



## APPLICATION FOR EMPLOYMENT Staff Position

(If completing by hand, please use black ink)

### A. Applicant's Name and Address

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

Application date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

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

Phone: Days (\_\_\_\_) \_\_\_\_\_ Evenings (\_\_\_\_) \_\_\_\_\_ Best time to call? \_\_\_\_\_

E-mail: \_\_\_\_\_ Length of time at this address? \_\_\_\_\_

Permanent address and phone number if different than present address:

### B. Position Desired

What position do you desire and how did you find out about it?

Can you submit verification of your legal right to work in the U.S.? \_\_\_\_ Yes \_\_\_\_ No

Please list activities or sports which you would be capable and willing to direct, sponsor or coach. (Indicate grade or ability levels).

### C. Christian Background

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

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

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

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

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?

\_\_\_\_\_  
\_\_\_\_\_

### D. Professional Qualifications

**\* Should you be offered a position, copies of your transcripts must be provided to the school for inclusion in your personnel file.**

What degree or degrees do you hold?

Degree	Date Received	Issuing Institution
_____	_____	_____
_____	_____	_____

Major(s): \_\_\_\_\_

Minors(s): \_\_\_\_\_

### E. 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 a separate sheet of paper.

**1. Employer Name and Address:** \_\_\_\_\_

Position: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Teaching position? \_\_\_\_\_ If yes, grades or subjects taught: \_\_\_\_\_

Supervisor's name and phone number: \_\_\_\_\_

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

**2. Employer Name and Address:** \_\_\_\_\_

Position: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Teaching position? \_\_\_\_\_ If yes, grades or subjects taught: \_\_\_\_\_

Supervisor's name and phone number: \_\_\_\_\_

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

3. **Employer Name and Address:** \_\_\_\_\_

Position: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Teaching position? \_\_\_\_\_ If yes, grades or subjects taught: \_\_\_\_\_

Supervisor's name and phone number: \_\_\_\_\_

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

Have you served in the military? Yes \_\_\_ No \_\_\_ If yes, what type of training or education did you receive?

Are you holding or have you already signed a contract for next year with any other educational institution? Yes \_\_\_ No \_\_\_

### F. Personal References

Do not list family members or relatives for references. You will also need to sign the **Applicant's Certification and Agreement** and the **Authorization to Release Reference Information** forms that are a part of this application package.

Give two references who are qualified to speak of your spiritual experience and Christian service. **List your current pastor first.**

Name and Address

Phone

1. \_\_\_\_\_

E-mail address: \_\_\_\_\_ Position: \_\_\_\_\_

2. \_\_\_\_\_

E-mail address: \_\_\_\_\_ Position: \_\_\_\_\_

Give two references who are qualified to speak of your professional training and experience. **List your current or most recent supervisor first.**

Name and Address

Phone

1. \_\_\_\_\_

E-mail address: \_\_\_\_\_ Position: \_\_\_\_\_

2. \_\_\_\_\_

E-mail address: \_\_\_\_\_ Position: \_\_\_\_\_

## G. Spiritual Life

\* On separate paper, please label and succinctly respond to each of the following:

1. Tell how you came to know Jesus Christ as your personal Savior and Lord.
2. Describe your present relationship with the Lord and any other significant spiritual experiences.
3. How would you define a biblical worldview?
4. Tell us about your habit of personal Bible study and prayer.
5. What experiences, skills, or qualifications do you have that will lead to successfully carrying out the duties and responsibilities of the position applied for?
6. Why are you seeking a position at WCGS?

## H. Applicant's Certification and Agreement

I understand that **Wheaton Christian Grammar 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 **Wheaton Christian Grammar 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, 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 given to the school.

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 hereby certify that I have never been: (1) convicted of a felony, a crime of moral turpitude, or any offense involving sexual molestation, physical or sexual abuse or rape; and (2) have never been the subject of a founded case of child abuse and neglect.

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

Signature of Applicant:

Date:

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## **Authorization to Release Reference Information**

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I have made application for a position as a \_\_\_\_\_ with **Wheaton Christian Grammar School**. I have authorized the school to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals that 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 all 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.

In addition, I hereby release **Wheaton Christian Grammar 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 **Wheaton Christian Grammar School**.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

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

Applicant's Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Applicant's Social Security Number: \_\_\_\_\_

## Declaration of Faith

- We believe in the Scriptures of the Old and the New Testaments as verbally inspired by God and inerrant in the original writing, and that they are of supreme and final authority in faith and life.
- We believe in one God, eternally existing in three Persons: Father, Son, and Holy Spirit.
- We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.
- We believe that man was created in the image of God; that he sinned, and thereby incurred, not only physical death, but also that spiritual death which is separation from God; and that all human beings are born with a sinful nature, and, in the case of those who reach moral responsibility, become sinners in thought, word, and deed.
- We believe that the Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the ground of His shed blood.
- We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for us as High Priest and Advocate.
- We believe in "that blessed hope," the personal, premillennial and imminent return of our Lord and Savior, Jesus Christ.
- We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit, and thereby become children of God.
- We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.