



Chapel Hill Christian School

APPLICATION FOR EMPLOYMENT

Your interest in Chapel Hill Christian School is appreciated. We invite you to fill out this application and return it to our office. We will contact you for an initial interview if a position opens for which you may qualify. We will also contact your references at that time.

We believe that the key to a successful Christian school is its staff and faculty. We are grateful for those who are qualified professionals, love children, are called to minister in Christian school education and who, by the pattern of their lives, are Christian role models. (Luke 6:40.)

It is the policy of Chapel Hill Christian School that all employees who do not have a written employment agreement for a specific, fixed term of employment are deemed to be at will employees in accordance with the law of Ohio.

We look forward to receiving your application. Thank you for your interest in the Ministry of Education at Chapel Hill Christian School. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

Position Applying For: _____

APPLICANTS NAME and ADDRESS		
_____	_____	_____
Last Name	First Name	Middle Name
Application Date: ____/____/____		Date Available: ____/____/____
Present Address: _____		
Street		
_____	_____	_____
City	State	Zip-Code
How long have you lived at the above address? _____		
Cell phone: (____) ____-_____		Best time to call you: _____
Email Address: _____		
Social Security Number: ____-____-_____		
Permanent Address (if different from above)		Alternate Phone Number
_____		(____) ____-_____
Street		

City, State, Zip		

B. PERSONAL INFORMATION

Being a Christian role model in all aspects of life is a major requirement for this position. The Bible is our standard for conduct. It is a bona fide occupational requirement that all members of the staff at Chapel Hill Christian School live by those standards.

Personal Background

Have you ever been dismissed, resigned to avoid being dismissed, or been asked to resign from a position? Yes No

If yes, please explain. _____

Have you ever been named in a **civil** action, or charged in a **criminal** action regarding any civil or criminal action or impropriety regarding children as of the date of this application? Yes No

If yes, indicate the nature of the suit, offense, date, court, and disposition.

Have you ever been convicted of a felony as of the date of this application?

Yes No

If yes, indicate the nature of the suit, offense, date, court, and disposition.

Personal Interests

List your hobbies and interests. _____

Job Ability

Based on your current knowledge of the position, is there any reason why you might be unable to perform the duties and responsibilities of the position for which you are applying?

Yes No If yes, please explain.

C. EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past ten (10) years.

1. Employer:	Employed from / to /
Address:	Salary/Hourly Rate:
	Position:
Supervisor's Name:	Phone:
Reason for leaving:	

2. Employer:	Employed from / to /
Address:	Salary/Hourly Rate:
	Position:
Supervisor's Name:	Phone:
Reason for leaving:	

3. Employer:	Employed from / to /
Address:	Salary/Hourly Rate:
	Position:
Supervisor's Name:	Phone:
Reason for leaving:	

4. Employer:	Employed from / to /
Address:	Salary/Hourly Rate:
	Position:
Supervisor's Name:	Phone:
Reason for leaving:	

5. Employer:	Employed from / to /
Address:	Salary/Hourly Rate:
	Position:
Supervisor's Name:	Phone:
Reason for leaving:	

6. Employer:	Employed from / to /
Address:	Salary/Hourly Rate:
	Position:
Supervisor's Name:	Phone:
Reason for leaving:	

D. PROFESSIONAL QUALIFICATIONS

Should you be offered a position, official copies of certain documents may be required to be submitted for inclusion in your personnel file.

Formal Training

What diplomas, degree or degrees do you hold? Please include High School, College, and Graduate Work in the order taken.

Diploma/Degree	Date Received	Issuing Institution

**If applying for a teaching position please fill out this section.*

Number of semester hours in Professional Education courses? _____

Type of certificate (held) or (anticipated) _____

Date of Expiration: _____ Certificate valid in which states? _____

List in order of preference the grades you are best qualified to teach. _____

Total years of teaching experience? _____

Annual salary in most recent position? _____

Job Related Training

What training have you received which would be specifically related to the position for which you are applying?

Type of Training	Date Received	Place of Training

If you are offered a position, will you be able to verify that you are legally permitted to be employed in the United States of America? [] Yes [] No

E. PERSONAL REFERENCES

Give three references who are qualified to speak of your spiritual, professional, and personal Christian characteristics. One must be a Pastoral reference.

Pastoral

Name _____ Phone _____

Address _____

Email _____ Position/Occupation _____

Professional

Name _____ Phone _____

Address _____

Email _____ Position/Occupation _____

Friend (not a relative)

Name _____ Phone _____

Address _____

Email _____ Position/Occupation _____

F. CURRENT ISSUES

We live in a society with many conflicting beliefs and values. The students may ask you specific questions about controversial issues. Your answers will come from your personal convictions. With the understanding that all staff at Chapel Hill Christian School are to be **Christian role models** for our students, please provide a brief statement concerning your personal convictions as a Christian toward the following:

- Alcoholic beverages - _____

- Smoking - _____

- Drugs - _____

- Divorce and re-marriage - _____

G. SPIRITUAL QUALIFICATIONS

Please answer each of the following questions.

If applying for a **teaching position**, please answer all questions.

If applying for an **Education Aide position**, please answer questions 1 through 8.

If applying for a **non-teaching position**, please answer questions 1 through 4.

SHORT ANSWER

- 1. Do you consider yourself to be a born-again Christian? Yes No
- 2. Are you in agreement with the Chapel Hill Statement of Faith? Yes No If no, please explain.

Do you strongly hold any doctrines that are not on the statement? Yes No
If no, please list and describe.

- 3. Church affiliation _____
Member? Yes No Baptized? Yes No

- 4. Emphasize experiences you have had that would seem to be valuable and useful in working with students and young people.

- 5. How well do you feel that you get along with your peers?

- 6. Have you ever led a child or youth to Christ? Yes No If yes, please explain.

(Questions are continued on the next page)

ESSAY ANSWER

Please use separate sheets of paper to answer the following questions.

7. Give a detailed account of your personal testimony of conversion to Jesus Christ as your Savior. In addition, share an account of your spiritual growth in your relationship to the Lord subsequent to conversion and any regular devotional practices that foster your growth.
8. Frequently Christian schools enroll children from more than one evangelical denomination. How would you handle a child's question if you knew that it was theologically controversial and the family's church held to a different viewpoint than your own?
9. Give a statement of your Philosophy of Christian Education along with an account of experiences you have had within the teaching profession that could give details to your History of Employment.

APPLICANT’S CERTIFICATION AND AGREEMENT

I understand that **Chapel Hill Christian School** does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

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 receive benefits only through the day of release.

I authorize **Chapel Hill Christian School** to thoroughly investigate references, work records, evaluations, education, criminal conviction records, and other matters related to my suitability for employment.

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. I agree to submit any required credentials as requested by **Chapel Hill Christian School**.

In addition, I hereby release **Chapel Hill Christian School**, my former employers, references, and all other parties from any and all claims, causes of action, or liabilities arising out of or in any way related to such investigation or disclosure.

Applicant’s signature _____ Date _____

Declaration of Ethical and Moral Integrity

As an applicant for employment at **Chapel Hill Christian School**, and its ministries, I (print name) _____ recognize, understand, and agree to live by the moral and ethical standards of the school. I further declare that with regard to my personal moral and ethical character and conduct as of this date, I am not, nor have been in the past engaged in inappropriate conduct toward minors, nor do I have inclinations toward such conduct. Inappropriate conduct includes the following: homosexuality, verbal, physical or sexual abuse as defined by Scripture and state law. I do declare that the above statement is factual and true. By affixing my signature, I declare that I meet the moral and ethical standards of **Chapel Hill Christian School**.

Applicant’s signature _____ Date _____

I waive the right to ever personally view any references given to **Chapel Hill Christian School**.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize **Chapel Hill Christian School** to conduct a criminal records check.

I understand that this is only an application for employment and that no employment agreement is being offered at this time, and that it is the policy of **Chapel Hill Christian School** that all employees who do not have a written employment agreement for a specific fixed term of employment, are deemed to be employees at will in accordance with Ohio law.

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

Applicant’s signature _____ Date _____

FOR OFFICE USE ONLY

Application Reviewed by: _____

Date: _____

Phone Contact Made by: _____

Date: _____

Interviewed by: _____

Date: _____

REFERENCE CHECK

<u>Name</u>	<u>Date</u>	<u>Response</u>
1. _____		
2. _____		
3. _____		

Checked by:

Name _____

Title _____