



Application for Head of School

PERSONAL INFORMATION

Name:

(First)

(Middle)

(Last)

Address:

(Street)

(City)

(State)

(Zip)

Phone Number:

☐ Home

☐ Cell

Email Address:

Marital Status: ☐ Single ☐ Married ☐ Separated ☐ Divorced ☐ Widowed ☐ Other:

Do you regularly attend church: ☐ Yes ☐ No

Church Name:

Denomination:

Address:

Pastor's Name:

Phone Number:

Are you a member of this church? ☐ Yes ☐ No

Number of years attending:

What activities are you involved in?

Have you previously been employed at HMS? ☐ Yes ☐ No If yes, year/Position:

Have you previously applied to HMS? ☐ Yes ☐ No If yes, year/Position:

Date available for employment:

Minimum Salary Accepted:

EDUCATIONAL BACKGROUND

High School:

Name & Location:

Diploma Received: ☐ Yes ☐ No

College/University:

Name & Location:

Diploma Received: ☐ Yes ☐ No

Degree/Credits Earned:

GPA:

Major/Minor:

Special Honors/Extracurricular Activities:

College/University:

Name & Location:

Diploma Received: ☐ Yes ☐ No

Degree/Credits Earned:

GPA:

Major/Minor:

Special Honors/Extracurricular Activities:

Graduate School:

Name & Location:

Diploma Received: ☐ Yes ☐ No

Degree/Credits Earned:

GPA:

Major/Minor:

Special Honors/Extracurricular Activities:

Graduate School:

Name & Location:

Diploma Received: ☐ Yes ☐ No

Degree/Credits Earned:

GPA:

Major/Minor:

Special Honors/Extracurricular Activities:

Certifications:

Area of Certificate:

Issuing State:

Issued Date:

Expiration Date:

Area of Certificate:

Issuing State:

Issued Date:

Expiration Date:

Area of Certificate:

Issuing State:

Issued Date:

Expiration Date:

EMPLOYMENT HISTORY

Within the last ten years, have you been fired from any job for any reason or quit a job after being notified that you were to be fired? ☐ No ☐ Yes

Start Date:

End Date:

Position:

Employer Name:

Phone Number:

Address:

Supervisor Name:

Title:

Work Performed:

Reasons for Leaving:

Starting Salary:

Ending Salary:

Start Date:

End Date:

Position:

Employer Name:

Phone Number:

Address:

Supervisor Name:

Title:

Work Performed:

Reasons for Leaving:

Starting Salary:

Ending Salary:

Start Date:

End Date:

Position:

Employer Name:

Phone Number:

Address:

Supervisor Name:

Title:

Work Performed:

Reasons for Leaving:

Starting Salary:

Ending Salary:

Student Teaching Experience

Grade/Subject Taught:

Dates:

School Name/Address:

College Supervisor:

Mentoring Teacher:

Grade/Subject Taught:

Dates:

School Name/Address:

College Supervisor:

Mentoring Teacher:

GENERAL BACKGROUND INFORMATION

Please provide complete answers to all of the following questions. If you answer "Yes" to any question, you must list all offenses, and for each conviction provide the date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice, or a magistrate, which results in a fine, sentence, or probation.

You may omit: **minor** traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Were you ever convicted of a criminal offense? ☐ No ☐ Yes

Are you currently under charges for a criminal offense? ☐ No ☐ Yes

Have you ever forfeited bond or collateral in connection with a criminal offense? ☐ No ☐ Yes

Are you subject to any visa or immigration status that would prevent lawful employment? ☐ No ☐ Yes

Have you ever been professionally disciplined in any state? ☐ No ☐ Yes

Professionally disciplined means the annulment, revocation or suspension of your teacher certification or having received a letter of reprimand from an agency, board or commission of state government, such as the Pennsylvania Professional Standards and Practices Commission.

ESSAYS

Please attach an essay that expresses your thoughts on the following areas:

1. *Spiritual Autobiography*
2. *How Christian faith shapes your teaching*
3. *Philosophy of Education*

Please attach a response to one of the scenarios below:

Scenario 1:

Jack reports to you that Evan is bullying him on the bus. After talking with the bus driver and the other students who sit around Jack and Evan, you find that no one has seen or heard evidence of Evan bullying Jack.

Response Format: Describe what steps you would take to resolve this conflict between the boys. How would you be involved and what would you say to Evan and Jack's parents?

Scenario 2:

Mr. Jones has been a 5th grade teacher at the school for three years. He is well-liked by students and families, and his students have generally transitioned well to middle school after their 5th grade year. This school year, however, his fifth-grade class has a wide range of ability levels, and Mr. Jones has struggled to differentiate his

instruction for the needs in the class. He reports that a few students complete their assignments quickly and say they are “bored” while other students cannot complete tasks in the time he has allotted, leading to frustration.

Response Format: Outline the steps you would take to coach Mr. Jones and how you would follow up to ensure he has the support he needs.

CONFESSION OF FAITH FROM A MENNONITE PERSPECTIVE

I have read and agree with the *Confession of Faith in a Mennonite Perspective* (1995), the HMS Sexuality Statement (2022), and the school’s mission statement and philosophy of education. ☐ Yes ☐ No – please attach exceptions and explanations

CERTIFICATION AND RELEASE AUTHORIZATION

I certify that all of the statements made by me are true, complete, and correct to the best of my knowledge. I further certify that I am the sole author of the attached essay and scenario response. I understand that any misrepresentation of information shall be sufficient cause for rejection of candidacy, withdrawal of any offer of employment, or termination of my employment. I also understand that an incomplete application or missing documents could be sufficient cause for rejection of candidacy.

I give Hinkletown Mennonite School (HMS) and its representatives permission to contact the schools, employers, and references named in this application and any attached documents to investigate the information I have provided and to seek and obtain any other information HMS considers relevant. I release HMS and its representatives and the persons and organizations that provide this information from any liability for doing so.

I further waive the right to personally view any references given to the Hinkletown Mennonite School.

Applicant Signature:

Date:

FINAL APPLICATION CHECKLIST

Please return this completed application along with the following items:

- ☐ Resume
- ☐ References
- ☐ Copy of College Transcripts
- ☐ Essay
- ☐ Scenario Response
- ☐ Child Abuse Clearance (completed within the last year)
- ☐ Criminal Background Check (completed within the last year)
- ☐ FBI Background Check (completed within the last year)