



## Emmanuel Christian School

### STAFF APPLICATION (NON-TEACHING)

Position for which you are applying: \_\_\_\_\_

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

### GENERAL REQUIREMENTS

The following are general requirements for employees at the Emmanuel Christian School:

1. Evidence of regeneration and dedication
2. A call from God to work in a Christian school
3. Understanding of the philosophy and objectives of the Christian school
4. Love for children and young people
5. Maturity
6. Ability to work as a team member
7. Good mental health
8. Ability to work with injured and ill children

### GENERAL INFORMATION

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Present address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Cell: \_\_\_\_\_ Best time to call: \_\_\_\_\_

Permanent address: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

How long have you been a resident of this state or city? \_\_\_\_\_

Marital status (check all appropriate categories):

single  married  separated  widowed  remarried  divorced

DUE TO LIMITED SPACE, ANY OR ALL OF THE FOLLOWING QUESTIONS MAY BE ANSWERED ON A SEPARATE PIECE OF PAPER.

Do you have the ability to perform the job applied for with or without reasonable accommodations?

Describe how you would perform the job.

What church are you attending? \_\_\_\_\_

Pastor's name: \_\_\_\_\_ Are you a member: \_\_\_\_\_

Describe your present church involvement:

Give a concise but adequate statement of when and how you became a Christian and of your present relationship with the Lord.

**EDUCATIONAL BACKGROUND**

Name and location of the high school you attended: \_\_\_\_\_

Did you graduate? \_\_\_\_ If not, what was the last grade you completed? \_\_\_\_\_

Give the following information on schools you attended after high school:

<b>Dates (Mo/Yr)</b>	<b>Degree/Credits</b>	<b>Major</b>	<b>School</b>	<b>State</b>

**WORK EXPERIENCE (begin with most recent position)**

<b>Dates (Mo/Yr)</b>	<b>Employer</b>	<b>Address and phone number</b>	<b>Position</b>	<b>Reason For Leaving</b>

Please describe any additional experience you have had which would be useful in the ministry of the Emmanuel Christian School such as working in any way with children, driving, office work, etc.

**EMPLOYMENT INTERESTS**

Are you interested in full-time employment? \_\_\_\_\_ During school hours? \_\_\_\_\_

Are you interested in part-time employment? \_\_\_\_\_ How many hours per week?

During what hours would you be available? \_\_\_\_\_

Would you be able to work during the summer?

Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Not at all \_\_\_\_\_

Additional comments concerning employment or hours desired:

Why do you desire a change from your present position?

**PERSONAL CONVICTIONS**

Do you subscribe without reservation to the Basis of Faith and Purpose of the Emmanuel Christian School?

\_\_\_\_ If not, please explain:

Can you lead a person to Christ? \_\_\_\_\_ If so, list references to four verses you would use in soul winning.

What do you consider to be the important function of the Christian school and the distinctive characteristics of its educational practice?

Have you recognized any leading of the Lord in your life toward Christian school ministry? If so, please describe.

**REFERENCES** (Please supply name, full address, phone number, and e-mail address.)

1. Pastor:

Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ E-mail \_\_\_\_\_

2. Two Professional References (include Supervisor):

Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ E-mail \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ E-mail \_\_\_\_\_

3. Two Personal References (not a relative):

Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_ E-mail \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_ E-mail \_\_\_\_\_

**Applicant's Certification and Agreement**

I understand that Emmanuel Christian School does not discriminate in its employment practices against any person because of sex, race, color, national or ethnic origin, gender, or handicap. I further understand that any offer of employment is conditioned on the proof of legal authority to work in the U.S. I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or significant omission of fact during any phase of the hiring process may prevent me from being hired or if hired may subject me to immediate dismissal.

I authorize Emmanuel Christian School to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews. I authorize the release and giving of any information requested by Emmanuel Christian School such as employment records, performance reviews, and personal references. I release any person, organization, or company from liability or damage which may result from furnishing the information requested. I further waive the right to ever personally view any references given to Emmanuel Christian School.

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 to be unfavorable or to reflect adversely on the school or on me as a Christian role model. I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of 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 that I will be paid and will receive benefits only through the day of release.

Emmanuel Christian School is a religious, nonprofit Christian school organization representing Jesus Christ throughout the evangelical Christian community worldwide. ECS requires its employees to be born-again Christians, living their lives as Christian role models (Romans 10:9–10, 1 Timothy 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 and 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 ECS Statement of Faith expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes but is not limited to promiscuity or homosexual behavior—or any violation of the unique roles of male and female (Romans 1:21–27, 1 Corinthians 6:9–20). ACSI believes that biblical marriage is limited to a covenant relationship between a man and a woman.

ECS employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of ACSI that each employee will have a lifestyle in which “He might have the preeminence” (Colossians 1:18, KJV).

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

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(Applicant's signature)

(Date)