

THE UNIVERSITY SCHOOL

www.the-us.co
2713 W. Cucharas St.
Colorado Springs, CO
(719) 302-3751



APPLICATION FOR EMPLOYMENT Staff Position

Please submit along with a current resume and cover letter.

Areas of Interest:			
Academic Department:	Administration Department:	Business Department:	Student Activities Department:
Date Available:			
PERSONAL INFORMATION			
Name (Last, First, Middle Initial)			
Maiden Name			
Current Address (Number, Street, City, State, Zip)			
Phone numbers (w/area code) Home () - Cell () -		Email Address:	
Can you provide proof that you are at least 18 years old? Yes No		Are you legally eligible for employment in the United States? Yes No	
If presently employed, may we contact your present employer? Yes No (Explain on reverse)		Emergency Contact Name: Phone: () -	
Church Membership:		Name of Pastor:	
Church Phone (w/area code):		May we contact your pastor for a reference? Yes No	

Have you ever been convicted of a crime, other than a minor traffic offense, including speeding or parking violations? *Convicted means you were declared guilty by a judge or jury - or you pled guilty in court. A conviction may have taken place even if you did not pay a fine or spend time in prison. Answering yes to this question will not automatically disqualify you from employment.*

Yes No If yes, please explain:

USCO reserves the right to make a criminal background check.

Work preference: Full Time Part Time Substitute

Have you ever been terminated, or asked to resign by a former employer? Yes No If yes, please explain.

REFERENCES

<u>Name</u>	<u>Relationship</u>	<u>Address</u>	<u>Phone</u>
<i>Personal</i>			
<i>Personal - Church Leader</i>			
<i>Professional</i>			
<i>Professional</i>			

EDUCATION

<u>Degrees/Diplomas Held</u>	<u>Name & Location of School</u>	<u>Major Field</u>	<u>Minor Field</u>	<u>GPA</u>

* Certified copies of transcripts required upon employment.

CERTIFICATION/ LICENSES

List subjects/grades you are qualified to teach in order of preference.

<u>Certification or License</u>	<u>State</u>	<u>Date Issued</u>	<u>Date of Expiration</u>	<u>Number</u>	<u>Grade Level/Subject</u>

* Certified copies of transcripts required upon employment.

family. In honoring this desire concerning the outreach of this ministry, there shall be no attempt made by parents, students or staff to promote or disparage any doctrinal or denominational beliefs, practices, or positions regarding issues upon which the ministry itself has assumed no official stance.

NON-DISCRIMINATORY POLICY

The University School makes no distinction in its admission or operating policies with regard to an individual's race, color, gender, or national and ethnic origin. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic or other school-administered programs. We recognize that there can be no preferential treatment with God.

PUBLIC RELEASE

I agree to allow USCO to publish the following information for school purposes only: home phone, mailing address, email address, teacher photo/video.

CHRISTIAN CONCILIATION SERVICE REQUIREMENT

All staff members at USCO are required to sign a statement indicating that they agree to the following Christian arbitration agreement:

The parties to the agreement are Christians and believe that the Bible commands them to make every effort to live in peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the school relationship, including any claim or statutory claims, shall be settled by Biblically-based mediation.

If resolution of the dispute and reconciliation do not result from mediation, the matter shall then be submitted to an independent and objective arbitrator for binding arbitration. The parties agree that the mediation and arbitration process will be conducted in accordance with the "Rules of Procedure for Christian Conciliation" ("Rules") contained in the Peacemaker Ministries booklet Guidelines for Christian Conciliation. Consistent of these "Rules," each party to the agreement shall agree to the selection of the arbitrator. The parties agree that if there is an impasse in the selection of the arbitrator, the Institute of Christian Conciliation division of Peacemaker Ministries in Billings, Montana (406-256-1583), shall be asked to provide the name of a qualified person who will serve in that capacity. Consistent with the "Rules," the arbitrator shall issue a written opinion within a reasonable time.

The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the school relationship or this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

AGREEMENT TO STATEMENTS AND POSITIONS

Parents, staff, and school board members must be in agreement with the above statements. Please sign below if you are in agreement with all statements and positions included in this document.

Signature of applicant

Date

PERSONAL PHILOSOPHY

On a separate piece of paper or below, please answer the following questions in one or two paragraphs.

- A. Why do you wish to teach in a Christian school?
- B. What is your philosophy of grace in the classroom as it pertains to student behavior and academics?
- C. What areas do you feel are your strengths? Weaknesses?
- D. Summarize any additional information you would like to present about yourself.

Please return this application to:

The University School
2713 West Cucharras Street
Colorado Springs, CO 80904

For questions or electronic transmission of documents, please send email to *employment@the-us.co*

NOTICE REGARDING BACKGROUND INVESTIGATION

A consumer report (background screening report) and/or an investigative consumer report which may include information concerning your character, employment history, general reputation, personal characteristics, police record, education, qualifications, motor vehicle record, mode of living, may be obtained in connection with your application for and/or continued employment with The University School. **A consumer report and/or an investigative consumer report may be obtained at any time during the application process or during your employment with The University School.** You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Safe Hiring Solutions LLC, P.O. Box 295, Danville, IN 46122 888-215-8296.

AUTHORIZATION

By signing below, I, _____, hereby voluntarily authorize The University School to obtain either a consumer or an investigative consumer report about me from a consumer reporting agency and to consider this information when making decisions regarding my employment and/or continued employment at The University School. I understand that I have rights under the Fair Credit Reporting Act, including rights discussed above. This report may be delivered in either written or electronic form.

Print Name (last, first, middle):

Email Address:

Social Security Number:

Date of Birth (MM/DD/YYYY):

Drivers License Number:

Drivers License State:

Other names I have been known by:

Current Address:

Previous Addresses (Last 7 Years):

Signature:

Date: