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P.O. Box 1393 RICHMOND, IN 47375 PH: (765) 935-3215 FX: (765) 598-5152  
500 Elks Road Web: ccsrichmond.com

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## APPLICATION FOR HOURLY EMPLOYEE

Your interest in Community Christian School is appreciated. We invite you to fill out this application and return it to our school office. We realize that the key to a successful Christian school is its staff. We are grateful for those who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models. (Luke 6:40)

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. PERSONAL INFORMATION**

Date \_\_\_\_\_ SS# \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name \_\_\_\_\_  
*Last First Middle Maiden Name*

Address \_\_\_\_\_  
*Street City State Zip*

Phone: (Days) \_\_\_\_\_ (evenings) \_\_\_\_\_ Best Time To Call \_\_\_\_\_

Can you submit verification of your legal right to work in the US? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have any friends or relatives who are presently (or have formerly been) employed by  
Community Christian School? \_\_\_\_\_

How were you referred to Community Christian? \_\_\_\_\_

Being a Christian role model in all aspects of life is a major requirement for this position. The Bible is our standard for marriage and sexual conduct. It is a bona fide occupational requirement for staff to live by those standards. (Showing evidence of sexual purity in a monogamous (married), heterosexual, or celibate lifestyle. I Peter 1:13-16).

I am willing to submit to the biblical standards for marriage and sexual conduct as reference in the CCS Faculty/Staff Handbook. \_\_\_\_\_

### **B. EMPLOYMENT DESIRED**

Position Applying For: \_\_\_\_\_ Start Date: \_\_\_\_\_

Are you employed now? \_\_\_\_\_ May we contact your present employer? \_\_\_\_\_

Are there any hours or days you are unable to work? \_\_\_\_\_

Is there any information we would need about your name or use of another name for us to be able to check your work record? Please specify: \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_ Yes \_\_\_\_ No If yes, please explain: \_\_\_\_\_

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### **C. CHRISTIAN BACKGROUND**

#### **CCS STATEMENT OF FAITH**

*Please carefully read our Statement of Faith and indicate your degree of support*

We believe the Bible to be the inspired and only infallible, authoritative Word of God. (II Timothy 3:16,17).

We believe that there is one God, eternally existent in three persons, Father, Son and Holy Spirit. (I John 5:4-8).

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal return in power and glory. (I Corinthians 15:3, I Peter 2:24, John 3:16).

We believe in the resurrection of both the saved and the lost, those that are saved unto the resurrection of life, and those that are lost unto resurrection of damnation (John 17:21 – 23).

We believe in the spiritual unity of believers in our Lord Jesus Christ (John 17:20 – 26).

We believe in the creation of man by the direct act of God (Genesis 1:1-31, 2-1 – 2).

“I have read and understand the above Statement of Faith of Community Christian School and do hereby signify that it is also a statement of my own basic Christian convictions.”

\_\_\_\_\_ I fully support the Statement of Faith as written without mental reservations.

\_\_\_\_\_ I support the Statement of Faith except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

\_\_\_\_\_ I vow that I will abide by the Christian Role Model for my conduct as viewed by the school:

- 1) I agree to manifest by daily example the highest Christian virtue serving as Christian role model (1 Tim. 4:12) both in and out of school to students (Luke 6:40), parents, and fellow employees. I agree that instruction is not only through rational explanation of formal subject material, but even more powerfully through word, deed, example, and shared experience. I agree to be a role model in judgment, dignity, respect, and Christian living. I acknowledge that this includes, but is not limited to, the refraining from such activities as the abuse of alcoholic beverages, and tobacco. I will abstain from the use of gossip, vulgar and profane language and/or illicit drugs (Col. 3:17 KJ, Titus 2:7-8 TLB, 1 Thess. 2:10 TLB, 1 Thess. 5:18, 22-23 KJ, and James 3:17-18).
- 2) I agree to accept the Board's interpretation of biblical standards for my sexual behavior. That any sexual misconduct – including but not limited to – premarital, extramarital, or homosexual activity; sexual harassment; use or viewing of pornographic material or websites; and sexual abuse of children, is forbidden and violates the employment requirement of being a Christian role model. I agree that such behaviors are grounds for immediate dismissal from my position of ministering to children.

I also agree that the unique roles of the male and female are clearly defined in Scripture, and that Romans 1:24-32 condemns the homosexual lifestyle (Romans 12:1-2; 1 Cor. 6:9-20; Ephesians 4:1-11; 5:3-5; 1 Thess. 4:3-8; 1 Timothy 4:12; 2 Timothy 2:19-22; 1 Peter 1:15-16, 2:15-17; 1 John 3:1-3)

*Note: Should an occasion arise where a staff member cannot out of good conscience abide with the Statement of Faith and/or the Statement of Purpose, said position should be made know to the Administrator. It should be noted that possible Board action may follow.*

Denominational Preference \_\_\_\_\_

Local Church Affiliation \_\_\_\_\_

Pastor's Name and Address \_\_\_\_\_

Are You Active in your Church? \_\_\_\_\_ In what capacity? \_\_\_\_\_

Give your own definition of a Christian. \_\_\_\_\_

How long have you been a Christian? \_\_\_\_\_

Give a brief history of your own conversion and Christian experience. \_\_\_\_\_

Do you believe the Bible to be the inspired and infallible Word of God, our final authority in all matters of faith, conduct, and truth? \_\_\_\_\_ Yes \_\_\_\_\_ No

**D. QUALIFICATIONS**

<b>EDUCATION</b>	<b>Name &amp; Location</b>	<b>Years Attend</b>	<b>Graduation Date</b>	<b>Areas of Specialization</b>
Grammar	_____			
High School	_____			
College	_____			
Trade, Business or Correspondence School	_____			

Subjects of Special Study or Research Work \_\_\_\_\_

**FORMER EMPLOYERS** (List Below Last Three Employers, Starting with the Last One First)

Date Month & Year	Name & Address of Employer & Phone Number	Salary & Supervisor Name	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				

**E. REFERENCES:**

Below give names of four persons who are not related to you or are not former employers who you have known at least one year. Please include references who are qualified to speak of your spiritual experience and Christian service. Please include your current pastor first.

Name	Address	Phone	Years Acquainted
1.			
2.			
3.			
4.			

Will you submit to a Physical Examination? \_\_\_\_\_

In case of an emergency notify: \_\_\_\_\_  
*Name* *Address* *Phone*

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