



## APPLICATION FOR EMPLOYMENT

Instructions: Please complete all blanks as thoroughly and completely as possible. Incomplete areas may cause a delay in processing this application.

Date: \_\_\_\_\_  
Position(s) applied for: \_\_\_\_\_  
Salary/Hourly Rate Expected: \_\_\_\_\_

Name:

\_\_\_\_\_  
(Last) (First) (Middle)

Home Address: \_\_\_\_\_  
Home Telephone: (\_\_\_\_) \_\_\_\_\_ Social Security No. \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Cell Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

In case of emergency, notify \_\_\_\_\_  
Are you employed now? \_\_\_\_ Yes \_\_\_\_ No  
May we contact your current employer? \_\_\_\_ Yes \_\_\_\_ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? \_\_\_\_ Yes \_\_\_\_ No (proof of citizenship or immigration status will be required upon employment)

On what date would you be available for work?  
Will you work part time?  
Will you work overtime?  
Are you on a lay-off or subject to recall? \_\_\_\_ Yes \_\_\_\_ No

Have you ever been charged and/or convicted of a misdemeanor or felony?  
\_\_\_\_ Yes \_\_\_\_ No

If yes, explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.19.2013

**EDUCATION**

School Name & Years

Degree, Year

Diploma/Graduated

\_\_\_\_\_  
Post Graduate

\_\_\_\_\_  
Graduate

\_\_\_\_\_  
College

\_\_\_\_\_  
College

\_\_\_\_\_  
High School

\_\_\_\_\_  
Tech School

Describe specialized training and skills:

\_\_\_\_\_  
List equipment you are experienced in using and detail training on each piece of equipment listed:

\_\_\_\_\_  
List all teaching or administrative credentials or certificates held and their effective dates:

\_\_\_\_\_  
List all position related experience you would bring to the job:

**Employment**

Start with present or most recent employer

Give an accurate and complete full-time and part-time employment record.

Attach additional pages if necessary

**Current or most recent employer**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

Supervisor: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Start Pay: \_\_\_\_\_ End Pay \_\_\_\_\_

Job Title(s) held and Description of Duties for each Job Title:

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I am no longer employed there because \_\_\_\_\_ I quit \_\_\_\_\_ I was terminated by the company  
\_\_\_\_\_ I quit because I was going to be terminated by the company \_\_\_\_\_ I was laid-off.

Explanation:

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**Previous Employer**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Dates Employed: \_\_\_\_\_  
Start Pay: \_\_\_\_\_ End Pay \_\_\_\_\_

Job Title(s) held and Description of Duties for each Job Title:

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I am no longer employed there because \_\_\_\_\_ I quit \_\_\_\_\_ I was terminated by the company  
\_\_\_\_\_ I quit because I was going to be terminated by the company \_\_\_\_\_ I was laid-off.

Explanation:

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**Previous Employer**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Dates Employed: \_\_\_\_\_  
Start Pay: \_\_\_\_\_ End Pay \_\_\_\_\_

Job Title(s) held and Description of Duties for each Job Title:

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I am no longer employed there because \_\_\_\_\_ I quit \_\_\_\_\_ I was terminated by the company  
\_\_\_\_\_ I quit because I was going to be terminated by the company \_\_\_\_\_ I was laid-off.

Explanation:

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**Previous Employer**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

Supervisor: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Start Pay: \_\_\_\_\_ End Pay \_\_\_\_\_

Job Title(s) held and Description of Duties for each Job Title:

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I am no longer employed there because \_\_\_\_\_ I quit \_\_\_\_\_ I was terminated by the company  
\_\_\_\_\_ I quit because I was going to be terminated by the company \_\_\_\_\_ I was laid-off.

Explanation: \_\_\_\_\_  
\_\_\_\_\_

**References**

Give the names of three persons not related to you, who you have known at least one year, and are familiar with your professional abilities. At least one of those named should have supervised you previously.

Name Phone Relationship How Long?

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**General Questions**

Why do you want to work for a Christian school?

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Briefly describe your philosophy of Christian education:

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**Spiritual Development**

State briefly your salvation experience:

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What church do you actively attend?: \_\_\_\_\_

Describe your ongoing relationship with God:

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#### ARTICLES OF FAITH AND PRACTICE

1. We believe the Bible to be the only inspired, inerrant, infallible and authoritative Word of God.
2. We believe that there is one God eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, and His sinless life, in His miracles, in His vicarious and atoning death through the shedding of His blood, in His bodily resurrection on the third day, in His ascension to the right hand of the Father, and in His personal return to rapture His Church in power and glory.
4. We believe that salvation is by grace alone through faith, apart from works by the merit of the shed blood of Christ and that the born-again believer is eternally secure in Christ.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.
8. We believe in the individual priesthood of the believer.
9. We believe that the Scripture dictates standards of sexual behavior. Any promiscuity, homosexuality, or other deviant sexual behavior is a sin and as such violates the bona fide occupational requirements of being a Christian role model. The unique roles of the male and female are clearly defined in Scripture. Romans 1:24-32 states that God recognizes homosexuals and other deviates as perverted. Such deviation from Scriptural standards is grounds for termination. (Romans 12:1-2; I Corinthians 6:9-20; Ephesians 4:1-11, 5:3-5; I Thessalonians 4:3- 8; I Timothy 4:12; II Timothy 2:19-22; I Peter 15-16; I John 3:1-3).

#### STAFF CODE OF ETHICS

1. The employee affirms that, as part of the qualifications for this position, he/she is a "Born Again" Christian who knows the Lord Jesus Christ as Savior. (John 3:3, I Peter 1:23)
2. The employee gives testimony that he/she has a sense of God's will, that working at Christian Unified Schools is his/her calling and is God's direction.
3. The employee will manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model (I Timothy 4:12) both in and out of school to pupils (Luke 6:40), and as an example to parents and fellow faculty members in judgment, respect, and Christian living. This includes, but is not limited to, the restraining from such activities as the use of alcohol, tobacco, illicit drugs, and the use of vulgar and profane language. (Col. 3:17, Titus 2:7-8, I Thess. 2:10, I Thess. 5:18, 22-23, James 3:17-18).
4. The employee will faithfully attend and financially support a local church whose fundamental beliefs are in agreement with the Statement of Faith of this school. (Hebrews 10:25).
5. The employee agrees to participate in professional growth opportunities through ACSI, school in-service, and professional conferences.
6. The employee agrees to be fair and respect the rights of others.

7. The employee will strive at all times to understand, appreciate, love, and serve the pupils entrusted to him/her for instruction, and will to the best of his/her ability provide for their fullest spiritual, intellectual, physical, and emotional development.
8. The employee agrees to foster the ideals and responsibilities of our American heritage.
9. The employee will avoid highly debatable topics as much as possible that tend to divide evangelical believers. A student is to be referred to his/her local church if a debatable topic arises of a theological nature.
10. The employee agrees to follow the Biblical pattern of Matthew 18:15-17 and Galatians 6:1 and always give a good report. All differences are to be resolved by utilizing Biblical principles—always presenting a united front. Appropriate confidentiality will be observed in regard to pupil, parent, and school matters. (Titus 3:2 and Galatians 5:15).
11. The employee agrees to accept no gratuities or gifts of significance that might influence his/her judgment in the exercise of his/her professional duties.

Do you subscribe to the Articles of Faith and Practice and Staff Code of Ethics?:

Yes  No If the answer is No, please explain:

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**Signature**

I certify to the best of my knowledge and ability, the information provided in this application for employment is true, correct and complete. Any misstatement or omission of fact on this application may result in my termination if employed by New Hope Christian School (NHCS).

**I understand that acceptance of an offer of employment does not create a contractual obligation on NHCS to continue to employ me in the future. I understand that, if employed, I will be an employee-at-will who can be terminated with or without notice and with or without cause.**

I understand that any offer of employment is conditional on my clearing a criminal background search and a drug test should it be required. I hereby grant NHCS permission to conduct said criminal background search and drug test as a condition to my employment.

This is the entire agreement concerning termination of my employment. Any statements, oral or written, made to me before signing this application are null and void, and of no effect. **Any modification of this**

**Agreement is effective only if in writing and signed by both a corporate officer of NHCS, and myself.**

If employed by NHCS, I understand and agree that any dispute concerning my employment or termination of my employment must be submitted to arbitration. This includes arbitration of any and all claims arising out of my employment or termination of my employment, including but not limited to, any claim under state law, for breach of contract, wrongful termination in violation of public policy, defamation, fraud, intentional infliction of emotion distress, interference with a contract, any claim under federal law pursuant to the Americans with Disabilities Act, Age Discrimination in Employment Act, Polygraph Act, Fair Standards Labor Act, Family Leave and Medical Act, National Labor Relations Act, or the Civil Rights Act of 1964, as amended in 1991, and any and all such claims. I authorize investigation of all statements contained in this application. I further authorize all references listed to give to NHCS, any and all information concerning my previous employment and any other pertinent information, personal or otherwise, that they may have. I release any and all parties from any and all liability for any damage that may result from furnishing such information to NHCS.

This page must be signed for your employment application to be processed.

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Date Signature

NOTICE OF NONDISCRIMINATORY POLICY

New Hope Christian Academy of 2264 Walnut Creek Pike, Circleville, Ohio, admits students and hires employees of any race, color, national and ethnic origin, to all the rights, privileges, programs and activities generally accorded or made available to students and employees at NHCA. It does not discriminate on the basis of race, color, national and ethnic origin in its hiring practices, the administration of the educational policies, admissions policies, scholarship and loan programs, athletic and other school administered programs.

Do Not Write In This Space

Interviewed by: \_\_\_\_\_ Interview Date: \_\_\_\_\_

Remarks:

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References Checked by: \_\_\_\_\_

Remarks of References:

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Background Check Results:

Recommended for Hire by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Hired? \_\_\_\_\_

Salary/Wage: \_\_\_\_\_

Position: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date Reporting to Work: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Employee Handbook Given to Employee on: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Tear-out Sheet from Employee Handbook Signed by Employee on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_