

General Application for Employment

Date: _____ Position applying for: _____

Name: _____ Phone: _____

Email: _____

Address: _____

Church Affiliation: _____

1. Why are you interested in this position at Allendale Christian School?

2. Is there any reason you could not perform all of the essential job functions of this job? Yes No
If yes explain:

3. Do you have the legal right to work in the U.S.? Yes No

4. If the position you are applying for requires the operation of a motorized vehicle, can you present a valid driver's license? Yes No Operator's license # _____

Chauffer's license # _____

- Do you have any court-ordered restrictions on your license? Yes No

If yes, explain: _____

5. Have you ever been convicted of a crime or are there current criminal charges pending? Yes No
If yes explain:

6. Have you ever participated in, been accused of, or convicted of, or pleaded guilty or no contest to any abuse or sexual misconduct? Yes No
If yes explain:

7. Are you willing to give consent to a criminal history check? Yes No

By answering yes to the above question, I (the applicant) expressly consent, agree and understand that as part of the employment screening process, Allendale Christian School may obtain a criminal history report of any felony convictions, as well as a background check from the Department of Human Services regarding child abuse and neglect. I further understand that my appointment to an employment position at Allendale Christian School is not final until the school is satisfied with the criminal information and other requirements are satisfied.

Signature: _____ Date: _____

Educational History

Is the name used on this application the same name you used while attending school? Yes No

If no, please give name: _____

| School | Name | Years Completed | Degree obtained and area of focus |
|--------------------------------|--------------------------------------|--|-----------------------------------|
| High School | Name _____ City _____ State _____ | Did you graduate? Yes No | X |
| Trade School or College | Name _____ City _____ State _____ | Years Completed: _____ Did you graduate? Yes No | |
| Graduate School | Name _____ City _____ State _____ | Years Completed: _____ Did you graduate? Yes No | |

Employment History

Is the name used on this application the same name you used in your employment? Yes No

→ If no, please give name: _____

1. Employer: _____ Phone : _____

Address: _____

Job Title _____ Duties _____

Years employed _____ Reason for leaving _____

2. Employer: _____ Phone : _____

Address: _____

Job Title _____ Duties _____

Years employed _____ Reason for leaving _____

3. Employer: _____ Phone : _____

Address: _____

Job Title _____ Duties _____

Years employed _____ Reason for leaving _____

References (List persons – other than relatives – likely to know your work skills and abilities)

| <u>Name</u> | <u>Position/Relationship</u> | <u>Phone</u> | <u>Email</u> |
|-------------|------------------------------|--------------|--------------|
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What experiences have you had that help qualify you for this position?

APPLICANT’S CERTIFICATION AND AGREEMENT

In consideration of the receipt and evaluation of this application by Allendale Christian School I agree and represent that:

1. I understand that Allendale Christian School does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.
2. The information contained in this application is correct 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.
3. I authorize any references, current or former supervisors or other school representatives, and church representatives, whether or not identified in this application, to give you any information (including opinions) regarding my character and fitness for employment.
4. I authorize my current or former employer or employers to disclose to Allendale Christian School any unprofessional conduct by me (the applicant) and to make available to Allendale Christian School copies of all documents in my personnel record maintained by any of my current or former employers relating to that unprofessional conduct.
5. I further release my current or former employer and any employees acting on behalf of my current or former employers, from any and all liability for providing information described in the preceding paragraph and expressly waive any written notice that may be required by law.
6. I waive the right to ever personally view any references given to Allendale Christian Schools.
7. I have read and agree with the Allendale Christian School Faith Statement below.
8. I certify that I have carefully read and do understand the above statements.

X _____

Signature of Applicant

Date

ACS Faith Statement

1. **We believe the Bible is God breathed, inspired by the Holy Spirit and the absolute Word of God.** Deuteronomy 4:2, Psalm 19:7-9, Proverbs 30:5-6; 1 Corinthians 2:10; Galatians 1:6-10; II Timothy 3:16-17; II Peter 1:20-21.
2. **We believe that there is one God, a Holy Trinity, eternally existent in three persons: Father, Son, and Holy Spirit.** Genesis 1:1-3; Matthew 28:19-20; Mark 12:29; John 1:1-4; II Corinthians 13:14.
3. **We believe in God the Father. We believe He is the creator of all, perfect in holiness, wisdom, power and love. We believe that He concerns Himself sovereignly in the affairs of each person, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ.** Genesis 21:33; Exodus 33:14; II Samuel 24:14; Isaiah 40:28; Jeremiah 31:3, 32:17, 33:3; Romans 5:8 and 11:33-34; Ephesians 1:19-20; Hebrews 4:16; I John 5:14-15; Revelations 4:8.
4. **We believe in God the Son, Jesus Christ the Savior. We believe in His virgin birth, in His sinless life, in His miracles, in His substitutionary and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, in His continuous intercession for His people, and in His personal return with power and great glory.** Matthew 24:30; Luke 1: 34-35; John 1: 1- 2, 14, 3:16; Romans 3:23-26, 8:34-39; I Corinthians 15:3-4; Hebrews 4:14-15.
5. **We believe in God the Holy Spirit, the Helper and Comforter. We believe in His daily guidance and revelation of truth, in His conviction of sin, and in His indwelling presence at the moment of salvation, enabling believers to live godly lives.** John 3:5-8, 4:24, 14:16-17, 16:13-14; Acts 1:8, I Corinthians 2:6-16, 12:13; Ephesians 4:30-32, 5:18.
6. **We believe that everyone is born with a sinful nature, separated from God and in need of salvation. Rebirth by the Holy Spirit is absolutely essential for salvation through the repentance from sin and the acceptance of Jesus Christ as Lord and Savior.** John 3:5-8, 5:24; Acts 2:21; Ephesians 1:6-7, 2:8-9; Titus 3:5; I Peter 1:23. **We believe in the resurrection of both the saved and the lost; the saved unto the resurrection of eternal life and the lost unto the resurrection of eternal death.** Luke 16:19-26; II Corinthians 5:8; II Thessalonians 1:7-9; Revelation 20:11-15.
7. **We believe in the spiritual unity of believers in our Lord Jesus Christ.** Matthew 28:19; Acts 2:42-47; Romans 15:5-6; I Corinthians 11:23-26;12:13; Hebrews 10:25.