



## Staff Application

### **A. PERSONAL INFORMATION**

Full name: \_\_\_\_\_

Application date: \_\_\_\_\_ Date available: \_\_\_\_\_

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

Best time to call you? \_\_\_\_\_

Email address: \_\_\_\_\_

Home address: \_\_\_\_\_

Length of time at this address: \_\_\_\_\_

Permanent address and phone number if different than present address: \_\_\_\_\_

\_\_\_\_\_

Have you served in the military? **Yes No**

If yes, what type of training or education did you receive? \_\_\_\_\_

\_\_\_\_\_

### **B. POSITION DESIRED**

Position Desired \_\_\_\_\_

What schedule(s) are you interested in working?: **Full-time Part-time Substitute**

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**C. CHRISTIAN BACKGROUND**

**\* On a separate paper, briefly give your Christian testimony. Please attach this testimony to the back of the application packet.**

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

What is your denominational preference? \_\_\_\_\_

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

How many times per month do you attend this church? **1 - 2 3 - 4 5+**

For how many years have you attended this church? \_\_\_\_\_

In which church activities are you involved and with what degree of regularity? \_\_\_\_\_

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

What other Christian service have you done since becoming a Christian? \_\_\_\_\_

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

To what extent do you believe you should become involved in Sunday and other weekday ministries of the sponsoring church or the church of which you are a member? \_\_\_\_\_

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

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

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

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

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

**D. EDUCATION**

	Name & Location of School	Did you Graduate?	Major & Minor	Honors and Activities
High School				
College				
Graduate School				
Seminary				

**F. EMPLOYMENT HISTORY**

Please start with your current or most recent employer and work backwards for the **past ten years**. If necessary, you may follow the same format on the reverse.

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Employed from \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ Position Held \_\_\_\_\_  
Mo Yr Mo Yr

Name of Employer \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone # \_\_\_\_\_ Reason for leaving \_\_\_\_\_

=====

Employed from \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ Position Held \_\_\_\_\_  
Mo Yr Mo Yr

Name of Employer \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone # \_\_\_\_\_ Reason for leaving \_\_\_\_\_

=====

=====

Employed from \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ Position Held \_\_\_\_\_  
Mo Yr Mo Yr

Name of Employer \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Reason for leaving \_\_\_\_\_

=====

Employed from \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ Position Held \_\_\_\_\_  
Mo Yr Mo Yr

Name of Employer \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Reason for leaving \_\_\_\_\_

=====

Employed from \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ Position Held \_\_\_\_\_  
Mo Yr Mo Yr

Name of Employer \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Reason for leaving \_\_\_\_\_

=====

Employed from \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ Position Held \_\_\_\_\_  
Mo Yr Mo Yr

Name of Employer \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Reason for leaving \_\_\_\_\_

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**Have you ever worked under a different name for any of the employers you have listed? If so, what was the name or names?** \_\_\_\_\_

**G. PERSONAL REFERENCES**

*Do not list family members or relatives for references. You will also need to sign the Reference Release Form that is attached and return it with this application.*

**List the names of three people who are qualified to speak to your spiritual experience and Christian service. List your current pastor first.**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ # of Years Known \_\_\_\_\_

=====

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ # of Years Known \_\_\_\_\_

=====

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ # of Years Known \_\_\_\_\_

**List the names of three people who are qualified to speak to your professional training and experience. List your current or most recent supervisor first.**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ # of Years Known \_\_\_\_\_

=====

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ # of Years Known \_\_\_\_\_

=====

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ # of Years Known \_\_\_\_\_

**H. APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that Casas Christian School does not discriminate in its employment practices against any person because of age, gender, race, national or ethnic origin, or qualified disability.

I hereby certify 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 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 Casas Christian School 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 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 given to the school.

I understand that since I will be working with children I must submit to a fingerprint check by any federal and state authorities deemed necessary. I agree to fully cooperate in recording and providing as many sets of my fingerprints as 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 that any background information is unfavorable or 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.

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

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Signature of Applicant

Date

## BACKGROUND RELEASE AUTHORIZATION

### APPLICANT: COMPLETE THE FOLLOWING

- I. In connection with my application, I understand that an investigative report may be requested that will include information as to my character, work habits, performance, and experience, along with any reasons for termination of past employment. I understand that as directed by Casas policy and consistent with the job described you may be requesting information from public and private sources about my: driving record, court record, education record and credentials, and references.
- II. As described by law, I am entitled to know if a position is denied because of information obtained from a reporting agency. If so, I will be notified and given the name and address of the agency or the source which provided the information.
- III. I acknowledge that a faxed or photographic copy shall be as valid as the original. This release is valid for most federal, state and county agencies.
- IV. I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, reference, or insurance company contacted by Casas Christian School or its agents, to furnish the information described in Section I.

The following information is required by law enforcement and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes. I hereby release Casas Christian School or its agents and all persons, agencies, and entities providing information or reports from any and all liability arising out of the requests for or release of any of the above mentioned information or reports.

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Please print your full name (Last, First, Middle)

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Please print other names you have used

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Home address

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City

State

Zip Code

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Social Security Number

Date of birth

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Driver's License Number

State issuing license

---

Name as it appears on license

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Signature

Date

**CASAS CHRISTIAN SCHOOL  
STATEMENT OF FAITH**

1. We believe the Bible to be the inspired, the only infallible, inerrant Word of God (II Timothy 3:15-17, II Peter 1:21).
2. We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33)  
His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35),  
His sinless life (Hebrews 4:15, Hebrews 7:26),  
His miracles (John 2:11),  
His vicarious and atoning death (I Corinthians 14:3, Ephesians 1:7, Hebrews 2:9),  
His resurrection (John 11:25, I Corinthians 15:4),  
His ascension to the right hand of the Father (Mark 16:19), and  
His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; that they are saved unto the resurrection of life, and that they are lost unto the resurrection of damnation (John 5:28-29).
6. We believe the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18).

I fully support the Statement as written without mental reservations.

I support the Statement 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.

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Signature

Date