



Support Staff Application

Faith Christian School exists to provide a distinctive, biblically based education in a nurturing environment through which students are instilled with godly character, inspired to excel, and prepared for a life of enduring commitment to Christ. The school recruits, hires, trains, assigns personnel, promotes, and compensates employees without regard to race, color, national origin, age, sex, or disability. All employment decisions are made on the basis of merit and job requirements. 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).

Each question should be answered fully and accurately. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based on non-job-related information. Please attach a copy of your résumé if you have one.

A. Applicant's Name and Address

Application date ___/___/___

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 received by: Walk-in Mail E-mail Fax

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: _____

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 statement of faith and lifestyle 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.

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 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.

- | | |
|---|---|
| <input type="checkbox"/> School secretary | <input type="checkbox"/> Receptionist |
| <input type="checkbox"/> Filing clerk | <input type="checkbox"/> Cafeteria worker |
| <input type="checkbox"/> Teacher aide | <input type="checkbox"/> Cook |
| <input type="checkbox"/> Bookkeeper | <input type="checkbox"/> Childcare worker |
| <input type="checkbox"/> Administrative assistant | <input type="checkbox"/> Bus driver |
| <input type="checkbox"/> Custodian | <input type="checkbox"/> Clerk |
| <input type="checkbox"/> Maintaining existing computer/programs | <input type="checkbox"/> Other _____ |

What specific skills do you have?

- | | |
|---|--|
| <input type="checkbox"/> Word processing: _____ wpm | <input type="checkbox"/> Spreadsheet |
| <input type="checkbox"/> Desktop publishing | <input type="checkbox"/> First aid certification |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> CPR certification |
| <input type="checkbox"/> Proofreading | <input type="checkbox"/> 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 antiharassment 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 Faith Christian 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. I understand that this is an application for at-will employment and that no employment is being offered at this time.

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

Applicant signature

Date

I. Faith Christian School Statement of Faith

We believe the Bible, Old and New Testaments, to be inspired by the Holy Spirit, the only infallible, authoritative Word of God

We believe in One God, Creator of all things, eternally existent in three persons, Father, Son and Holy Spirit.

We believe in both the humanity and deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, and in His ascension to the right hand of the Father, and in His continued intercession for all believers.

We believe that for salvation of lost and sinful man, it is absolutely essential to receive by faith the Lord Jesus Christ, thus regenerated by the Holy Spirit, man becomes a Child of God.

We believe in the continuing ministry of the Holy Spirit, who convicts men of sin; and by indwelling the Christian, guides, instructs and empowers him/her for godly living and faithful service.

We believe in the spiritual unity of all believers in our Lord Jesus Christ, who is Head of the Body, the church.

We believe in the personal and imminent return of the Lord Jesus Christ to receive His bride, the church.

We believe in the resurrection of both the saved and the lost; the saved to eternal life with Christ and the lost to eternal damnation.

Applicant signature

Date

Administrator signature, *after* discussion with applicant

Date

J. Faith Christian School Lifestyle Statement

Faith Christian School is a religious, nonprofit organization representing Jesus Christ throughout Monroe County and its surrounding areas. Faith Christian School requires its employees, officers, and volunteers who have unsupervised access to children to be born-again Christians, living their lives as Christian role models (Rom. 10:9–10, 1 Tim. 4:12, Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

The Faith Christian School Statement of Faith expects employees to maintain a lifestyle based on biblical standards of moral conduct. Scripture condemns such attitudes as greed, jealousy, pride, lust, bitterness, hostility, an unforgiving spirit, and prejudice based upon race, sex or socioeconomic status. Therefore, Faith Christian School strives to see these attitudes eliminated and replaced by Christlike attitudes appropriate for maturing Christians such as love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

Scripture, while not providing specific teaching regarding all social practices, does speak to the Christian's responsibility in areas of conduct which may be harmful or spiritually offensive to others. Based on this, Christians are called out of a motive of love to live circumspectly, demonstrating personal responsibility and being aware of the impact of our actions and attitudes on others (Rom. 14, 1 Cor. 8, Gal. 5:13).

Moreover, Scripture recognizes that personal failures may occur (Jam. 3:2). When personal failures occur within our lives, we are to quickly repent, seek forgiveness and with the help of godly counsel and the empowerment of the Holy Spirit prevent these from getting a hold on our lives (1 John 1, James 5:16). To do otherwise would jeopardize continued role in employment, leadership or specific ministry responsibilities.

Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, drunkenness, heterosexual activity outside of marriage, sexual harassment, and homosexual behavior or any other violation of the unique roles of male and female (Rom. 1:21–27, 1 Cor. 6:9–20, Eph 5:18, Heb 13:4). Faith Christian School believes that biblical marriage is limited to a covenant relationship between a man and a woman.

Faith Christian School expects all of its employees, officers, and volunteers who have unsupervised access to children, to model the same Christian values and lifestyle that it seeks to inculcate in its students. Failure to do so may result in a reprimand or, in some cases, dismissal from employment or service. It is the goal of Faith Christian School that its role models have a lifestyle in which "He may have the preeminence" (Col. 1:18). 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.

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

Administrator's signature *after* discussion with applicant/volunteer

Date

"A pupil is not superior to his teacher, but everyone [when he is] completely trained (readjusted, restored, set to rights, and perfected) will be like his teacher." (Luke 6:40, AMP)