



## Support Staff Application

Our 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).

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 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 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.

- School secretary
- Filing clerk
- Teacher aide
- Bookkeeper
- Administrative assistant
- Custodian
- Maintaining existing computer/programs
- Receptionist
- Nursing
- Cafeteria worker
- Childcare worker
- Bus driver
- Clerk
- Other \_\_\_\_\_

**Special skills**

- Word processing: \_\_\_\_\_wpm
- Desktop publishing

- Scheduling
- Proofreading
- Spreadsheet
- First aid certification
- CPR certification

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

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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:

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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?

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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 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.

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Applicant signature

Date





## Declaration of Moral Integrity

Our school expects all of its employees and its volunteers with unsupervised access to children to model the same Christian values and lifestyle that it seeks to inculcate in its students. 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.

I declare that as a follower of Christ, I am not engaging in and commit to not engage in inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual activity, sexual harassment, use of (including the viewing of) pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of this Christian school.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator signature, *after* discussion with applicant/volunteer

\_\_\_\_\_  
Date

“Honor marriage, and guard the sacredness of sexual intimacy between wife and husband. God draws a firm line against casual and illicit sex.” (Hebrews 13:4, *The Message*)

“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)



## **Fair Credit Reporting Act**

### **Disclosure**

I understand that as a condition of my consideration for employment, or as a condition of my continued employment, Calvary Christian Academy may obtain a consumer report and/or investigative consumer report that includes but is not limited to verification of my education, previous employment/work history, Social Security number, credit history, and motor vehicle records. The school may also receive any criminal history information pertaining to me which may be in the files of any federal, state, or local criminal justice agency, and/or any other civil court or public records or any other information bearing on my character, general reputation, personal characteristics, and trustworthiness; and may conduct personal interviews and drug testing.

You have certain rights regarding these reports and their use as defined under the Fair Credit Reporting Act (FCRA) as summarized in "A Summary of Your Rights Under the Fair Credit Reporting Act," a copy of which has been provided to you.

### **Authorization**

I authorize Calvary Christian Academy and/or its designated agent, to obtain consumer reports on me now and after my employment. The school may conduct an investigation of the items listed in the disclosure statement above so that it can make informed decisions regarding my proposed or actual employment relationship. I recognize and understand that I will receive written notice from the school when a consumer report will be requested. I authorize the credit reporting agency, and any of its agents, to disclose orally and in writing the results of this verification process to the authorized representative of Calvary Christian Academy.

I authorize persons, schools, current and former employers, and other organizations and agencies to provide the credit reporting agency with all information that may be requested. I hereby release all persons and agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is as valid as the original. I do hereby agree to forever release and discharge Calvary Christian Academy, the credit reporting agency, and their associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint filed with any agency arising from retrieving and reporting of information.

I acknowledge that I have rights under the FCRA including those discussed in a "Summary of Your Rights Under the Fair Credit Reporting Act," which I have received and reviewed.

I understand that under the FCRA, Calvary Christian Academy will provide me with a copy of any consumer report and/or investigative consumer report if the information contained in such a report is, in any way, to be used in making an adverse decision regarding my fitness for employment. I further understand that such report will be made available to me prior to any such adverse decision being made, along with the name and address of the reporting agency that produced the report.

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Printed name

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Social Security number

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Applicant signature Date

Date of birth \_\_\_/\_\_\_/\_\_\_      Gender: M or F

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Maiden name/alias

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Driver's license number State

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Other aliases

If you have resided in this state for fewer than ten years, please list all previous addresses for the last ten years:

Street Address/PO Box	City	State	Zip Code

Please list every state in which you have lived during your adult life: \_\_\_\_\_

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