

# Immanuel Christian School

1201 Hawkins Blvd.  
El Paso, Texas 79925



## Initial Teacher Application

Your interest in Immanuel Christian School is appreciated. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which you are qualified, we will notify you and will contact your references. If we have continued interest in your candidacy, we will send you some follow up questions and arrange for a personal interview.

We realize that the key to a successful Christian school is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models (Luke 6:40).

We look forward to receiving your initial application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill his perfect will in the lives of all applicants.

Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of Availability: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Applicant: \_\_\_\_\_ (Please Print)

EMAIL: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ (Please Print)

**A. APPLICANT'S NAME AND ADDRESS**

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

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

\_\_\_\_\_

Length of time at this address: \_\_\_\_\_

**Phone Numbers:**

Day: (____) _____	Evening: (____) _____
Cell: (____) _____	Best time to call? _____

Permanent Address and phone information if different from present: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional addresses where you have resided at any time during the past 5 years:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**B. CHRISTIAN BACKGROUND**

Denominational Preference: \_\_\_\_\_

What is your local Church Affiliation? \_\_\_\_\_

How often do you attend? \_\_\_\_\_ How many years? \_\_\_\_\_

In what church activities are you involved and with what degree of regularity?

\_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\* In your own handwriting, on a separate piece of paper, recount your Christian testimony. What other Christian service have you done since becoming a Christian?

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Are you capable of teaching a Bible class? \_\_\_\_\_

Describe your routine of personal Bible study and prayer: \_\_\_\_\_

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What books have you read recently that have helped you spiritually? \_\_\_\_\_

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Please carefully read our statement of faith and indicate your degree of support:

<p>_____ I fully support the statement as written without mental reservations.</p> <p>_____ I support the statement except for the area(s) listed and explained on a separate piece of paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.</p> <p style="text-align: center;"><b>Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth and conduct?</b></p> <p style="text-align: center;">Yes _____ No _____</p>
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**C. POSITION DESIRED**

Please indicate your preference; if multiple, please rank numerically (1, 2, 3):

		<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Substitute
√	Rank	Division	Subjects / Ages / Grades	
		Preschool		
		Kindergarten		
		Elementary		
		Junior High		
		High School		
		Educational Support (i.e. TA, Guidance, Administration, etc.)		

	Coaching	
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How did you learn about the position you are applying for? \_\_\_\_\_

\_\_\_\_\_

Can you submit verification of your legal right to work in the US? \_\_\_\_\_

\_\_\_\_\_

In addition to above preferences, please list activities or sports for which you would be capable and willing to direct, sponsor, or coach (indicate grade or ability levels):

\_\_\_\_\_

\_\_\_\_\_

What would you like to be doing five years from now? \_\_\_\_\_

\_\_\_\_\_

#### D. PROFESSIONAL QUALIFICATIONS

***\*\*Please attach photocopies of all your postsecondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.***

What degrees and diplomas do you hold?

Degree	Date Received	Institution	Cumulative GPA	Major & Minor

Total semester/quarter (circle one) hours completed after date of highest degree \_\_\_\_\_

Sequentially, list your teaching experience with most recent first:

School	Grade / Subject	Dates


List any other educational advantages that you have had including opportunities for travel: \_\_\_\_\_

List any books, articles or journals that you have read recently that have helped you grow professionally: \_\_\_\_\_

Have you had any courses in Christian philosophy of education? If so, where and when? \_\_\_\_\_

If not, would you be willing to take such a course by correspondence or otherwise? \_\_\_\_\_

**\*\*\*\*\* Please attach a typed copy of your personal Christian philosophy of education and how you would implement it in the classroom.**

Have you had other courses giving specific training for Christian day schools?

Give details: \_\_\_\_\_

List any conferences or seminars that you have led or participated in recently:

Are you certified to teach? \_\_\_\_\_ If so, please provide details below:

Type <i>(State, ACSI, etc.)</i>	Level/Kind <i>(Grades, standard, professional, etc)</i>	State <i>(If applicable)</i>	Expires <i>(Valid for how long)</i>

Please attach photocopies of any certificates held?

If you do not hold a certificate, what requirements do you lack? \_\_\_\_\_

Do you have plans to obtain certification? \_\_\_\_\_

Endorsements	Semester hours in endorsement area

To what degree are you familiar with various Christian or secular textbook series (i.e. ACSI, A Beka, Bob Jones, Saxon, Open Court Reading, etc.)?

\_\_\_\_\_

\_\_\_\_\_

Text Preferences? \_\_\_\_\_

Describe how teacher evaluation has been helpful to you: \_\_\_\_\_

\_\_\_\_\_

**E. PERSONAL PHILOSOPHY**

On a separate piece of paper please label and succinctly answer in one or two paragraphs each of the following questions:

1. Why do you wish to teach in a Christian school?
2. What are the main characteristics that distinguish a Christian school from a public school?
3. What do you consider to be the proper classroom atmosphere for learning?
4. What is your philosophy of discipline?
5. What areas do you feel are your strengths? Weaknesses?
6. What do you believe about the origin of the earth and mankind?
7. Please summarize any additional information that you would like to present regarding your candidacy for this position.
8. For long distance applicants, please explain your thoughts on moving to El Paso.

**F. EMPLOYMENT HISTORY**

Please start with your most recent employer and work backwards *for the past ten years*. If necessary, you may follow the same format on a separate sheet.

1. <i>Most recent position . . .</i>	
Position:	Dates:
Address:	
Supervisor name & number:	

Reason for leaving:	
<b>2.</b>	
Position:	Dates:
Address:	
Supervisor name & number:	
Reason for leaving:	

<b>3.</b>	
Position:	Dates:
Address:	
Supervisor name & number:	
Reason for leaving:	

<b>4.</b>	
Position:	Dates:
Address:	
Supervisor name & number:	
Reason for leaving:	

<b>5.</b>	
Position:	Dates:
Address:	
Supervisor name & number:	
Reason for leaving:	

Have you ever worked under a different name for any of the employers you have listed? If so, what was the name or names? \_\_\_\_\_

\_\_\_\_\_

Have you ever served in the military? [ ] Yes [ ] No. If yes, what type of education or training did you receive? \_\_\_\_\_

\_\_\_\_\_

Are you holding, or have you already signed a contract for next year with any other educational institution? [ ] Yes [ ] No.

**G. PERSONAL & PROFESSIONAL REFERENCES**

Do not list relatives or family members for references. You will also need to sign the reference release form that is attached and return it with this application.

Give three references that are qualified to speak of your spiritual experience and Christian service. **List your pastor first.**

<b>1. Pastoral reference</b>	
<b>Name:</b>	<b>Position:</b>
<b>Complete Address:</b>	
<b>Phone number:</b>	
<b>2. Personal Reference</b>	
<b>Name:</b>	<b>Position:</b>
<b>Complete Address:</b>	
<b>Phone number:</b>	
<b>3. Personal Reference</b>	
<b>Name:</b>	<b>Position:</b>
<b>Complete Address:</b>	
<b>Phone number:</b>	

Give three references that are qualified to speak of your professional training and experience. **List your current or most recent principal or supervisor first.**

<b>1. Most recent supervisor</b>	
<b>Name:</b>	<b>Position:</b>
<b>Complete Address:</b>	
<b>Phone number:</b>	
<b>2. Professional Reference</b>	
<b>Name:</b>	<b>Position:</b>
<b>Complete Address:</b>	
<b>Phone number:</b>	
<b>3. Professional Reference</b>	
<b>Name:</b>	<b>Position:</b>



Complete Address:

Phone number:

## H. ATTACHMENTS

### Statement of Faith

*As a fully accredited member school of the Association of Christian Schools International, all Immanuel Christian School staff adhere to, and are guided by the following . . .*

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (II Timothy 3:15; II Peter 1:21)
2. 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)
3. We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His Resurrection (John 11:25; I Corinthians 15:4); His Ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. 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 and that only by God's grace and through faith alone we are saved. (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5)
5. 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 damnation. (John 5:28-29)
6. We believe in the spiritual unity of believers in Jesus Christ. (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28)
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14; I Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18)

Note: Member schools of ACSI make no distinction concerning an individual's race or ethnic background because we acknowledge that there can be no preferential treatment with God. (Romans 2:11) We are bound to extend our ministry to all we can reach if we are to carry out our Lord's Great Commission (Matthew 28:18). ACSI, as an organization serving Christian schools, is dedicated to the establishment, philosophy, and promotion of fundamental Christian education around the world. It

## **STATEMENT OF EDUCATIONAL PHILOSOPHY**

Immanuel Christian School adheres to the philosophy, curriculum and methodology of the traditional American Christian school. The following summarizes the basic points in this philosophy:

- ☐ We believe the Christian education is a Bible-based, Christ-centered, teaching-learning process in every area of the curriculum and school activity under the direction of born again, uncompromising Christian educators dedicated to the principles of the traditional American heritage and to the fundamentals of the Word of God whose chief goal is to develop students of character and conduct who will live for the glory of God and for the good of society.
- ☐ We believe the goal of Immanuel Christian School is to rebuild the foundations of moral and spiritual principles, liberty, and patriotism that have historically characterized the American Christian school and Bible believer who adheres to the fundamentals of the Christian faith.
- ☐ We believe that God has delegated authority to parents who, in turn, delegate authority to pastor and teachers to "train the child in the way he should go" and that the child should render proper respect and obedience to God-given leadership.
- ☐ We believe it is the responsibility of the Christian school to train the student to exercise Christian self-government by instilling in him Christian character both in discipline and in the content of the material selected for classroom use.
- ☐ We believe that every student is a special, unique individual created by and responsible ultimately to God as Creator and Judge.
- ☐ We believe that a Bible-based, Christ-centered, teacher-directed approach, as taught in the Word of God, ought to be the methodology used at Immanuel Baptist Christian School.
- ☐ We believe the administration and/or teachers are to chart the educational course and to set the standards of achievement for the child's educational program.

## EDUCATING FOR ETERNITY

While Immanuel Christian School is soundly committed to academic excellence, we are convinced that true excellence and success in life cannot be achieved apart from a firm spiritual foundation. Placing God's eternal truth as first priority and leading each student to a proper relationship with him, are primary goals in the total education of your child. That is why we have adopted the motto "Educating for Eternity." The following statements reflect the vision and mission of Immanuel Christian School. You have our pledge that we will use them as guiding principles in all that we do.

### ***ICS VISION STATEMENT:***

What our students will be like if we effectively serve them.

**The ICS student will be a Christ-like, responsible citizen, who functions in the world as a disciple of Jesus Christ, academically prepared to pursue life goals.**

### ***ICS MISSION STATEMENT:***

What we will offer to our students in order to fulfill our vision.

**Providing children with quality Christ-centered education, developing students who strive for academic excellence, and molding responsible citizens to embrace a distinctly Christian worldview.**

### ***GUIDING PRINCIPLES/CORE VALUES:***

This is the set of principles that will guide the practice of our school in fulfilling its mission.

- ☐ All decisions will be made in accordance with God's word.
- ☐ Everyone is created equal in the sight of God.
- ☐ The staff is servant to the parents and students.
- ☐ Every student can be taught according to his or her potential.
- ☐ The school works in partnership with the parent to educate the child.
- ☐ The school will educate mind, body and spirit.
- ☐ Our work will reflect the Lord Jesus Christ.
- ☐ The school will be accountable to God for the stewardship of the children.
- ☐ The school will operate with honesty and integrity.

## TEACHER HIRING PRACTICES

1. The initial teacher application form is sent to an applicant upon request. Copies of the following items are also sent: *Statement of Faith, school philosophy, salary schedule, job description, and a brochure about the school.*
2. When a completed application is returned, the administrator will determine whether or not to continue with the processing. Applicants will be notified by mail if their application is not being given further consideration.
3. If the administrator determines to proceed, the references listed on the initial application will be contacted. Part II of the teacher application will be sent to the applicant to be filled out and returned. A parent/student handbook will also be sent.
4. If the administrator determines that the returned teacher application (part II) is satisfactory, he/she will proceed to contact the applicant to arrange an interview.
5. The next step is the oral interview with the administration. The applicant should come prepared to be candid during the interview. At the same time, come relaxed! We certainly don't intend this to be a difficult experience for you.
6. When the interview is completed, the administrator will prayerfully consider how to proceed with the hiring process. Applicants will be notified and either thanked for applying, or possibly offered a position if approved by the board.
7. If approved by the board, a contract will be issued to the applicant. It must be signed and returned within ten business days to become a valid contract. Final authority for hiring is vested in the school board upon recommendation of the administrator.
8. When the contract is signed and returned, the administrator will schedule an orientation appointment. The appointment will acquaint the teacher with the curriculum and staff policies. The new teacher may also pick up any materials that he/she may wish to study and prepare for the fall term. If there are several new members joining the staff, portions of this orientation may be done as part of an in-service day.

## CHRISTIAN TEACHER JOB DESCRIPTION

### GENERAL DESCRIPTION

**Goal:** The teacher shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.

**Overview:** The teacher shall be a born-again college graduate, certified or certifiable, who feels called of God to the teaching profession. Other qualifications may be added by the Board as deemed appropriate.

**Contracted by:** School board upon recommendation of the administrator for one year.

**Responsible to:** Administrator

**Supervises:** May supervise student teachers, aides, and volunteers.

**Evaluation:** Teacher performance will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel and this job description. Details are found in the Employee Handbook.

**Type of Position:** (Mark two)  Exempt  Nonexempt  Salaried  Hourly

### REQUIRED PERSONAL QUALITIES

The teacher shall:

1. Have received Jesus Christ as his/her personal Savior.
2. Believe that the Bible is God's Word and standard for faith and daily living.
3. Be in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.
4. Be a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's Biblical standards for sexual conduct. Luke 6:40.
5. Be a member in good standing at a local, evangelical church that has a Statement of Faith in agreement with the school's Statement of Faith.
6. Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.

7. Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."

#### ADDITIONAL PERSONAL QUALITIES

The Teacher shall:

1. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
2. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
3. Meet everyday stress with emotional stability, objectivity and optimism.
4. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and agreement with school policy.
5. Use acceptable English in written and oral communication. Speak with clear articulation.
6. Respectfully submit and be loyal to constituted authority.
7. Shall notify the administration of any policy he/she is unable to support.
8. Refuse to use or circulate confidential information inappropriately.
9. Place his/her teaching ministry ahead of other jobs or volunteer activities.
10. Make an effort to appreciate and understand the uniqueness of the community.

#### JOB DESCRIPTION – Essential Functions

The teacher shall:

1. Reflect the purpose of the school which is to honor Christ in every class and in every activity.
2. Motivate students to accept God's gift of salvation and help them grow in their faith through their witness and Christian role modeling.
3. Lead students to a realization of their self-worth in Christ.
4. Cooperate with the Board and administration in implementing all policies, procedures, and directives governing the operation of the school.
5. Teach classes as assigned following prescribed scope and sequence as scheduled by the administrator.
6. Integrate biblical principles and the Christian philosophy of education throughout the curriculum and activities.
7. Keep proper discipline in the classroom and on the school premises for a good learning environment.
8. Maintain a clean, attractive, well-ordered classroom.
9. Plan broadly through the use of semester and quarterly plans and objectives, and more currently through the use of a Lesson Plan Book.
10. Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work.
11. Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
12. Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.

13. Plan through approved channels the balanced classroom use of field trips, guest speakers, and other media.
14. Use homework effectively for drill, review, enrichment, or project work.
15. Assess the learning of students on a regular basis and provide progress reports as required.
16. Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
17. Keep students, parents, and the administration adequately informed of progress or deficiencies and give sufficient notice of failure.
18. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
19. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
20. Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration.
21. Seek the counsel of the administrator, colleagues, and parents while maintaining a teachable attitude.
22. Attend and participate in scheduled devotional, in-service, retreats, committee faculty, and Parent Teacher Fellowship meetings.
23. Know the procedures for dealing with issues of an emergency nature.
24. Inform the administration in a timely manner if unable to fulfill any duty assigned.
25. Prepare adequate information and materials for a substitute teacher.

Job Description – Supplemental Functions

The teacher shall:

1. Supervise extracurricular activities, organizations, and outings as assigned.
2. Utilize educational opportunities and evaluation processes for professional growth.
3. Provide input and constructive recommendations for administrative and managerial functions in the school.
4. Support the broader program of the school by attending extracurricular activities when possible.
5. Perform any other duties that may be assigned by the administration.

Frequency of required exposure / use:

WORKING ENVIRONMENT	OCCASIONAL	FREQUENT	DAILY
Heat (90 F or more)	X		
Climbing Stairs			X
Standing			X
Sitting			X
Walking			X
Bending			X
Lifting / lowering up to 20 lbs		X	
Carrying up to 20 lbs		X	
On time arrival			X
Regular attendance			X
Lead field trips	X		
Communicate data		X	
Prepare reports		X	
Visual Acuity: Near			X
Hearing			X
Speech			X
Outdoor duty		X	
Operate Telephone	X		

Operate Computer		X	
Operate Overhead Projector	X		
Operate AV equipment	X		
Operate Calculator		X	

**I. APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that **Immanuel Christian School** 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 **Immanuel Christian School** 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 must submit 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 are 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 certify that I have carefully read and do understand the above statements.

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Signature of Applicant

Date



**J. AUTHORIZATION TO RELEASE REFERENCE INFORMATION**

I have made application for a position as a \_\_\_\_\_ with **Immanuel Christian School**. I have authorized the school to thoroughly interview the primary references, which I have listed, any secondary references mentioned though interviews with primary references, or other individuals that 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 all other matters related to my suitability for employment.

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 **Immanuel Christian 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 **Immanuel Christian School**.

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.

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Applicant's Name (Print)

Date

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Applicant's Signature

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Applicant's Social Security Number

\*\*\* In your own handwriting or you may type and attach, please explain in your personal testimony of accepting Christ as your personal Savior:

By signing this application, I verify that all information contained is true and verifiable. Also, I agree with the Immanuel Christian School Statement of Faith which is attached to this paper/application.

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Applicant's Signature

Print

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Date