

A. Applicant's Name and Address

Last name _____ First name _____ Middle initial _____

Current address:

Street address _____

City

State

Zip

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

Cell phone (____) _____ E-mail _____

B. Position Desired

Position, or positions, applying for _____

Full time Part time Temporary Summer Available when? _____

Application date ____/____/____ Application received by: Walk-in Mail E-mail Fax

Internet

Referral source: Employee Relative Other _____

Expected earnings: \$ _____

C. School Statement of Faith

As a Christian organization, we require all of our employees to be practicing Christians. Federal law allows us to confine our hiring to members of our faith community. Please carefully read the school's statement of faith, which is attached.

Do you agree with the statement of faith? Yes No If no, please explain on back.

Please share your personal testimony or experience about God: _____

Name and location of local church you attend: _____

Member? _____

With what regularity have you attended during the past twelve months?

If you become employed by our school, you are joining a ministry that has high expectations of all its employees. All staff members have a ministry position and must demonstrate the life of Christ in their everyday living to our students, their parents, and fellow employees. Since it is the school's mission to train and equip children to be followers of Jesus Christ, we require all of our employees to be Christian role models in their lives, both on and off the job (Luke 6:40). Please carefully read the school's lifestyle statement and the declaration of moral integrity statement, which are attached. If you can honestly sign the forms, please do so.

D. Employment Experience

Please start with your current or most recent employer and work backward. Include self-employment, work as an independent contractor, and temporary positions going back at least *five* years. If necessary, use a separate paper and follow the same format for additional positions. Former employers *will* be contacted for references.

1. Job title _____

Dates of employment _____

Employer _____ Address

Supervisor's name and phone number (____) _____

Reason for leaving _____

Hourly rate/salary _____

Work performed _____

What date may we contact current employer? _____

2. Job title _____

Dates of employment _____

Employer _____ Address

Supervisor's name and phone number (____) _____

Reason for leaving _____

Hourly rate/salary _____

Work performed _____

What date may we contact current employer? _____

3. Job title _____

Dates of employment _____

Employer _____ Address

Supervisor's name and phone number (____) _____

Reason for leaving _____

Hourly rate/salary _____

Work performed _____

What date may we contact current employer? _____

Please account for all unemployment since leaving school and/or between positions for the last ten years.

From month/year to month/year	State what you were doing	Names and phone numbers of persons other than relatives
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		who can confirm unemployment
/ to /		
/ to /		
/ to /		

How did you learn about our school? _____

Why do you wish to work here? _____

E. Educational and Professional Training

Name and location (city, state) of last high school attended	Diploma received?
Name and location (city, state) of business school, trade school, college, or university attended	Type of certificate, diploma, or degree: BA, MA, other

F. Personal Philosophy

On a separate paper, please type your viewpoints on the following questions, providing a one-to-two-paragraph answer for each question.

1. Why do you wish to serve in a Christian program?
2. What are the main characteristics that distinguish a Christian program from a secular program?
3. What areas in your professional life do you feel are your strengths? What areas are you working to improve?
4. What do you believe about the origin of the universe?
5. Please summarize any additional information that you would like to present regarding your candidacy for this position.

G. Personal References

List the names of five people who are not related to you and who have a definite knowledge of your qualifications and character. Please include at least two previous employers and your current pastor.

Name and complete address	Phone	Position or relationship to you

G. Additional Helpful Information

Are you specifically trained or have you had experience in the following? Check all that are applicable.

- School secretary
- Filing clerk
- Teacher aide
- Bookkeeper

- Administrative assistant
- Maintaining existing computer/programs
- Receptionist
- Childcare worker
- Clerk
- Other _____

Special skills

- Word processing: _____ wpm
- Desktop publishing
- Scheduling
- Proofreading
- Spreadsheet
- First aid certification
- CPR certification
- Other _____

If you desire, you may list any additional qualifications, skills, experiences, or interests:

You have read the job description and essential functions for this position. Is there any reason why you might be unable to perform the essential duties and responsibilities of the position for which you are applying? Yes No If yes, please explain:

If you answered yes to above question, is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position? _____

Do you have any personal responsibilities or other commitments that may prevent you from meeting this position's requirements for on-time arrival, attendance, or work schedules?

Can you provide the documents to prove that you are legally eligible for employment in the United States? Yes No

Can you perform the duties of this position without violating any obligations or proprietary information of a previous employer? Yes No

Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations)? You will need to answer yes if you have entered into a plea agreement, including a postponed sentence or postponed judgment arrangement, in connection with a criminal charge. (You need not disclose criminal convictions that are contained in sealed or deleted records.) Yes No

If you have been convicted of such an offense, please attach a statement of explanation, including the nature of offense, date, court where conviction was entered, and any other relevant information. A conviction record will not automatically be a bar to employment. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job-relatedness, and subsequent rehabilitation will be considered.

Has any employer ever subjected you to disciplinary action, suspension, or termination or asked you to leave a paid or unpaid position on the grounds of any unlawful sexual behavior or violation of an employer's sexual misconduct policy or anti-harassment policy? Yes No If yes, please attach a statement or explanation.

Have you ever resigned a position to avoid termination or discharge? Yes No If yes, please attach a statement or explanation.

H. Applicant's Statement

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment, and 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 on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. 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 _____ School to thoroughly interview the primary references that 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.

Since I will be working with children or may have unsupervised access to children, I understand that I must submit to a fingerprint check by a state agency and the FBI. 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 application for employment is valid for no more than 120 days. After that, I must resubmit an application in order to be considered for positions at this school.

Do you understand that this is an application for at-will employment and that no employment is being offered at this time? Yes No

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

Applicant signature

Date