

Support Staff Application

Position Desired: _____



Personal Information

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____

How did you hear about our school/the position desired? _____

Christian Background

Please provide your written Christian testimony on a separate sheet of paper.

Please carefully read our Statement of Faith and indicate your degree of support by selecting one of the following:

_____ I fully support the Statement of Faith as written without any mental reservations.

_____ I support the Statement of Faith except for the area(s) listed and explained in the following question below. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

_____ I do not support the Statement of Faith as written.

After reading our Statement of Faith, do you strongly hold any doctrines that are not in the statement? Or are there any items you 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 (circle one)? Yes / No

Denomination preference: _____ Which local church do you attend? _____

How long have you attended this church? _____ Are you presently in good standing? _____

What church activities are you involved with and to what degree of regularity? _____

What other Christian/church-related services have you been involved in since becoming a Christian? _____

To what extent do you believe you should become involved in Sunday and other weekday ministries of High Point Church or the church you attend? _____

Describe your routine of personal relationship with God (Bible study, prayer, etc.). _____

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

Employment History

Please provide your employment history for the past ten (10) years. If needed, an additional sheet of paper can be attached.

Company: _____ Position: _____

Start Date (mm/yyyy): _____ End Date (mm/yyyy): _____

Address: _____
Street State Zip

Supervisor's Name: _____ Supervisor's Phone Number: _____

Supervisor's Email: _____ Ok to contact (circle one)? Yes / No

Reason for Leaving: _____

Company: _____ Position: _____

Start Date (mm/yyyy): _____ End Date (mm/yyyy): _____

Address: _____
Street State Zip

Supervisor's Name: _____ Supervisor's Phone Number: _____

Supervisor's Email: _____ Ok to contact (circle one)? Yes / No

Reason for Leaving: _____

Company: _____ Position: _____

Start Date (mm/yyyy): _____ End Date (mm/yyyy): _____

Address: _____
Street State Zip

Supervisor's Name: _____ Supervisor's Phone Number: _____

Supervisor's Email: _____ Ok to contact (circle one)? Yes / No

Reason for Leaving: _____

Company: _____ Position: _____

Start Date (mm/yyyy): _____ End Date (mm/yyyy): _____

Address: _____
Street State Zip

Supervisor's Name: _____ Supervisor's Phone Number: _____

Supervisor's Email: _____ Ok to contact (circle one)? Yes / No

Reason for Leaving: _____

Company: _____ Position: _____

Start Date (mm/yyyy): _____ End Date (mm/yyyy): _____

Address: _____
Street State Zip

Supervisor's Name: _____ Supervisor's Phone Number: _____

Supervisor's Email: _____ Ok to contact (circle one)? Yes / No

Reason for Leaving: _____

References

Please give three professional references and three spiritual references. Spiritual references should be qualified to speak of your spiritual experience and Christian walk.

Professional References:

1 Full Name (*first & last*): _____ Position: _____

Phone Number: _____ Email: _____

2 Full Name (*first & last*): _____ Position: _____

Phone Number: _____ Email: _____

3 Full Name (*first & last*): _____ Position: _____

Phone Number: _____ Email: _____

Spiritual References:

1 Full Name (*first & last*): _____ Position: _____

Phone Number: _____ Email: _____

2 Full Name (*first & last*): _____ Position: _____

Phone Number: _____ Email: _____

3 Full Name (*first & last*): _____ Position: _____

Phone Number: _____ Email: _____

Additional Questions

Have you ever worked under a different name for any of the employers you have listed? If yes, what are the other names? _____

Do you have any personal responsibilities or other commitments that may prevent you from meeting this position's requirements? _____

After reading the job description and essential functions for this position, is there any reason why you might not be able to perform the essential duties and fulfill the essential responsibilities of the position for which you are applying? If yes, please explain.

Are you able to provide documentation that you are legally eligible to work in the USA (circle one)? Yes / No

Applicant's Certification and Agreement

I understand that Mount Horeb Christian School (MHCS) does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability. By signing below, I hereby certify that the information in this application is true and complete to the best of my knowledge. I understand that falsification of any statements 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 MHCS 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 MHCS 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 any former employers to disclose to MHCS 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 to HPCS 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.

Since I will be working around children, I understand that I may be required to submit a fingerprint check by the FBI and possibly other federal and state agencies. I also authorize MHCS to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from MHCS is conditioned upon the receipt of background information, including criminal background information. HPCS may refuse employment or terminate conditional employment if MHCS 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. By signing below, I certify that I have carefully read and do understand the above statements.

Signature of Applicant

Date