



TRINITY

CHRISTIAN SCHOOL

EMPLOYMENT APPLICATION

(Non-Teaching)

*Trinity Christian School, Inc., 1077 Mogollon Rd., Prescott, AZ. 86301, Ph: (928) 445-6306 Fax (928) 445-7210
Website: www.trinitychristianaz.com*

Employment Application—Page 2 of 8

Thank you for your interest in *Trinity Christian School*. We seek and are grateful for people who by the pattern of their lives in and away from the school exemplify Christ, who love children, and who are equipped for one of our openings.

We look forward to receiving your application. If it appears that you are qualified for one of our openings, a personal interview will be arranged.

For consideration, please return completed application together with all requested documents to:

Trinity Christian School
1077 Mogollon Rd
Prescott, AZ. 86301
Phone: 928-445-6306
Fax: 928-445-7210

1. PERSONAL INFORMATION

Social Security Number: _____

Application Date: ____/____/____

Date Available: ____/____/____

Full Name: _____
Last First Middle

Current Street Address: _____

City: _____ State: _____ Zip: _____

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

Home Phone: (____) _____

Cell Phone: (____) _____

Best time to call you? _____

Length of time at current address? _____

Email: _____

Are you at least 18 years of age? ____ Yes ____ No

Can you submit verification of your legal right to work in the United States? ____ Yes ____ No

Have you ever been convicted of a felony offense? ____ Yes ____ No

If so, please explain _____

Do you have an Arizona fingerprint clearance card? ____ Yes ____ No **If yes, please attach a copy.**

2. POSITION DESIRED

Please indicate your preference as to positions in order (1, 2, 3....) in the parentheses.

- () Administrative Assistant/Secretary () Elementary Teacher’s Aide
- () Bookkeeper / Financial Records () Janitorial
- () Substitute Aide () Other (*please specify*) _____
- () Receptionist

() Full-time () Part-time Other: *Specify* _____

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

Preference as to age of children you would like to work with: _____

3. CHRISTIAN BACKGROUND

On a separate sheet of paper or the reverse side of this application, please give your Christian testimony. Include the following in your testimony:

- 1. Brief summary of your testimony, which should include the approximate date of conversion.
- 2. The authority the Scriptures have in the world and your life.

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

_____ 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 have any denominational preferences? ____ Yes ____ No Explain: _____

If non-denominational, what type of church would/do you attend in the local area? (It is a policy at Trinity Christian School that all teachers regularly attend a local evangelical Christian church.) _____

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 If Yes, explain what that means to you: _____

What is your local church affiliation? _____

Are you presently a member in good standing? _____ Length of time _____

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

What other Christian service have you done since becoming a Christian? _____

4. EDUCATION AND SKILLS

What diplomas or degrees do you hold?

	<u>School</u>	<u>City/State</u>	<u>Diploma/Degree</u>	<u>Year</u>
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Other (<i>specify</i>):	_____	_____	_____	_____

Do you have computer skills? Yes No If so, please explain your skills: _____

What software programs have you used in the past? _____

Have you had any other course work or special training not mentioned above? Yes No If so, please tell us the course work and or training, where and when? _____

Please summarize any additional education, skills or information regarding your candidacy for this position: _____

5. PERSONAL PHILOSOPHY, INTERESTS AND GOALS

Why do you wish to work at a Christian school? _____

What areas do you feel are your strengths? _____

What areas do you feel are your weaknesses? _____

Approximately how much time do you spend per week reading for pleasure (vs. required)? _____
Please list the titles of any five books you have read during the last year: _____

Please list your hobbies, interests and memberships in clubs/organizations: _____

Personal Goals: Where do you hope/plan to be in five years, Lord willing? _____

6. EMPLOYMENT EXPERIENCE

Please start with your current or most recent employer (including student teaching), and work backwards for the last ten years. If necessary, you may follow the same format on the reverse.

- 1. Employer: _____
 Position: _____
 Address _____
 Supervisor's Name and phone number: _____
 Reason for Leaving: _____

- 2. Employer: _____
 Position: _____
 Address _____
 Supervisor's Name and phone number: _____
 Reason for Leaving: _____

- 3. Employer: _____
 Position: _____
 Address _____
 Supervisor's Name and phone number: _____
 Reason for Leaving: _____

- 4. Employer: _____
 Position: _____
 Address _____
 Supervisor's Name and phone number: _____
 Reason for Leaving: _____

- 5. Employer: _____
 Position: _____
 Address _____
 Supervisor's Name and phone number: _____
 Reason for Leaving: _____

Have you ever worked under a different name for any of the employers you have listed? Yes No
If so, what was the name(s)? _____

Have you served in the military? Yes No If yes, what type of training or education did you receive?

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7. PERSONAL REFERENCES

Please do not list family members or relatives for references. You will also need to sign the *Reference Release Form* on the reverse side of this sheet and return it with this application.

Give three references who are qualified to speak of your spiritual experience and Christian service.

List your current pastor or church leader first.

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

Give three references who are qualified to speak of your professional experience.

List your current or most recent supervisor first.

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

APPLICANTS CERTIFICATION AND AGREEMENT

I understand that Trinity 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 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 any applicable benefits only through the day of release.

I authorize Trinity 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 my references give to the school.

Since I will be working with children, I understand that I may be asked to submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in the proving and recording as many sets of my fingerprints as is 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 conditional upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that 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.

Signature of Applicant

Date

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STATEMENT OF FAITH

The following is the foundation of beliefs on which Trinity Christian School (TCS) is based. They are also the key elements of Christianity that will be unapologetically taught in various ways through all grade levels. The substance of these statements is that which will be considered primary doctrine in TCS. All board members and staff of TCS must adhere to these foundational principles. Secondary or divisive doctrines and issues will not be presented as primary doctrine. When these types of doctrine or issues arise, they will be referred back to the family and local churches for final authority.

- We believe the Bible (containing 66 books Old and New Testament) to be the only inspired, inerrant, authoritative Word of God. (II Tim. 3:16)
- We believe that there is one God, creator of all things, eternally existent in three Persons: The Father, The Son, and The Holy Spirit. He is omnipotent, omniscient, and omnipresent. (Deut. 6:4; Gen. 1:1, I John 5:7)
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal visible return in power and glory. (John 10:30; Matt. 1:18; Heb. 4:15; John 10:32; Rom. 3:25; Matt. 28:6; Rom. 8:34; Luke 21:27)
- We believe that for the salvation of all lost and sinful men, regeneration by the Holy Spirit is absolutely necessary. (John 3:3-8)
- We believe that salvation is by grace through faith alone. (Eph. 2:8)
- We believe that faith without works is dead. (James 2:17)
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. (Gal. 5:16)
- We believe in the resurrection of both the saved and the lost, they that are saved to the resurrection of life, and they that are lost to the resurrection of condemnation. (I Thes. 4:16,17; II Thes. 1:9)
- We believe in the spiritual unity of all believers in our Lord Jesus Christ. (John 17:20-23)

Concerning Human Sexuality

- We believe that the term *marriage* has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18–25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2–5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
- We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27).

Applicant's Name (*please print*)

Applicant's Signature

Date: _____