

**Faith Christian School**  
**Staff Position Application**

PO Box 31300  
Mesa AZ 85275

Phone 480-833-1983  
Fax 480-503-8262

Your interest in Faith Christian School is appreciated. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which you may qualify, we will notify and ask you to send your placement file to our office. We will also contact your references. If we have continued interest in your candidacy, we will call you and arrange for a personal interview.

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.

We look forward to receiving your initial application. Thank you 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.

**A. Applicant's Name and Address**

Full name: \_\_\_\_\_

Application Date: \_\_\_/\_\_\_/\_\_\_                      Date available: \_\_\_/\_\_\_/\_\_\_

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

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

Best time to call you? \_\_\_\_\_ Length of time at this address? \_\_\_\_\_

Permanent address and phone number if different than present address \_\_\_\_\_

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Please list any additional addresses where you have resided at any time during the past five years:

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**B. Position Desired** \_\_\_\_\_

Full time                       Part time                       Substitute                       Volunteer

How did you learn about the position for which you are applying?

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Can you submit verification of your legal right to work in the US?  Yes  No

### C. Christian Background

- *In your own handwriting, on a separate paper, briefly give your Christian testimony.*

Please carefully read our Statement of Faith and indicate your degree of support.

\_\_\_ I fully support the Statement as written without mental reservations.

\_\_\_ I support the Statement except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

What is your local church affiliation? \_\_\_\_\_

Are you presently a member in good standing? \_\_\_\_\_ Years \_\_\_\_\_

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

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What other Christian service have you done since becoming a Christian?

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### D. Employment History

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may follow the same format on the reverse.

1. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Name/Address \_\_\_\_\_

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Supervisor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

2. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Name/Address \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

3. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Name/Address \_\_\_\_\_

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Supervisor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

4. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Name/Address \_\_\_\_\_

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Supervisor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Have you ever worked under a different name for any of the employers you have listed?

Yes       No

If so, what was the name or names? \_\_\_\_\_

### **E. Personal References**

Do not list family members or relatives for references. You will also need to sign the *Reference Release Form* that is attached and return it with this application.

Give three references who are qualified to speak of your spiritual experience and Christian service.

List your current pastor first.

Name/Complete Address	Phone	Position
1. _____		
_____		
_____		
2. _____		
_____		
_____		
3. _____		
_____		
_____		

Give three references who are qualified to speak of your professional training and experience.

Name/Complete Address	Phone	Position
1. _____		
_____		
2. _____		
_____		
_____		
3. _____		
_____		
_____		

**E. Applicant's Certification and Agreement**

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

I hereby certify 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 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 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 which 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, 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 given to the school.

Since I will be working with children, I understand that I may be asked to submit to a fingerprint check by Arizona DPS 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 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 is only an application for employment and that no employment contract is being offered at this time.

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

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Please complete and attach the Declaration of Moral and Ethical Integrity.