



237 E Miller St, Elmira, NY 14904

General Contractor Tutor Employment Application

(Application retained one year)

Date: _____

Name: _____ Social Security# _____

Current Address: _____

Telephone:(_____) Cell #:(_____)

Email: _____

Tutoring Position You Are Seeking: _____

Grade & Age Level Preference: _____

EDUCATIONAL PHILOSOPHY

What do you believe are essential qualities of your teaching? (List at least 3)

1. _____ 3. _____
2. _____ 4. _____

What are two areas in which you might need support?

1. _____ 2. _____

Explain *your* classroom management style: _____

Please list co-curricular activities you might be interested in directing: _____

EDUCATION

Name Dates Attended Degree

Teaching credentials earned: _____

*Please note if credential in progress and when expected

Honors/Special Recognition: _____

EMPLOYMENT HISTORY *Please list most recent employment first

_____ From: _____ To: _____
Institution Position

_____ From: _____ To: _____
Institution Position

_____ From: _____ To: _____
Institution Position

_____ From: _____ To: _____
Institution Position

CHRISTIAN BACKGROUND

Please share your personal testimony AND about your personal ministry involvement in the space below.
Use an additional page if needed.

TESTIMONY

I understand that FAMILY ENRICHMENT CENTER does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, or handicap. I further understand that any offer of employment is conditioned on the proof of legal authority to work in the United States.

I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or significant omission of fact during any phase of the hiring process may prevent me from being hired or if hired, may subject me to immediate dismissal.

I authorize FAMILY ENRICHMENT CENTER to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews. I authorize the release and giving of any information requested by FAMILY ENRICHMENT CENTER such as employment records, performance reviews, and personal references. I release any person, organization or company for liability or damage which may result from furnishing the information requested.

I further certify that I have carefully read and do understand the above statements. Please initial below.

Name

Employer: _____

Pastor: _____

Friend: _____

I fully support the policy as written without reservations.

I support the policy except for the area(s) listed and explained on a separate sheet attached to this application.

PERSONAL REFERENCES (Do not list family members or relatives) PLEASE ATTACH AND LIST

Applicant Signature: _____

(Signature indicates you are in agreement with FEC philosophy and that all contents of this application are accurate and truthful)

Date: _____

Position: _____

FEC TUTOR QUESTIONNAIRE

1. What is the relevance of the Bible in relationship to education?
2. What does it mean to think from a Biblical worldview?
3. Describe your view of the role of parents in the educational process?
4. What is the tutor's role in motivating students toward academic success? How would you carry this out in your classroom?
5. What kind of structure, atmosphere, and standards do you feel are most conducive to a quality education and how would you implement these?
6. Explain your views of discipline and classroom management.
7. What is your view of authority?
8. If you were placed under the authority of the Head of School or designated leader, how would you support him/her if you were not in agreement with a decision made?

9. What steps would you take to resolve a conflict with: a pupil, a parent, teachers or superior?

10. What are your strengths as a tutor? Please give examples that have displayed these strengths and that show your gifts as a tutor.

11. What do you recognize to be your weaknesses as a tutor? What do you do to compensate for and overcome these weaknesses?

12. What is your reason for seeking a position at FEC?

13. Please describe your understanding of what it is to be a Christian and how does this understanding influence your life and the way you would conduct a tutoring situation.

14. What are your views on homeschooling and co-teaching with parents? List a few ways you can help prepare students for their best experience in the classroom and at home with the work you send home for them to finish.

APPLICANT'S AUTHORIZATION STATEMENT

(Please indicate that you have read and that you understand each paragraph of the Applicant's Authorization statement by placing your initial beside each paragraph)

_____ I certify that this application was completed by me and that all entries and information in it are TRUE and COMPLETE to the best of my knowledge. In the event of employment, I understand that false, misleading or omitted information in my application may result in discharge.

_____ I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that an investigation may be made and information may be obtained through interviews with the personal reference and past employers, through a credit check, a criminal history check and/or a driver's record check. This inquiry may include information as to, among other things, my character, general reputation, and personal characteristics, as well as information about my work performance and workplace conduct. I consent to these investigations and to the consideration of any statements of references, former employers or others that are given in response to the inquiry.

_____ I hereby release all parties, including but not limited to *FAMILY ENRICHMENT CENTER*, personal references and previous employers, from liability for an injury or damage that may result from their furnishing information concerning me or any action *FAMILY ENRICHMENT CENTER* takes on the basis of such information.

_____ I understand that, if I am offered a job, I will be hired as a general contractor and not an employee of FEC.

_____ I understand that according to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and United States citizens status or, if aliens, their legal authorization to work in the United States. As a consequence, I understand that any offer of employment to me is contingent upon my ability to produce the required documentation within the time period required by law.

_____ I understand that this application is not, and is not intended to be, a contract of employment at will and that any resulting employment is for no fixed period of time and is terminable at any time and for any reason by me or by *FEC*. I further understand that statements that may be contained in policies, practices, handbooks or other material do not create any guarantee of employment and that *Family Enrichment Center* has the right to modify, amend, or terminate policies, practices, benefit plans, or other programs with the limits and requirements imposed by law. I understand that no representative of Family Enrichment Center, other than an officer, has the authority to enter into any agreement for a specific period of time or to make an agreement contrary to the foregoing and that any such agreement must be in writing to be binding.

_____ I understand that, upon hiring, I may be required to sign an agreement relating to confidential information.

Signature of Applicant Date

Family Enrichment Center Tutor Job Description and Opportunities

Responsible for tutoring students in the development, implementation, and assessment of the FEC and Homeschool curriculum choices.

Qualifications (Personal and Professional)

- An intimate and growing personal relationship with Jesus Christ.
- Live a life above reproach (consistent with I Timothy 3:1-7).
- Strong relational skills including but not limited to:
 - Being a team player
 - Showing sensitivity with a heart of compassion
 - Having a warm and friendly personality in all interactions
- Demonstrates effective oral and written communication skills, computer proficiency and organizational ability.
- Demonstrates a teachable spirit, a self-starter mentality, and the ability to think creatively and solve problems.
- Recognizes, develops, and integrates God's truth, goodness and beauty into all of the curriculum.
- Measures growth in students and communicates needs for student improvement.

- Have appropriate professional work experience to fulfill the designated job responsibilities. Previous church involvement.

Conditions for Employment

- It is a privilege to serve the Lord in vocational ministry as a leader at FEC.
- Those who serve God on staff at FEC are expected to embrace a high biblical standard of personal conduct and lifestyle both public and personal.
- Available to fulfill the identified work schedule and hours.
- It is required that all staff members are in agreement with the bylaws, Statement of Faith, and Purpose, Vision, and active advocates of the Values of FEC.

Knowledgeable and passionate about his or her subject, level of student, and art of instruction and engagement.

- Well established or growing in application of laws of teaching and management of classroom culture.
- Committed to growing theologically through participation in a local church and personal devotion and Bible study.

Working Relationships

A. Report to: Head of School

B. Work closely with and seek the best for teaching staff, support staff, and leaders.

C. Coordinate with all other tutor/leadership staff.

Ministry Responsibilities

1. Be an active advocate of the Purpose, Vision and Values statement of FEC and submit to its leadership. Upon hire, attend staff development to understand culture, history, and doctrines of FEC and learn to communicate them to students.
2. Foster a loving atmosphere and quality program that attracts children and their families.
3. Participate in ongoing professional education. Be a constant learner in the theology, theory and practice of ministering to and teaching children.
4. Develop practical and effective means to partner with parents communicating with them winsomely and with compassion within 24 hours, during the week.
5. Engage in time management to accomplish your responsibilities and maintain a health balance in your life.
6. Recognize, develop, and integrate a Biblical worldview, values from FEC Statement of Faith, goodness and beauty into all curriculum.
7. Begin classes on time and use time effectively.
8. Maintain accurate records that reflect growth, effort, performance and communicate any need for improvement and actively seek support and communicate progress.
9. Support the school in general and our individual members.
10. Mentor, encourage, counsel, and pray for your students and their parents.
11. Keep a neat and orderly classroom that conveys learning, beauty, and organization.

12. Be punctual for meetings, duties, and other obligations
13. Attends meetings and sits on committees as directed by administration
14. Faithfully completes reasonable extra duty assignments (Supervision, Advisory/Grade Level/Curriculum Meetings)
15. Assist in the general supervision of students, care of the campus, and public relations for the school
16. Practice active and engaged supervision of students
17. Enforce the rules, philosophy, and spirit of the school with grace, love and truth
18. Develop alternative modes of assessment in order to avoid boredom in students and to maximize engagement in learning for its own good.
19. Openly share knowledge and talents with other teachers
20. Dress professionally

Other Staff Responsibilities

1. Participation in FEC TRAINING dates and syllabus planning/ Activities and Staff Meetings; FEC Celebrations and Calendar Events.
2. Participation in designated training in addition to your regular schedule.
3. Participate in other center-wide events such as Back to School Kickoff, Meet the Teacher, Back-to-School Night, Parent/Teacher Conferences, Christmas Program, Vision Night, Family Math, History, or Science Night, Spring Concert, Graduation and FEC Gala.
4. *Attend PTF Activities* —PTF-sponsored activities..

