

# CITADEL CHRISTIAN SCHOOL

## Classified Personnel Application

Your interest in Citadel Christian School is appreciated. We invite you to fill out this application and return it to our school office or email it to the administrator. We will contact your references, and if we have continued interest in your candidacy, we will arrange for a personal interview.

We realize that the key to a successful Christian school is its staff. We are seeking applicants who are well 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 initial 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

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

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Application date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date available: \_\_\_\_/\_\_\_\_/\_\_\_\_

Present address: \_\_\_\_\_

\_\_\_\_\_

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

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

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

\_\_\_\_\_

Please list any additional addresses where you have resided at any time during the past five years:

\_\_\_\_\_

\_\_\_\_\_

### B. Position Desired

\_\_\_\_\_

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

\_\_\_\_\_

Salary Desired: \_\_\_\_\_

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

\_\_\_\_\_

**C. Christian Background**

***In your own handwriting, on separate paper, briefly give your Christian testimony.***

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

**Statement of Faith**

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:15; 2 Peter 1:21).
2. We believe there is only 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; 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); 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 3:15-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 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; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18).

Please initial one of the blanks:

\_\_\_\_\_ 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. \_\_\_\_\_

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

Denominational preference? \_\_\_\_\_

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

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

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

Describe your routine of personal Bible study and prayer.

**D. Personal Philosophy**

*On separate paper please label and succinctly answer in one or two paragraphs each of the questions below.*

- A. Why do you wish to work in a Christian school?
- B. What areas do you feel are your strengths? Weaknesses?
- C. What do you believe about the origin of the earth and humankind?
- D. Please summarize any additional information that you would like to present regarding your candidacy this position.

**E. Employee Education/Training**

What is the highest grade completed? High School: 9th 10th 11th 12th

College, Trade School or Business:  1  2  3  4 years

School	Address
High School	
College/University	
Vocational, Business, Other	
List Any Professional Designations	
Other Special Knowledge, Skills or Qualifications	
<b>For Clerical Applicants Only:</b>	
Do you type? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, WPM:	
Other skills, software or types of equipment you can operate:	

*\* Please attach photocopies of all your postsecondary transcripts if you pursued education beyond the high school level. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.*

**F. Employment History**

List all employees for the past 10 years, starting with the most recent position. All information must be completed. You may attach a resume, but not in place of completing the required information. If necessary, you may follow the same format on the reverse.

<b>Employed From:</b> / /	<b>Employer Name:</b>	<b>Supervisor Name:</b>	<b>Starting Salary:</b>
<b>Employed Until:</b> / /	<b>Employer Address:</b>	<b>Supervisor Phone #:</b>	<b>Ending Salary:</b>
<b>Job Title:</b>		<b>Reason for Leaving:</b>	
<b>Duties and Responsibilities:</b>			
<b>Employed From:</b> / /	<b>Employer Name:</b>	<b>Supervisor Name:</b>	<b>Starting Salary:</b>
<b>Employed Until:</b> / /	<b>Employer Address:</b>	<b>Supervisor Phone #:</b>	<b>Ending Salary:</b>
<b>Job Title:</b>		<b>Reason for Leaving:</b>	
<b>Duties and Responsibilities:</b>			
<b>Employed From:</b> / /	<b>Employer Name:</b>	<b>Supervisor Name:</b>	<b>Starting Salary:</b>
<b>Employed Until:</b> / /	<b>Employer Address:</b>	<b>Supervisor Phone #:</b>	<b>Ending Salary:</b>
<b>Job Title:</b>		<b>Reason for Leaving:</b>	
<b>Duties and Responsibilities:</b>			

Employed From: / /	Employer Name:	Supervisor Name:	Starting Salary:
Employed Until: / /	Employer Address:	Supervisor Phone #:	Ending Salary:
Job Title:		Reason for Leaving:	
Duties and Responsibilities:			
Employed From: / /	Employer Name	Supervisor Name:	Starting Salary:
Employed Until: / /	Employer Address:	Supervisor Phone #:	Ending Salary:
Job Title:		Reason for Leaving:	
Duties and Responsibilities:			

Have you ever worked under a different name for any of the employers you have listed?  Yes  No

If so, what was the name or names? \_\_\_\_\_

**G. References**

Do not list family members or relatives for references. Give two references who are qualified to speak of your spiritual experience and Christian service. *Include your current pastor first.*

Name/Complete Address	Phone	Position
1. _____	_____	_____
_____	_____	_____
2. _____	_____	_____
_____	_____	_____
3. _____	_____	_____
_____	_____	_____

Give three references who are qualified to speak of your professional training and experience.  
*List your current or most recent principal or supervisor first.*

Name/Complete Address	Phone	Position
1. _____ _____		
2. _____ _____		
3. _____ _____		

**H. Applicant's Certification**

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

Since I will be working with children, I understand that any offer for the position I apply will require a fingerprint check by the FBI and possibly other federal and state authorities and contingent upon those results.

I understand that this is only an application for employment and that no position is being offered at this time. I certify that I have carefully read and do understand the above statements.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_