



# SPRINGFIELD CHRISTIAN SCHOOL

## Stage 1 Application: Support Staff

Springfield Christian School exists to... **Equip students to follow Christ and impact the world for Him.** We provide a distinctive, Biblically based education in a nurturing environment where students are instilled with godly character, inspired to excel, and prepared for a life of enduring commitment to Christ. Your interest in being a part of such a ministry at Springfield Christian School is appreciated. We invite you to fill out this application and return it to our school office. If an opening occurs for which you may qualify, we will notify you and ask you to complete the Stage 2 Application. Upon receipt of the Stage 2 Application, we may also contact your references, and arrange for a personal interview.

Believing that the key to a successful Christian school is its staff, we are seeking applicants who are professionally qualified, who really love children like Christ, and who, by the pattern of their lives, are Christian role models (Luke 6:40). We look forward to receiving your application. Thank you again 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!

***Please print. 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

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle initial \_\_\_\_\_

#### Current address:

Street address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Days ( \_\_\_ ) \_\_\_\_\_ Evenings ( \_\_\_ ) \_\_\_\_\_ Cell ( \_\_\_ ) \_\_\_\_\_

Preferred E-mail address: \_\_\_\_\_

### 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. Christian Background

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 share your personal testimony or experience about God: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and location of local church you attend: \_\_\_\_\_  
\_\_\_\_\_

Are you a member in good standing?  Yes  No With what regularity have you attended during the past twelve months? \_\_\_\_\_

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

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

**If you become employed by our school, you are joining a ministry that has high expectations of all its employees. All staff members are in ministry 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).**

### 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 \_\_\_\_\_  
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 \_\_\_\_\_  
 Work performed \_\_\_\_\_  
 \_\_\_\_\_

3. Job title \_\_\_\_\_ Dates of employment \_\_\_\_\_  
 Employer \_\_\_\_\_  
 Address \_\_\_\_\_  
 Supervisor's name and phone number ( \_\_\_\_ ) \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_  
 Work performed \_\_\_\_\_  
 \_\_\_\_\_

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

**Special skills**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Word processing: _____wpm | <input type="checkbox"/> Proofreading            | <input type="checkbox"/> CPR certification |
| <input type="checkbox"/> Desktop publishing        | <input type="checkbox"/> Spreadsheet             | <input type="checkbox"/> Other _____       |
| <input type="checkbox"/> Scheduling                | <input type="checkbox"/> First aid certification |  |

Do you have teacher certification/licensure?  Yes  No If yes, for what states? \_\_\_\_\_

Endorsed in what areas? \_\_\_\_\_ Valid until: \_\_\_\_\_

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

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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?

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Can you provide 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 of 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 Springfield 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.

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.

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Applicant signature

Date



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## **EMPLOYMENT APPLICANT RELEASE**

I hereby authorize any person, educational institution, or company references I have listed as a reference on my employment application to disclose any information they may have regarding my qualifications and fitness for employment. I further authorize any references to disclose any employment-related information, including any personal comments, evaluation, or assessments about my performance or behavior as an employee.

I agree to release and discharge Springfield Christian School (and its partners), any former employers, educational institutions, any other persons giving references, as well as their successors, employees, officers, and directors of any and all claims, liabilities and causes of action, known or unknown, that arise from or that are in any manner connected to disclosure of employment-related information to applicants or prospective employers. This release includes, but is not limited to, claims of defamation, libel, slander, negligence, or interference with contract.

I acknowledge that I have carefully read and fully understand the provisions of this release. I understand that my references may be provided a copy of this Employment Applicant Release and may rely on it when releasing information. I further acknowledge that I was given the opportunity to consult with an attorney or any other individual of my choosing before signing this release and that I have decided to sign this release voluntarily and without coercion or duress by any person.

Signed: \_\_\_\_\_

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