

NON-ACADEMIC APPLICATION

Your interest in **Evangelical 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 may qualify, we will notify you. We will also contact your references. If we have continued interest, 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.

A. APPLICANT'S NAME AND ADDRESS

Full name: _____

Date of Birth: _____ Social Security Number: _____

Application date: _____ / _____ / _____ Date available: _____ / _____ / _____

Present address: _____

Phone: Days (____) _____ Evenings (____) _____

E-Mail: _____

Best time to call you: _____ Length of time at this address: _____

Permanent address and/or phone number (if different from above): _____

Please list any additional addresses where you have resided at any time during the past five years:

B. POSITION DESIRED

Please indicate 1, 2, 3 choice in the parenthesis.

() Teacher's Aide () Teacher Substitute () Preschool () Clerical () Business Office () Janitorial

() Development Office () Technology () Maintenance () Bus Driver () Head Coach () Assistant Coach

Full time _____ Part time _____ Substitute _____ Work only when students are here _____

How did you learn about the position for which you are applying?

Can you submit verification of your legal right to work in the U.S.? Yes _____ No _____

Please list activities or sports for which you would be capable and willing to direct, sponsor, or coach (indicate grade or ability levels).

C. STATEMENT OF FAITH

Please carefully read our Statement of Faith and indicate your degree of support.

- I fully support the Statement as written without mental reservations.
- I support the Statement except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

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? Yes No

Denominational preference? _____

What is your local church affiliation? _____

Are you presently a member in good standing? _____ Years? _____

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

Evangelical Christian School

Statement of Faith

Please read carefully this Statement of Faith and sign.

WE BELIEVE

- the Bible to be the inspired, the only infallible, authoritative word of God.
- that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His death and resurrection, in His ascension to the right hand of the Father, and in His personal return to power and glory.
- that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
- in the resurrection of both the saved and the lost; those who are saved unto the resurrection of life and those who are lost unto the resurrection of damnation.
- in the spiritual unity of believers in our Lord Jesus Christ, and that the true church, with the Lord as their Saviour, is the body of Christ.
- in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.

Applicant's Name: _____ Date: _____
(please print)

Applicant's Signature: _____ Date: _____

E. EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may follow the same format on the reverse.

1. Position _____ Date of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

2. Position _____ Date of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

3. Position _____ Date of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

4. Position _____ Date of Employment _____
Address _____

Supervisor's Name and Phone 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 served in the military? Yes No If yes, what type or training or education did you receive?

F. EDUCATION

High School: _____ Graduation (Year): _____

College/University (if applicable): _____

Graduation (Year): _____ Major: _____

G. PERSONAL REFERENCES

Do not list family members or relatives for references. You will need to sign the Reference Release Form that is attached and return it with this application.

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

	<u>Name/Complete Address</u>	<u>Phone</u>	<u>Position</u>
1.	_____		

2.	_____		

3.	_____		

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

	<u>Name/Complete Address</u>	<u>Phone</u>	<u>Position</u>
1.	_____		

2.	_____		

3.	_____		

H. APPLICANT'S AGREEMENT

I understand that **Evangelical 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 **Evangelical 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.

Signature of Applicant: _____ Date: _____

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as a _____ with **Evangelical Christian School**. I have authorized the school to thoroughly interview the primary references which I have listed, any secondary references mentioned through 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 **Evangelical 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 **Evangelical 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.

Applicant's Name (Print)

Date

Applicant's Signature

Applicant's Social Security Number

EMPLOYER REFERENCE FORM

Our school has received an application for a _____ position from _____ and would appreciate your opinion on the applicant's character, personality, and ability to fill this position. Attached is a signed authorization form whereby the applicant releases you from liability if you provide this reference. The applicant has also agreed that we have the right to keep your reference confidential. Thank you for your help.

Principal/President

Date

Former employer's company/organization name: _____

Address: _____

Phone: Daytime (____) _____ Evenings (____) _____

Position(s) held by applicant: _____

Dates of service: _____ Full time ____ Part time ____

Reason for leaving: _____

Is there a performance evaluation for this individual? What are the ratings on the form? Are any problems noted?

Did this individual ever receive a written or verbal employment warning? Yes No
Because we put such a high priority on the safety of our students, we ask some pretty direct questions regarding misconduct. We ask these questions on all reference checks.

Are you aware of any instance in which the applicant sexually harassed another individual or was accused of doing so? Yes No

Has anyone ever brought or discussed bringing a civil or criminal claim against the applicant alleging physical or sexual abuse by him/her? Yes No

Did you, as his/her employer, ever discipline or reprimand him/her for any reason related to physical or sexual abuse, or sexual impropriety? Yes No

Do you have any reason to believe that he/she should not be working around children, those in need of counsel, or any other individual? Yes No

Do you have any reason to believe that he/she is not totally honest or that he/she cannot be trusted in handling funds? Yes No

For reasons that you may prefer to keep confidential, should we enlarge our search beyond this particular applicant? Yes No

Please provide both positive and negative comments on this person regarding anything that you feel we should know.

Do you believe that this applicant demonstrated a real commitment to Christian living both on and off the job site? Would he/she be a good Christian role model for our students?

Please list main character and personality strengths.

REFERENCES: Please provide the name and address of an additional individual who knows the applicant and may be able to provide information about him or her.

Thank you for your help and cooperation!