS BY PROVIDING EXCELLENCE IN EDUCATION TO COVENANT CHILDREN THAT THEY MAY KNOW AND UNDERSTAND GOD’S WORD AND WORLD WHILE HEARTS ARE NURTURED IN PREPARATION FOR SERVICE IN HIS KINGDOM.”***