



COMMUNITY Christian School

ADMINISTRATIVE APPLICATION

2001 Jodeco Road • Stockbridge, GA 30281 • 678-432-0191

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www.communitychristianschool.net

Your interest in Community Christian School is appreciated. You are invited to complete this initial application form and return it to the school office. You will be contacted as to any opening for which you may qualify.

The key to a successful Christian school is its faculty and staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models. II Corinthians 3:2. Community Christian School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its hiring practices.

We look forward to receiving your completed application. Thank you for your interest in a ministry at Community Christian School. It is our prayer that God will fulfill His perfect will in the lives of all applicants. Romans 12:2b

Applicant's Name and Address

Full Name: _____

Application Date: _____ Date Available: _____

Home Address: _____

City, State, Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____ Best contact? Home Cell Email

Position Desired

Full Time Part Time Substitute Other _____

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

In what special areas are you qualified?

Christian Background

Do you know Christ as your personal Saviour? Yes No For how long? _____

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

Signature _____

Church Service: What is your local church affiliation? _____

Are you a member and/or regular attender? _____

Devotional Life: Describe your routine of personal Bible study and prayer:

Professional Qualifications/Education

Please attach copies of all your college transcripts.

What degree or degrees do you hold?

1. Degree: _____ Date Received: _____

Issuing institution: _____

Major(s): _____

Minor(s): _____

Special Studies: _____

Honors/Awards: _____

2. Degree: _____ Date Received: _____

Issuing institution: _____

Major(s): _____

Minor(s): _____

Special Studies: _____

Honors/Awards: _____

3. Other Educational Experience: _____

Have you ever broken a contract? Yes No If yes, please explain:

Please email a copy of your transcripts to rob.fortner@communitychristianschool.net. Please attach copies of any certificates held.

Employment History

Please start with your current or most recent employer and work backwards.

1. Employer: _____ Position: _____
Address: _____
Dates of Employment: _____
Supervisor's Name & Phone Number: _____
Employment Status: Full-time Part-time Temporary Salary: _____
Reason For Leaving: _____

2. Employer: _____ Position: _____
Address: _____
Dates of Employment: _____
Supervisor's Name & Phone Number: _____
Employment Status: Full-time Part-time Temporary Salary: _____
Reason For Leaving: _____

3. Employer: _____ Position: _____
Address: _____
Dates of Employment: _____
Supervisor's Name & Phone Number: _____
Employment Status: Full-time Part-time Temporary Salary: _____
Reason For Leaving: _____

Explain any gaps in your employment history:

Legal

Do you have a criminal record? Yes No If yes, explain:

Have you ever pleaded "guilty" or "no contest" to or been convicted of a crime (excluding minor traffic violations)?

Yes No

If yes, please provide date(s) and details:

Have you ever been shown by credible evidence, e.g., a court order or jury, a department or other reliable evidence to have abused, neglected or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct? Yes No If yes, explain:

Have you ever been charged in civil or criminal proceedings with improprieties regarding children? Yes No

If yes, indicate the nature of the suit, offense, court and disposition:

Have you ever been convicted of any offense involving dishonesty, breach of trust, stealing, any type of moral impropriety or any type of felony? Yes No

If yes, indicate the nature of the suit, offense, court and disposition:

Have you ever **not** been renewed (offered a contract)? Yes No

If yes, please provide date(s) and details:

Have you ever been fired or asked to resign from a job? Yes No

If yes, please explain:

Are you legally eligible for employment in this country? Yes No

References

List three references below that we may contact regarding your spiritual experience and Christian service.

| Name | Position | Phone | Email Address |
|----------|----------|-------|---------------|
| 1. _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ |

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

| Name | Position | Phone | Email Address |
|----------|----------|-------|---------------|
| 1. _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ |

Conclusion

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

I understand that any information provided by me to be false, incomplete or misrepresented in any respect, will be cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

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Signature of Applicant

Date

STATEMENT OF FAITH

The Bible is the infallible, inspired Word of God. II Peter 1:21; II Timothy 3:16

God is the eternal creator, manifested in three persons: Father, Son, and Holy Spirit. I John 5:7

The Lord Jesus Christ is fully God who took on flesh, being born of a virgin; lived a sinless life; died on the cross to pay the penalty for our sins; was raised from the dead; and ascended to the Father's right hand, where He intercedes for all believers. I Cor. 15:1-4

God is absolutely sovereign and in His sovereignty gave man a free will to accept or reject the salvation that He has provided. Acts 10:34; I Timothy 2:4; Titus 2:11

Man is fallen, sinful, lost, and absolutely incapable of saving himself. Romans 3:23; Isaiah 64:6

Man is saved by faith in the finished work of Christ. Eternal life is a free gift from God that cannot be earned or deserved. I John 5:13; Acts 13:38,39; Ephesians 2:8,9

Every Christian is indwelt by the Holy Spirit, and eternal life is, therefore, secured forever. Eph. 1:13, John 10:28

The goal of every Christian should be spiritual growth through obedience to the Word of God and the Holy Spirit. I Peter 2:2; Eph. 4:11-16

The Lord Jesus Christ is returning to take all Christians to Heaven, and there will be a resurrection of the saved unto eternal life and a resurrection of the lost unto eternal conscious punishment. I Thes. 1:10 and 4:13-18; Rev. 20:5-15

I AM IN COMPLETE AGREEMENT WITH ALL OF THE ABOVE DOCTRINAL STATEMENTS.

Signature: _____

Date: _____

Where is your present church membership? _____

Are you presently a member in good standing? Yes No Number of Years: _____

I trusted Christ as my Savior (Date and Testimony):

Employee 90-Day Letter

Employee Name: _____

As you become an employee we wish to inform you that all employees are governed by a 90-day probationary period.

Community Christian School's (CCS) policy for new employees states that any employee who has voluntarily resigned or has been terminated by the school for unsatisfactory job performance within the 90-day probationary period shall be disqualified from receiving benefits. In addition, any new employee who has voluntarily resigned or has been terminated by CCS for unsatisfactory job performance within the 90-day probationary period will be required to reimburse CCS the cost incurred for the employee's background and drug screen checks in the amount of \$50.00 This amount will be deducted from the employee's final paycheck.

Please sign below that the 90-day probationary period has been explained to you.

Employee Signature: _____ **Date:** _____

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Please save completed application and return via email to rob.fortner@communitychristianschool.net.