



KNOX ACADEMY

PO Box 4767
Medford, OR 97501
541-531-9949

Employment Application

Knox Classical Academy does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its hiring or educational policies.

PERSONAL INFORMATION

Last Name _____ First Name _____ Middle Name _____ Preferred Name _____ Date _____
/ / / /

Street Address	City	State	Zipcode

Previous addresses if less than 10 years at current address

Street Address	City	State	Zipcode

SS# _____ Home Phone _____ Work Phone _____

Drivers License # _____ State _____ Email Address _____

Have you ever been convicted of a crime other than a minor traffic offense? _____ If yes, describe below:

Have you ever worked or earned degrees under another name? Please list below:

Last Name _____ First Name _____ Middle Name _____ Date from/to _____
/ / /

Position Desired _____

Date Available _____ Salary Desired _____

How did you hear about this opportunity with Knox Classical Academy? _____

EDUCATION AND TRAINING

Circle last level of education completed: High School 1 2 3 4 CollegeUniversity 1 2 3 4 Graduate 1 2 3 4

Education	Name and Location (City, State, Country)	GPA	Major/Minor	Degree Earned	Date (Mo/Yr)
High School					
College/University					
Graduate School					
Business or Vocational					
Certifications/Training					
Office Skills					
Technical or Language Skills					

EMPLOYMENT HISTORY

List your employment history for the last 10 years in the table below (most recent job first):

If you are currently below, may we contact your employer? YES NO

I understand that upon employment, proof of legal right to work in the United States is required.

Dates Employed	Starting Salary \$ Ending Salary \$	Employer	Supervisor Name	Supervisor Title
Phone	Address	Your Title	Your Duties	
Reason for Leaving				
Dates Employed	Starting Salary \$ Ending Salary \$	Employer	Supervisor Name	Supervisor Title
Phone	Address	Your Title	Your Duties	
Reason for Leaving				
Dates Employed	Starting Salary \$ Ending Salary \$	Employer	Supervisor Name	Supervisor Title
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Dates Employed	Starting Salary \$ Ending Salary \$	Employer	Supervisor Name	Supervisor Title
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Reason for Leaving				

REFERENCES

List four personal references on the following Reference Release sheets. You should include a pastor, a supervisor or principal (or teacher you student-taught under, if you have no professional teaching experience), and close friends you have known for over five years.

Name	Title	Company	Relationship	Home or Work Number
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

- List any extra-curricular activities with which you are willing to help (clubs, sports, etc.):

- Describe your personal philosophy of education and explain how it would affect your day-to-day teaching:

- Why do you believe you are called to teach in a Christian school?

- What is the most important quality you as a teacher would bring to a classroom at KCA?

- Briefly describe your familiarity with the various approaches to discipline in a Christian School:



Reference Form

Knox Classical Academy
 PO Box 4767
 Medford, OR 97501
 541-200-2294

TO THE APPLICANT:

Complete the applicant section and direct this form to one of the individuals listed on your application as a reference. Ask the individual to return to you the completed form in the envelope provided, which must remain sealed until received in this office.

APPLICANT NAME: _____ City/State: _____

APPLYING FOR POSITION AS: _____

NAME OF PERSON COMPLETING THIS FORM: _____

TO THE REFERENCING INDIVIDUAL:

Place this completed form in an envelope and sign your name across the sealed flap. Return the sealed envelope to the applicant who will submit it with his/her application. Please respond to each of the areas below, giving your candid opinion of the applicant's qualifications for the position indicated above. Narrative comments on the back are welcome if you desire to elaborate. This information will be maintained in a separate pre-employment file and will not be made available to the employee except under subpoena or court order. Thank you for your assistance.

Please check the level at which the applicant consistently performs.	Superior 6	Well above expectations 5	Above expectations 4	At expectations 3	Below expectations 2	Unsatisfactory 1
Character (conduct, ethics, morals)						
Personal appearance (dress, grooming)						
Energy level						
Personality						
Voice quality						
Tact						
Self-control						
Enthusiasm						
Willingness to accept criticism						
Ability to work without close supervision						
Dependability						
Promptness and thoroughness						
Overall attitude						
Loyalty and cooperation						
Communication skills (oral)						
Communication skills (written)						
Decision-making skills						
Scholarship						
Initiative						

**PLEASE COMPLETE THE FOLLOWING ADDITIONAL INFORMATION FOR
TEACHER APPLICANTS:**

Management of instructional time						
Management of student behavior						
Presentation of instruction						
Monitoring of student performance						
Evidence of planning, use of resources						
Interaction with students						
Assumption of non-instructional duties						
Oral presentation skills						
Evidence of professional growth						
Enthusiasm for teaching						

(continued on reverse)

Opportunities for observing the candidate; _____

Do you know of anything that would cause the candidate to be unfit for this position? No _____ Yes _____

(if yes, please explain) _____

To your knowledge, has this applicant ever been subject to any disciplinary action or asked to resign? _____

(if yes, please explain) _____

If you were personally responsible, would you recommend the employment of this applicant? _____

(please explain) _____

Additional comments: _____

Signature: _____ Name (printed): _____

Position: _____ Company/School: _____

Address: _____ Phone: _____

City/State/Zip: _____ Date: _____



Pastor's Reference Form

Knox Classical Academy
PO Box 4767
Medford, OR 97501
541-200-2294

TO THE APPLICANT:

Complete the applicant section and direct this form to your pastor. Ask the individual to return to you the completed form in the envelope provided, which must remain sealed until received in this office.

APPLICANT NAME: _____

APPLYING FOR POSITION AS: _____

NAME OF PERSON COMPLETING THIS FORM: _____

DEAR PASTOR,

The above individual is seeking a position at Knox Classical Academy, an independent board-run, non-denominational Classical Christian school. Knox is committed to supporting families in the instruction of their children using a classical model of education. Our mission is to equip students to think and act biblically, to obey God, and to lead and serve others. Please complete this reference form as it pertains to him/her and return it to the applicant in a sealed envelope with your signature across the sealed flap. All responses will be treated with complete confidentiality. Please use the back of this sheet for any other comments you would like to make.

- 1. Christian Commitment:** _____ evident and beyond question
_____ no evidence of commitment
- 2. Church Attendance:** _____ faithful and regular _____ occasional
_____ infrequent _____ never
- 3. Church Relationship** _____ member in good standing
_____ not member, but exhibits commitment
_____ not supportive

4. Has this individual held a leadership position in the church? Please describe: _____

5. Has this individual used any special talents within the church body? Please describe: _____

6. Is the applicant active in the Sunday School and/or other programs of the church? _____

7. Do you consider the applicant open to spiritual instruction? _____

8. Do you recommend this applicant for employment at Knox? _____

9. How long have you known the applicant? _____ Are you related to the applicant? _____

Pastors Signature _____ Date _____

Church _____ Phone _____

Church Address _____

City _____ State/Zip _____