



# Horizon Prep

PO Box 9070, 6233 El Apajo Road, Rancho Santa Fe, CA 92067 Phone: 858.381.8888 Fax: 858.381.8887

## Application for Certificated Employment

Applicant: Please type all information required, even if listed in your resume.  
(Applications are kept on file for one year)

### Mission Statement

The mission of Horizon Prep is to prepare a generation of spiritually mature and academically advanced individuals for a life of opportunity and service to the glory of God.

### A. Personal Information

Today's Date \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Former Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Address City State Zip

Home Phone: Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_ How long have you lived at the above address? \_\_\_\_\_

Have you applied previously?  Yes  No If yes, when? \_\_\_\_\_

### B. General Information

Position for which you are applying:  Teacher  Administrator  Assistant Teacher  Substitute  Other \_\_\_\_\_

How were you informed of this position opening? \_\_\_\_\_

I hold a valid California Teaching Authorization:  No  Yes (If yes, please indicate state, type, and authorization)

State \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Check One:  
 Professional, Clear, Standard, General  Preliminary  Intern  Pre---Intern  Emergency

Check One  
 Multiple Subject (Elementary)  Single Subject – list subject(s) \_\_\_\_\_

Tests Passed:  CBEST  MSAT  RICA  PRAXIS/SSAT – list subject \_\_\_\_\_

Has your credential ever been suspended or revoked?  Yes  No

If you hold valid ACSI Teaching Certification, please indicate which level and expiration date \_\_\_\_\_

List any additional teaching, coaching, authorizations, certifications or licenses:

Number in order (1,2,3), according to preference, what you are qualified to teach:

Elementary School \_\_\_\_\_ Middle School \_\_\_\_\_ High School \_\_\_\_\_

For Middle school and High School, please list specific subjects, experience, and preferences, for Elementary School list Grade:

Future Plans: What are your professional goals for the next five years?

Special Abilities: Please list activities or sports that you would be able to direct, sponsor, advise, or coach. Indicate grade or ability level.

### **C. Personal Philosophy**

**(Please answer the following questions briefly)**

**What is your personal philosophy of education?**

**What are some of your greatest accomplishments as a teacher?**

**What are some teaching strategies that you use to enhance and measure student learning?**

**Briefly describe your classroom management system.**

**D. Professional Qualifications**

Please attach photocopies of all your college transcripts. Should you be offered a position, official copies of your college transcripts must be submitted for inclusion in your personnel file.

**Educational and Professional Training:**

Name of Institution	City	State	From	To	Degrees	Major	Minor

Number of semester units of graduate work beyond BA or BS degree \_\_\_\_\_ (1 quarter unit = 2/3 semester unit)

Number beyond MA or MS \_\_\_\_\_

Graduate work is defined as any work given by a college or university acceptable toward requirements for an advanced degree or credential and taken after the date the BA degree is received. Transcripts of all college and university work are required before hiring process is complete.

**Student Teaching Experience:**

District	City	State	# of weeks	Dates	Grade(s)	Master Teacher	College Supervisor

**Teaching Experience Under Contract: (List current experience first - DO NOT LIST SUBSTITUTE TEACHING)**

District	City	State	From	To	Grade(s)	Supervisor	Reason for Leaving

**Professional References:**

Please check appropriate columns if a letter from a person is included in your papers and/or that person has ever served as your immediate supervisor.

Letter in File	Supervisor	Name	Position	Home/Work Phone	Email
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				

We recommend you submit a placement file (confidential papers) or letters of recommendation with your application.

**Note:** An experienced teacher must provide by mail the most recent evaluation of teaching.

**Work Experience Other Than Educational: (List most recent positions)**

Employer	Position	From	To	Phone Number	Reason for Leaving

**E. Additional Information**

You must provide a detailed explanation if you answer YES to any of the questions below. You may use the space provided following these questions or attach another page as needed.

- 1. Have you been dismissed or asked to resign from a job? No Yes
- 2. Have you ever left a teaching position prior to the expiration of a contractual agreement? No Yes
- 3. Do you object to having your present employer contacted? No Yes
- 4. Do you object to having your former employer(s) contacted? No Yes

Please provide an explanation to any "yes" responses for questions 1 - 4.

**F. Certification of Application**

**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY. THEY CONSTITUTE THE CONDITIONS UNDER WHICH ONE IS CONSIDERED FOR EMPLOYMENT BY HORIZON PREP.**

- 1. The information that I have provided on this Certificated Applicant Profile is complete and accurate to the best of my knowledge and subject to validation by Horizon Prep.
- 2. As indicated and explained in Section F of this application, I authorize the persons, schools, current employer and other organizations or former employers named in this application to provide Horizon Prep with any information that the school may require to arrive at an employment decision. Education Code 44031
- 3. I understand and agree that:
  - a. Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of, or if employed, termination from Horizon Prep's employment.
  - b. A medical examination and signed release statements may be required. I understand that I must furnish evidence of freedom from tuberculosis.
  - c. Before my contract becomes effective or I receive compensation, all valid state credentials, certificates, and/or licenses appropriate to my assignment must be filed in the Personnel Office of Horizon Prep.

Signature\_

Date \_

Horizon Prep provides employment opportunities to qualified individuals without regard to race, color, age, sex, national origin, ancestry, marital status, physical disability, medical condition, or veteran status.

As an applicant for a position at Horizon Prep and its ministries, I recognize, understand, and agree to live by the moral and ethical standards of the church and school.

I further declare that with regard to my personal moral and ethical character and conduct as of this date, I am not, nor have I been in the past, engaged in inappropriate conduct towards minors, nor do I have inclinations towards such conduct.

Inappropriate conduct includes the following: homosexuality, verbal, physical, or sexual abuse, as defined by Scripture and/or state law.

I declare that the above statement is factual and true. By affixing my signature, I declare that I meet the moral and ethical standards of Horizon Prep.

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**Applicant's Signature**

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**Date**



I have discussed the Declaration of Ethical and Moral Integrity with the applicant.

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**Administrator's Signature**

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**Date**