

# CALVARY CHRISTIAN SCHOOL JOB APPLICATION FORM

10611 W. Clearwater Ave. Kennewick, WA 99336 | 509-735-1002

*Instructions: Type or print clearly in black or blue ink. Answer all the questions.*

*A resume may be attached to the completed application form.*

**APPLICATION DATE:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

## POSITION/AVAILABILITY:

Position Applied For: \_\_\_\_\_

Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_

What date are you available to start work? \_\_\_\_\_

## PERSONAL INFORMATION:

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last Name: \_\_\_\_\_

Other Alias: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Social Security Number: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Alternate Phone Number: (\_\_\_\_) \_\_\_\_\_

Best time to reach you? \_\_\_\_\_

Are you eligible to work in the United States?: Yes \_\_\_\_\_ No \_\_\_\_\_

A background check is done on all hired employees. Have you been convicted of or pleaded no contest to a felony within the last five years? No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, please explain:

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

Have you ever been accused, rightly or wrongly, of child abuse or neglect? No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

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



Have you in the past or are you currently using illegal substances or abusing alcohol? (Many states now allow marijuana use for medicinal and/or recreational purposes, however, it remains completely illegal at the federal level).

No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

Have you ever been arrested for any criminal act more serious than a traffic violation?

No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

Do you have a background check on file at ESD123? Yes \_\_\_\_\_ No \_\_\_\_\_ Date taken: \_\_\_\_\_

What is your attitude toward working with those of other races, denominations, or beliefs?

**POSITION DESIRED:**

Preference: Kindergarten \_\_\_\_\_ Elementary \_\_\_\_\_ Jr./Sr. High \_\_\_\_\_

Please list activities or sports that you would be capable of and willing to direct, sponsor, advise, or coach. (Indicate grade or ability levels) \_\_\_\_\_

What would you like to be doing 5 years from now? \_\_\_\_\_

List any conferences in which you have participated in or seminars which you have led.

Have you taken any courses giving specific training for Christian Schools? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please give details: \_\_\_\_\_

**EDUCATION:**

Name and Address of school: \_\_\_\_\_

Degree/Diploma: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

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Degree/Diploma: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

**SKILLS AND QUALIFICATIONS:**

List your skills , training, and awards as related to this job: \_\_\_\_\_

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

**CHRISTIAN BACKGROUND:**

- 1. What church do you attend? \_\_\_\_\_
- 2. How long have you attended? \_\_\_\_\_
- 3. Are you a born-again Christian? \_\_\_\_\_
- 4. How long have you been following Jesus? \_\_\_\_\_
- 5. Do you believe the Bible to be the only inspired and infallible Word of God, our final authority in all matters of faith, conduct and truth? Yes \_\_\_\_\_ No \_\_\_\_\_

Signature: \_\_\_\_\_

I have read Calvary’s Statement of Faith and fully support the statement as written (attached).

Yes \_\_\_\_\_ No \_\_\_\_\_ Signature: \_\_\_\_\_

I support the statement except for the area(s) listed and explained on a separate sheet of paper.

Signature: \_\_\_\_\_

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

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

- 7. What other Christian services/ministries have you done since becoming a Christian?

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

- 8. Describe your routine of personal Bible study and prayer: \_\_\_\_\_

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

**PROFESSIONAL QUALIFICATIONS:**

*Please attach photocopies of all your college transcripts.*

What degree or degrees do you hold? (if applicable)

Degree: \_\_\_\_\_ Date Received: \_\_\_\_\_

Issuing Institution: \_\_\_\_\_

Degree: \_\_\_\_\_ Date Received: \_\_\_\_\_

Issuing Institution: \_\_\_\_\_

Degree: \_\_\_\_\_ Date Received: \_\_\_\_\_

Issuing Institution: \_\_\_\_\_

YOUR MAJOR(S): \_\_\_\_\_

YOUR MINOR(S): \_\_\_\_\_

Grade levels certified to teach: \_\_\_\_\_

If you do not hold a certificate, what requirements do you lack? \_\_\_\_\_

\_\_\_\_\_

Sequentially list your teaching experience with most recent first. (if applicable)

Institution: \_\_\_\_\_ Dates: \_\_\_\_\_

Grade or Subject: \_\_\_\_\_

\_\_\_\_\_

Institution: \_\_\_\_\_ Dates: \_\_\_\_\_

Grade or Subject: \_\_\_\_\_

\_\_\_\_\_

Institution: \_\_\_\_\_ Dates: \_\_\_\_\_

Grade or Subject: \_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY:**

**Present or Last Position:**

Employer: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position/Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

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

**Previous position:**

Employer: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position/Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

**REFERENCES:** Name | Title | Address | Phone for 3 references (Letters may be attached)

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

\_\_\_\_\_

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

\_\_\_\_\_

3. \_\_\_\_\_

I certify that information contained in this application is true and complete.

I understand that false information may be grounds for not hiring me or immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

I understand that Calvary Christian School hires faculty of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to CCS staff. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Applicant declaration of ethical and moral integrity**

As an applicant for a position at Calvary Christian School, I (print name) \_\_\_\_\_ recognize, understand and adhere to the moral and ethical standards and mandates of said school. I further declare that, with regard to my personal, moral and ethical character and conduct as of this date, I am not, nor have been in the past, engaged in inappropriate conduct towards minors, nor do I have an inclination towards such conduct.

Inappropriate conduct includes the following: Homosexuality, aberrant sexuality or verbal, physical or sexual abuse as defined by scripture and state law.

\* I do declare that the above statement is factual and true.

\* By affixing my signature, I declare that I meet the moral and ethical standards of Calvary Christian School.

\* I give my permission for a personal background check.

\* I give my permission to call the references listed in my application.

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

Administrator's signature after discussing form with applicant  
\_\_\_\_\_ Date \_\_\_\_\_

I have read and agree to follow the policies written in the Faculty & Staff Handbook for the duration of my employment by Calvary Christian School.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_