



# CAMBRIDGE CHRISTIAN SCHOOL

## Support Staff Application

Cambridge Christian School exists to glorify God in all that we do; to demonstrate excellence at every level of academic, athletic and artistic involvement; to develop strength of character; and to serve the local and global community. Your interest in being a part of such a ministry at our school is appreciated. We invite you to fill out this application and return it to our school office. If an opening occurs for which you may qualify, we will notify you to discuss next steps. If we have continued interest in your candidacy, we may arrange for a personal interview. The school recruits, hires, trains, assigns personnel, promotes, and compensates employees without regard to race, color, national origin, age, sex, or disability. All employment decisions are made on the basis of merit and job requirements.

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).

In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based on non-job-related information. Please attach a copy of your résumé if you have one. We look forward to receiving your 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

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle initial \_\_\_\_\_

Position applied for \_\_\_\_\_

Application date \_\_\_/\_\_\_/\_\_\_ Date available \_\_\_/\_\_\_/\_\_\_

Current address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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



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Cell phone ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail \_\_\_\_\_

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

Permanent address and phone number if different from current address: \_\_\_\_\_

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

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

## **B. Christian Background**

**On a separate paper in your own handwriting, briefly give your Christian testimony.**

Please carefully read our statement of faith that follows and indicate your degree of support.

I fully support the statement as written, without mental reservations.

I support the statement except for any areas listed and explained on a separate paper. These areas represent either disagreements or items for which I have not yet formed an opinion or a conviction.

## *Cambridge Christian School Statement of Faith*

- 1. We believe that the Bible is the inspired word of God and is infallible and authoritative.*
- 2. We believe in one God, eternally existent in three persons: Father, Son, and Holy Spirit.*
- 3. We believe in the deity of the Lord Jesus Christ, His virgin birth, sinless life, miracles, substitutionary death and atonement, bodily resurrection, ascension and personal return in power and glory.*
- 4. We believe that for salvation from sin and eternal judgment, faith in Jesus Christ and regeneration by the Holy Spirit are essential.*
- 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 spiritual unity of the Church, composed of all who are redeemed by grace through faith in Jesus Christ.*



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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 denominational preference? \_\_\_\_\_

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

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

In what church activities are you involved?

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Describe your routine of personal Bible study and prayer.

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What books have you read recently that have helped you spiritually?

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## C. Position Desired

Position, or positions, applying for \_\_\_\_\_

Full time  Part time  Temporary  Summer Available when? \_\_\_\_\_

Application date \_\_\_/\_\_\_/\_\_\_ Application received by:  Walk-in  Mail  E-mail  Fax

Internet

Referral source:  Employee  Relative  Other \_\_\_\_\_

Expected earnings: \$ \_\_\_\_\_



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## D. Employment Experience

Please start with your current or most recent employer and work backward. Include self-employment, work as an independent contractor, and temporary positions going back at least *five* years. If necessary, use a separate paper and follow the same format for additional positions. Former employers *will* be contacted for references.

1. Job title \_\_\_\_\_

Dates of employment \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's name and phone number (\_\_\_\_) \_\_\_\_\_

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

Hourly rate/salary \_\_\_\_\_

Work performed \_\_\_\_\_

What date may we contact current employer? \_\_\_\_\_

2. Job title \_\_\_\_\_

Dates of employment \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's name and phone number (\_\_\_\_) \_\_\_\_\_

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

Hourly rate/salary \_\_\_\_\_

Work performed \_\_\_\_\_



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3. Job title \_\_\_\_\_

Dates of employment \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's name and phone number (\_\_\_\_) \_\_\_\_\_

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

Hourly rate/salary \_\_\_\_\_

Work performed \_\_\_\_\_

## E. Educational and Professional Training

Name and location (city, state) of last high school attended	Diploma received?
Name and location (city, state) of business school, trade school, college, or university attended	Type of certificate, diploma, or degree: BA, MA, other

Describe your level of computer and software program skills: \_\_\_\_\_

\_\_\_\_\_



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## F. Personal References

List the names of five people who are not related to you and who have a definite knowledge of your qualifications and character. Please include at least two previous employers and your current pastor.

Name	Relationship to Applicant	Phone

## G. Additional Helpful Information

Are you specifically trained or have you had experience in the following? Check all that are applicable.

- School secretary
- Filing clerk
- Teacher aide
- Bookkeeper
- Administrative assistant
- Custodian
- Maintaining existing computer/programs
- Receptionist
- Cook
- Cafeteria worker
- Childcare worker
- Bus driver
- Clerk
- Other \_\_\_\_\_



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## Special skills

- Word processing: \_\_\_\_\_ wpm
- Desktop publishing
- Scheduling
- Proofreading
- Spreadsheet
- First aid certification
- CPR certification
- Other \_\_\_\_\_

If you desire, you may list any additional qualifications, skills, experiences, or interests:

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Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations)? You will need to answer yes if you have entered into a plea agreement, including a postponed sentence or postponed judgment arrangement, in connection with a criminal charge (You need not disclose criminal convictions that are contained in sealed or deleted records).  Yes  No

If you have been convicted of such an offense, please attach a statement of explanation, including the nature of offense, date, court where conviction was entered, and any other relevant information. A conviction record will not automatically be a bar to employment. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job-relatedness, and subsequent rehabilitation will be considered.

Has any employer ever subjected you to disciplinary action, suspension, or termination or asked you to leave a paid or unpaid position on the grounds of any unlawful sexual behavior or violation of an employer's sexual misconduct policy or antiharassment policy?  Yes  No If yes, please attach a statement or explanation.

## ATTACHMENTS:

**PHOTOCOPIES OF POSTSECONDARY TRANSCRIPTS**  
**PERSONAL TESTIMONY**



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## **H. Lifestyle Statement:**

Cambridge Christian School is a non-profit Christian school representing Jesus Christ throughout the evangelical Christian community. Cambridge Christian School recognizes the obligation to receive employees as servants of God, to support ministry with diligent, faithful assistance and prayers, and to stand by employees in the performance of their ministry in genuine Christian love and respect. Employees acknowledge that they are Christian role models for the students and family. Cambridge Christian School requires its employees to be born-again Christians (John 3:3, I Peter 1:23), living their lives as Christian role models (Rom. 10:9-10; 1 Tim. 4:12). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimony. A Christian lifestyle should reflect the biblical perspective of integrity and appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or administration.

Employee further certifies their commitment to the standards of conduct designated by the school includes but not limited to the Statement of Faith, educational philosophy, goals and objectives, and the mission statement. Employee will maintain their membership in a local church, whose fundamental beliefs are in agreement with the Statement of Faith of this school (Hebrews 10:25) of like faith and set an example for students, parents, and the community by faithfully attending (weekly) and actively serving in their church as God leads them. Employee promises to fulfill their responsibilities to the best of their ability. Employee will faithfully seek to present the Gospel to their students and their families. Employee will, in good faith, carry out the provisions of their contract, the Staff Handbook, and the Student Handbook.

Moral misconduct such as any promiscuity, pre-marital sex, and pre-marital coexistence with persons of the opposite sex, extra marital affair, homosexuality, or other deviant sexual behavior is forbidden and as such violates the bona fide occupational requirement of being a Christian role model. Employee acknowledges that the unique roles of male and female are clearly defined in Scripture (Romans 1:24-32; 1 Cor. 6:9-20). 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 1:15-16, 2:15-17)

Personnel will maintain a lifestyle based on biblical standards of conduct. Failure to do so may





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result in a reprimand or, in some cases, dismissal from employment. There are additional grounds whereby an employee may be dismissed from Cambridge Christian School. It is the goal of Cambridge Christian School that each employee will have a lifestyle where "...Christ might have the pre-eminence" (Colossians 1:18).

I certify that I have carefully read and do understand the above statements. Further, the lifestyle described in this statement is one consistent with my own.

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Applicant signature

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Date

## **I. Applicant's Statement**

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment, and 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 on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. If I am released under these circumstances, I further understand and agree that I will be paid only through the day of release and that benefits terminate at the end of the last full month of active employment.

I authorize Cambridge Christian School to thoroughly interview the primary references that 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.



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Since I will be working with children or may have unsupervised access to children, I understand that I must submit to a fingerprint check by a state agency and the FBI. 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 application for employment is valid for no more than 120 days. After that, I must resubmit an application in order to be considered for positions at this school.

Do you understand that this is an application for at-will employment and that no employment is being offered at this time?  Yes  No

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

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Applicant signature

Date