

# THE CHRISTIAN SCHOOL AT CASTLE HILLS

2216 N.W. Military Highway San Antonio, Texas 78213  
 (210) 878-1000 ♦ Fax: (210) 878-1099  
 Web Site: [www.castlehillsschool.com](http://www.castlehillsschool.com) ♦ Email: [hr@castlehillsschool.com](mailto:hr@castlehillsschool.com)

## APPLICATION FOR COACH

- Applying as a:**  VOLUNTEER COACH  
 CLASSROOM TEACHER/COACH  
 COMPENSATED COACH

Place a check mark under the sport for which you wish to coach:

SPORT	High School		Middle School		5 <sup>th</sup> / 6 <sup>th</sup>	
	BOYS	GIRLS	BOYS	GIRLS	BOYS	GIRLS
Football						
Volleyball						
Cross Country						
Basketball						
Track						
Golf						
Tennis						
Swimming						
Other:						

### PERSONAL DATA

Name: \_\_\_\_\_  

*Last*
*First*
*Middle*

Social Security Number: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Drivers License number: \_\_\_\_\_ State: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ How long have you lived at this address? \_\_\_\_\_

Marital Status:  Married  Divorced  Single  Engaged  Separated  Remarried  Widower  
*Please attach explanation if divorced or remarried.*

If married, give spouse's name. \_\_\_\_\_ Number of children: \_\_\_\_\_ Other dependents: \_\_\_\_\_

Emergency Contact: Name: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Are you currently under contract for the upcoming year?  Yes  No

<b>FOR OFFICE USE ONLY</b> <b>Superintendent Approval</b>  _____
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What was your most recent annual salary? \_\_\_\_\_

**EDUCATION**

College or University	City/State	Degree	Major	Dates Attended	Overall GPA

*Note: Copies of all College and/or University transcripts, both undergraduate and graduate, must be filed with your application or soon after it has been submitted.*

**CERTIFICATION**

Do you hold teacher's certification?  Yes  No **If no, skip this section**

If yes, date issued: \_\_\_\_\_ (Please attach a copy)

Type: \_\_\_\_\_ State or Organization: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ If no, date applied: \_\_\_\_\_

Certified Areas/Subjects	TX or Other (Please Specify)	Class	Expiration Date

*Please attach photocopies of any certificate held.*

Please indicate below, beginning with the most recent, your prior coaching experience.

Sport	Institution coached for	Position	Years

Are you currently certified in CPR?  Yes  No      In First Aid?  Yes  No

With the understanding that practices and games will be outside school hours, please indicate your availability.  Middle School, before school     High School, after school

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>HOURS</b>						
<b>HOURS</b>						
<b>HOURS</b>						
<b>HOURS</b>						

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## EMPLOYMENT EXPERIENCE

*Beginning with your most recent position, list all coaching or instructional support experience for which you have been or are being paid. If you have additional coaching experience attach to this application in resume form.*

1. Business or Company: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Title or Position Held: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name and Title of Supervisor: \_\_\_\_\_ May we contact?  Yes  No

2. Business or Company: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Title or Position Held: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name and Title of Supervisor: \_\_\_\_\_ May we contact?  Yes  No

3. Business or Company: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Title or Position Held: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name and Title of Supervisor: \_\_\_\_\_ May we contact?  Yes  No

4. Business or Company: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Title or Position Held: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name and Title of Supervisor: \_\_\_\_\_ May we contact?  Yes  No

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## REFERENCES

*List former employers, pastors, supervisors, or instructors who have first hand knowledge of your professional preparation and competence and your spiritual maturity. A minimum of three references is requested.*

*Incomplete/inaccurate reference information (i.e., names, addresses, zip codes, phone numbers, etc.) may make it difficult for your application to be given further consideration*

Name: \_\_\_\_\_ Title: \_\_\_\_\_ School/Company: \_\_\_\_\_

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

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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Name: \_\_\_\_\_ Title: \_\_\_\_\_ School/Company: \_\_\_\_\_

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

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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Name: \_\_\_\_\_ Title: \_\_\_\_\_ School/Company: \_\_\_\_\_

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

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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## PERSONAL HISTORY

Do you have any physical condition or handicap that may limit your ability to perform the job for which you are applying?  Yes  No

If so, please describe. \_\_\_\_\_

Have you ever been charged or convicted of domestic violence or a crime against a child (under 12) or minor (under 18)?  Yes  No

If so, please describe.

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

List all criminal charges that have been filed against you and how the charges were resolved.

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

Has your teaching license or certificate ever been revoked?  Yes  No

If yes, give the reason. \_\_\_\_\_

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## **LIFE EXPERIENCES**

List memberships, offices, and honors obtained in

High School: \_\_\_\_\_

College: \_\_\_\_\_

List your hobbies and personal interests.

\_\_\_\_\_

\_\_\_\_\_

List any organizations, travel or life experiences that add to your coaching.

\_\_\_\_\_

\_\_\_\_\_

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## **COACHING PHILOSOPHY**

Why do you wish to coach at Castle Hills First Baptist School?

\_\_\_\_\_

\_\_\_\_\_

List in order of priority what you consider to be the three most important objectives of Christian coaching.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Define your sports philosophy.

\_\_\_\_\_

\_\_\_\_\_

How do you motivate and engage students on your team?

\_\_\_\_\_

\_\_\_\_\_

What is your philosophy of discipline?

\_\_\_\_\_

\_\_\_\_\_

In what areas of coaching have you been commended?

\_\_\_\_\_

\_\_\_\_\_

What do you consider to be the proper atmosphere for coaching?

\_\_\_\_\_

\_\_\_\_\_

As a coach, how do you model for your athletes Christian attitudes toward family, church, social and authority structures?

\_\_\_\_\_

\_\_\_\_\_

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## CHRISTIAN BACKGROUND

When and where were you when you accepted Christ as your Lord and Savior?

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How would you respond if you were standing at the gate to heaven and God asked, "Why should I let you come in?" \_\_\_\_\_

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What is your denominational preference? \_\_\_\_\_

What is your local church affiliation? \_\_\_\_\_

What is your pastor's name? \_\_\_\_\_

Are you presently a member in good standing?  Yes  No If yes, number of years? \_\_\_\_\_

Are you active in your church?  Yes  No

How often do you attend services? \_\_\_\_\_

How often do you attend Sunday School or Bible Studies? \_\_\_\_\_

List any areas of service or leadership you have been part of in your church.

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What other Christian service have you done since becoming a Christian?

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Describe your routine of personal Bible study and prayer.

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Do you believe the Bible to be the inspired Word of God and infallible, our final authority in all matters of faith, conduct, and truth?  Yes  No

List any books or articles that you have read recently that have helped you grow spiritually.

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***ANY INTENTIONAL FALSIFICATION OF ANY PORTION OF THIS APPLICATION WILL BE GROUNDS FOR IMMEDIATE DISMISSAL.***

***I verify that all of the above information is true and correct. I understand that any intentional falsification of any portion of this application will be grounds for immediate dismissal.***

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## STATEMENT OF FAITH

The Christian School at Castle Hills (CSCH) has adopted the Baptist Faith and Message (A Statement adopted by the Southern Baptist Convention June 14, 2000) as their Statement of Faith.

The focus of CSCH is to minister to families who support conservative Bible-believing evangelical theology and life practices. Specifically, we adhere to the following:

- a. We believe the Bible to be the inspired, infallible, authoritative, inerrant Word of God (2 Timothy 3:16; 2 Peter 1:21).
- b. We believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
- c. We believe in the deity of Christ (Matthew 3:17), His virgin birth (Isaiah 7:14; Matthew 1:23), His sinless life (Hebrews 4:15; 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7), His bodily resurrection (John 11:25; 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:18), and His personal return in power and glory (Acts 1:11; Revelation 19:11).
- d. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ. Only by God's grace and through faith alone we are saved (John 3:16-19; John 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5).
- e. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of punishment (John 5:28-29).
- f. We believe that man was created by a direct act of God in His image, not from previously existing life (Genesis 1:1, 22, 27; 1 Corinthians 112:7; James 3:9).
- g. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).
- h. We believe in the indwelling ministry of the Holy Spirit by whose presence the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16; 1 Corinthians 6:19-20; Ephesians 4:30; 5:18).
- i. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the beliefs of CSCH.
- j. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all of its dimensions. We are therefore called to defend, protect and value all human life (Psalms 139).

**I HAVE READ AND FULLY SUBSCRIBE TO AND SUPPORT THE STATEMENT OF FAITH OF CASTLE HILLS FIRST BAPTIST SCHOOL AND PROMISE THAT WHEN I CAN NO LONGER DO SO, I WILL RESIGN MY POSITION OR WILL CONSIDER MY CONTRACT NULL AND VOID.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## DECLARATION OF MORAL INTEGRITY

Our school expects all of its employees and its volunteers with unsupervised access to children to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for a ministry position as an employee or as a volunteer at this school,

I (print name) \_\_\_\_\_ recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that during the past year I have not engaged in, at the current time I am not engaging in, and promise that I will not during the term of my employment or volunteering, engage in inappropriate sexual conduct. Inappropriate conduct includes, *but is not limited to*, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, and extramarital sex), homosexual or lesbian sexual activity, sexual harassment, use or viewing of pornographic material or websites, or sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of this Christian school.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## COACH COVENANT

I believe that a call to serve on the staff of The Christian School at Castle Hills is a call from God and, as such, should not be accepted lightly or thoughtlessly, but earnestly and prayerfully, and that this position carries with it authority, responsibility and privileges. Thus to help develop and maintain the highest possible standards of administrative and teaching efficiency, I cheerfully and wholeheartedly subscribe to and enter into the following covenant:

1. I believe in the Lord Jesus Christ and have received Him as my personal Savior, and desire Him to be the Lord of my life.
2. Realizing my responsibility both to God and to the athletes, I pledge myself to a disciplined devotional life, seeking time daily for prayer and Bible study. I also pledge myself to holy living, maintaining a consistent Christian testimony, avoiding all appearance of evil, praying for those qualities of chastity and virtue which will make my life the best possible influence upon those I lead and which magnify the Lord.
3. As a Christian leader, I will seek every opportunity, in partnership with the family, to lead each unsaved athlete to Christ and to help those who are saved to grow in grace and understanding of God's Word and will. I will diligently lead the athletes by word and example to godly use and stewardship of time, talent and treasure.
4. Realizing my responsibility and the witness and example I am to my athletes, their parents, and my fellow workers, I will be regular in attendance at a Christ-centered, biblically founded church. If for any reason my attendance becomes irregular or I anticipate changing my membership or attendance to another church, I will bring this to the attention of the school administrator (Athletic Director). I realize that my contract is dependent in part on my commitment to a local church.



5. Earnestly seeking that God may guide, bless and use me in the work of the school, I subscribe to the above standards and to the school's Statement of Faith, trusting in His grace for their fulfillment.

If you agree with the statements above, please sign below. If you do not agree on every point, please state your differences at the bottom of this page, or with an attachment.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## APPLICANT'S CERTIFICATION AND AGREEMENT

I have made application for a position as a Coach with The Christian School at Castle Hills

I understand that The Christian School at Castle Hills does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability. I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release. I authorize The Christian School at Castle Hills to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position. I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the school. Since I will be working with children, I understand that I may be submitted to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as is necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model. I understand that this is only an application for employment and that no employment contract is being offered at this time. I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

**I certify that I have carefully read and do understand the above statements.**

Applicant's Name (*print*): \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

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**COACH REFERENCE FORM**

I, \_\_\_\_\_ have filed my application for a coach position at The Christian School at Castle Hills

I would be grateful if you will fill in the blanks below and mail directly to The Christian School at Castle Hills

Sincerely,

APPLICANT'S SIGNATURE: \_\_\_\_\_

**OFFICIAL CONFIDENTIAL INFORMATION**

	<b>SUPERIOR</b>	<b>STRONG</b>	<b>AVERAGE</b>	<b>FAIR</b>	<b>POOR</b>
<b>GENERAL APPEARANCE</b> Acceptable, attractive, neat					
<b>PHYSICAL FITNESS</b> Free from chronic illness					
<b>PERSONALITY</b> Wholesome, pleasing					
<b>SOCIAL QUALITIES</b> Evidence of social maturity					
<b>ETHICS</b> Professional relationships					
<b>EMOTIONAL STABILITY</b> Self-control, possesses spiritual convictions					
<b>CITIZENSHIP</b> Community and personal standing					
<b>VOICE</b> Pleasing and modulated					
<b>USE OF ENGLISH</b> Acceptable in conversation and speech					
<b>INTELLECTUAL CAPACITY</b> Alert, responsive, adequate					
<b>ATTITUDE TOWARD CHILDREN</b> Recognizes the needs of children					
<b>ADEQUACY OF PROFESSIONAL TRAINING</b> Evidence of being up-to-date professionally					
<b>SUCCESS AS A COACH</b> Works to capacity with maximum results					
<b>GENERAL RATING</b>					

(CONTINUED ON NEXT PAGE)

How long have you known the applicant?

In what capacity?

Is she/he a good role model for athletes?  Yes  No

List principal character and personality strengths.

Are there character or personality weaknesses that diminish this applicant's effectiveness as a role model?

Are there family factors that might help or hinder the applicant's success as a coach at this school?

Have you noted depth of convictions as demonstrated by honesty, fairness, respect for authority, diligence, compassion, tact, and other Christian virtues?

If this person is a previous employee would you rehire this person?  Yes  No

Do you consider the applicant a self-starter, willing to do extra tasks if needed?  Yes  No

How would you rank this person as a coach compared to others you have supervised?

Top 5%  Next 20%  Middle 50%  Low 25%

Would you employ the above applicant as a coach?  Yes  No

COMMENTS: (If you prefer, you may call James Criner, Athletic Director at 210-377-8485)

**SIGNATURE OF REFERENCE:** \_\_\_\_\_

**NAME OF REFERENCE:** \_\_\_\_\_

**TITLE OR POSITION:** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**CRIMINAL RECORD SEARCH REQUEST FORM**  
 THE CHRISTIAN SCHOOL AT CASTLE HILLS - PH. 210-878-1003 FAX 210-377-8473  
**[TO BE COMPLETED IN BLACK INK ONLY]**

I, \_\_\_\_\_  Employee or  Volunteer, do hereby authorize The Christian School at Castle Hills to perform current and subsequent background investigations pertaining to my criminal background and social security verification. I do hereby authorize the release of any information which pertains to any record of convictions or criminal activity concerning me whether local, state or national. I hereby release any organization from any and all liability resulting in such disclosure.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Print Maiden Name, if applicable

\_\_\_\_\_  
 Print other names used

Complete address history for the last 7 years:

\_\_\_\_\_

\_\_\_\_\_

Address	City	State	Zip
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\_\_\_\_\_  
 Birth date

\_\_\_\_\_  
 Birthplace: City State County

\_\_\_\_\_  
 Social Security Number

\_\_\_\_\_  
 Driver's License Number and State

**CRIMINAL HISTORY** (This information will be verified)

- Have you ever been convicted of a crime?      \_\_\_ No \_\_\_ Yes
- Have you ever entered a plea of guilty to a crime?      \_\_\_ No \_\_\_ Yes
- Have you ever pleaded "no contest" to a crime?      \_\_\_ No \_\_\_ Yes
- Have you ever been place on deferred adjudication?      \_\_\_ No \_\_\_ Yes

If yes, please explain:

DATE	CHARGE	CITY/STATE	FINAL DISPOSITION
_____	_____	_____	_____
_____	_____	_____	_____

**For Office Use Only:**

This individual is clear of criminal records \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_  
 Signature

This individual is not clear of criminal records \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_  
 Signature

**SPIS Investigations ~ Paul S. Baker, Investigator**  
 19141 Stone Oak Pkwy., Ste. 104-36, San Antonio, TX 78258  
 Phone (888) 867.9069 Fax (866) 294.4555  
 September 2016