



Dear Applicant,

Thank you for interest in teaching here at Ambleside School. We are always looking for skilled teachers for our classrooms and currently are recruiting for open positions.

Ambleside is a Christ-centered school implementing the educational methods of Charlotte Mason. We are working in partnership with Ambleside Schools International and committed to providing excellent education through rich books, the natural world, the arts, and consistent mastery of skills. Our salary range is \$32,000 to \$40,000 (for fulltime teachers), depending on education, experience and mastery of our approach to education.

All of our teachers have professed a personal relationship with Jesus Christ, and this is one of the first requirements for teaching at Ambleside. In addition, we are looking for gifted teachers who love learning, have experience working with children, and are flexible enough to be trained in our approach to education.

If you are interested, after reading our website, please complete the enclosed application form and return it with a cover letter and your resume. If your application indicates that Ambleside may be a good fit for you, we will begin our interview process. For your planning purposes, our hiring process has the following steps:

- Application submission: Time varies with each applicant (estimated 2- 6 hours)
- Interview #1: Observe in classrooms, meet briefly with principal, complete a battery of tests (estimated time: 2 hours with at least 30 minutes scheduled during school day, between 8:30 am and 3:00 pm)
- Interview #2: Meet with Principal and Board Member for interview (estimated time: 2 hours)
- Summer Training: If hired, new teachers are expected to attend a week long training in June (This year 2010: Fredericksburg, Texas: June 19 – 26).

If you are in the process of completing our application, alert me by email so I can give your application the deserved consideration ([gwilcox@ambleside.org](mailto:gwilcox@ambleside.org)). I will contact you as soon as possible to let you know its status.

I look forward to hearing from you.

Sincerely,

Virginia R. Wilcox  
Principal, Ambleside School



## Teaching Position Application

### Personal Data

Applicant's Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_ DOB: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Marital Status:          Single          Married          Divorced          Widowed

Name of Spouse: \_\_\_\_\_  
Last First Middle

Children:    Yes    No    Children's Names: \_\_\_\_\_  
Last Middle First Age

\_\_\_\_\_  
Last Middle First Age

\_\_\_\_\_  
Last Middle First Age

### Educational Background

*(Please begin your educational experience with the most recent school attended and conclude with High School.)*

Education	Location	Degree	Dates

### Other Certifications or Training

\_\_\_\_\_  
\_\_\_\_\_

Please list any honors or special recognition you have received: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Work Experience**

*(Please list all positions in order, including teaching positions, beginning with your most recent first)*

<b>Place of Employment and City, State</b>	<b>Position</b>	<b>Dates of employment</b>	<b>Reason for Leaving</b>

**Teaching Experience**

*(Please detail, from your work experience above, any teaching positions you have held and include the subjects and the grades taught).*

<b>Place of Employment</b>	<b>Subject / Grades</b>	<b>Dates of Employment</b>	<b>Reason for Leaving</b>

**Contact Information for Past Supervisors**

Most Recent Supervisor

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Dates supervised \_\_\_\_\_

Immediately Prior Supervisor

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Dates supervised \_\_\_\_\_

Immediately Prior Supervisor

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Dates supervised \_\_\_\_\_

## Academic Knowledge:

On a scale of 1 – 10 (1 being weakest and 10 being strongest), indicate your knowledge and mastery of the following areas of study:

Phonics		History	
Arithmetic		Science	
Algebra		Literature	
Spelling		Bible	
Grammar		Poetry	
Reading Instruction		Composition	

**Please answer the following questions on a separate piece of paper and attach to the application.**

1. Describe your spiritual experience. What role does it play in your daily life?
2. How do you describe your community of faith?
3. Why do you want to be a teacher? What are your long-term career goals?
4. What personal and/or professional skills do you bring to the classroom? List 5 to 8 skills and provide a concrete, personal example for each which will put it in context.
5. What are you not good at or not interested in doing? List 5 to 8 skills and provide a concrete, personal example for each which will put it in context.
6. Describe the best teacher you ever had. What make her/his class so memorable?
7. Describe your reading interests. What books have most influenced you? What have you read in the last year?
8. What is your understanding of Charlotte Mason’s method of education and how does it differ from other methods?
9. What are your hopes/ expectations of Ambleside School?

Each applicant selected for an interview will be required to arrange for the forwarding of official transcripts from colleges/ universities to Ambleside School.

Please return the application to Ambleside School, 1089 Liberty Meeting Court, Herndon, VA 20170.

*Ambleside School does not discriminate on the basis of race, color, age, sex or national or ethnic origin.*

*By signing below, I give Ambleside School permission to contact my former supervisors as listed above and to confer with them on all matters relating to my past job performance and potential employment at Ambleside. My signature below confirms that all information given in this application and related forms is correct to the best of my knowledge. I understand that my omission, misrepresentation of the facts, falsifying or withholding of information in completing this application and all required documents constitutes grounds for immediate withdrawal of the application and/ or termination of the employment with Ambleside School.*

*Further, I understand that upon employment I am expected to become familiar with and abide by the rules and regulations as set forth in the Ambleside Teacher Handbook. In addition, I understand that my employment with Ambleside School will require my participation in weekly after school meetings, outside reading, preparation, and planning, times of in-service and campus and parent meetings.*

*I have read and signed the Ambleside School Code of Personal Conduct (attached).*

*I have read and signed the Ambleside School Statement of Faith (attached).*

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Signature of Applicant

Date

## **Ambleside School Code of Personal Conduct**

Adult example has a profound effect on the formation of the hearts of children. Thus, all members of the Ambleside community, parents, teachers, staff and students are expected to maintain a standard of personal conduct consistent with the teachings of Jesus on virtue and the relational life. All members of the Ambleside community are expected to:

- Demonstrate consistent care for all persons, treating all with kindness, respect, and generosity; never engaging in any behavior (including verbal) which would be damaging, disrespectful or demeaning of another person, child or adult.
- Be diligent in fulfilling all tasks related to one's responsibilities, maintaining a high quality of work, honesty and integrity.
- Be careful and gracious in speech, avoiding any profane speech and never making a public statement (in any medium, including e-mail) regarding the school or any member of the Ambleside community, which can be considered injurious to the reputation of another person or the school.
- Handle all concerns and grievances in a constructive manner as directed by school policy.
- Avoid all illegal activities including illegal drug use, theft, vandalism and fraudulent activity.
- Avoid activities destructive to relationships such as outbursts of rage, violence, stealing, lying or cheating.
- Be moderate and appropriate in the consumption of alcohol, avoiding drunkenness and never giving alcohol or tobacco products to a minor.
- Be deliberate in maintaining accountability and fellowship with other believers.
- Protect the dignity of human sexuality and the virtue of chastity
  - By avoiding all forms of lewd speech including base jokes, sexual innuendo, and inappropriate sexually explicit talk.
  - By never viewing, possessing, distributing or fostering the use of pornographic material including but not limited to print, video and audio.
  - By honoring the covenant of marriage, if applicable, and avoiding any appearance of infidelity through emotional, physical, or spiritual interactions.
  - By never advocating or participating in immoral sexual activity (defined as any form of touching or nudity for the purpose of evoking sexual arousal apart from the context of marriage between one man and one woman).
  - By never engaging in any physical contact or verbal expression with another person (adult or child) which could be interpreted as being an inappropriate display of affection and thus emotionally abusive, confusing or scandalous.

I agree to comply with the *Ambleside School Code of Personal Conduct* as described above.

Signature of Teacher \_\_\_\_\_ Date \_\_\_\_\_

## Statement of Faith

A Christ-centered school is a school that acknowledges the sovereignty of God, the authority of the Word of God, the Lordship of Jesus Christ, and the power of the Holy Spirit in *all* of life. It does not seek to divide life or education into spiritual and secular compartments, but rather acknowledges that all truth is God's truth and all learning is an effort to relate to God, self, others, and the created world. It values each student as created by God, with gifts to be strengthened, weaknesses to be overcome, and responsibilities to be carried out. It respects the system of authority that God has established and calls parents and teachers to partner in the training and education of children. It calls students to submit to the loving mentors that God has provided for this purpose.

### Foundational Beliefs

- The Bible, both Old and New Testaments, is revered as the inspired, authoritative Word of God and the only infallible rule of faith and practice.
- God, who is eternally existent in three persons, Father, Son, and Holy Spirit, is the creator of all truth and governs all things according to the purpose of His will.
- God has created people uniquely, knows them fully, and desires to have a personal, vibrant relationship with them, but they are separated from Him because of their sinfulness.
- To this end, God the Son came to earth in human form, fully God and fully man, to live a sinless life, to be crucified, and to rise again from the dead as the only ransom for sinners and the only mediator between God and mankind.
- All people will be resurrected, either unto eternal life with God or eternal separation from Him.
- Upon our acknowledgement of our own sinfulness and acceptance of Jesus' sacrifice on our behalf, the Holy Spirit continues the work of regeneration, including conviction of sin, new birth, and growth in Christian maturity.
- God surrounds us with other people to encourage, exhort, and correct us. He calls us to spiritual unity as believers in Jesus Christ, across racial, gender, and socio-economic lines.

Thus, a Christ-centered school complements the work of the family and the church and helps to establish the critical link between learning and faith. It prepares students for responsible, insightful, and creative participation in society. By promoting excellence in every area of life and valuing the development of moral and spiritual character as well as the development of the mind, the Christ-centered education prepares students to actively engage the culture and to serve Christ with all of their strength, in whatever capacity He has prepared for them.

I ascribe to the foundational beliefs above and pledge, as a teacher at Ambleside, to uphold these principles and beliefs.

Signature of Teacher \_\_\_\_\_

Date \_\_\_\_\_