



Christian Hills School

9001 West 159th Street, Orland Hills IL 50487

Application for Employment

Non-Faculty

A. Applicant's Name and Address

Full Name: _____

Application Date: ____/____/____ Date Available: ____/____/____

Present Address: _____

Phone: Days (____) _____ Evenings (____) _____ Best time to call? _____

E-mail: _____ Length of time at this address? _____

Permanent address and phone number if different than present address:

B. Position Desired

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

Can you submit verification of your legal right to work in the U.S.? ____ Yes ____ No

Please list activities or sports which you would be capable and willing to direct, sponsor or coach. (Indicate grade or ability levels.)

C. Christian Background

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

_____ 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 may 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

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?

D. Professional Qualification

* Should you be offered a position, copies of your transcripts must be provided to the school for inclusion in your personnel file.

What degree or degrees do you hold?

Degree	Date Received	Issuing Institution
_____	_____	_____
_____	_____	_____

Major (s): _____

Minor (s): _____

E. 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 a separate sheet of paper.

1. Employer Name and Address _____

Position _____ Dates of Employment _____

Teaching Position? _____ If yes, grades or subjects taught _____
Supervisor's name and phone number _____
Reason for leaving _____

2. Employer Name and Address _____

Position _____ Dates of Employment _____
Teaching Position? _____ If yes, grades or subjects taught _____
Supervisor's name and phone number _____
Reason for leaving _____

3. Employer Name and Address _____

Position _____ Dates of Employment _____
Teaching Position? _____ If yes, grades or subjects taught _____
Supervisor's name and phone number _____
Reason for leaving _____

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

Are you holding or have you already signed a contract for next year with any other educational institutions? Yes ___ No ___

F. Personal References

Do not list family members or relatives for references. You will also need to sign the Applicant's Certification and Agreement and the Authorization to Release Reference Information forms that are part of this application package.

Give two references who are qualified to speak of your spiritual experience and Christian service. List your current pastor first.

	Name and Complete Address	Phone
1.	_____	_____
	E-mail address: _____	Position: _____
2.	_____	_____
	E-mail address: _____	Position: _____

Give two references who are qualified to speak of your professional training and experience.

List your current or most recent supervisor first.

	Name and Complete Address	Phone
1.	_____	_____
	E-mail address: _____	Position: _____
2.	_____	_____
	E-mail address: _____	Position: _____

G. Spiritual Life and Educational Philosophy

* Please sequentially respond to each of the following: (Use additional paper if necessary.)

1. Tell how you came to know Jesus Christ as your personal Savior and Lord.

2. Describe your present relationship with the Lord and any other significant spiritual experiences.

3. Tell us about your habit of personal Bible study and prayer.

4. What experiences, skills, or qualifications do you have that will lead to successfully carrying out the duties and responsibilities of the position applied for?

5. Why are you seeking a position at Christian Hills?

H. Applicant's Certification and Agreement

I understand that Christian Hills 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 Christian Hills 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 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 any background information unfavorable or that it 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 hereby certify that I have never been: (1) convicted of a felony, a crime of moral turpitude, or any offense involving sexual molestation, physical or sexual abuse or rape; and (2) have never been the subject of a founded case of child abuse and neglect.

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

Signature of Applicant

Date

I. Authorization to Release Reference Information

I have made application for a position as a _____ with Christian Hills School. I have authorized the school to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals that 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 all other matters related to my suitability for employment.

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 Christian Hills 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 Christian Hills School.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

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

Applicant's Name (Print) _____ Date _____

Applicant's Signature _____

Applicant's Social Security Number _____



Statement of Faith

Christian Hills School was founded and functions upon the basic fundamental principles of the Word of God, and it upholds the historic Christian view of life as presented in the Bible. Every School Committee member and employee holds the following statements of faith and beliefs.

1. We believe the Bible to be the only inspired, infallible, and authoritative Word of God. (John 16:13; 2 Timothy 3:15-17; 2 Peter 1:21; 1 Thessalonians 2:13)
2. We believe that there is one God, eternally existent in three persons: the Father, the Son, and the Holy Spirit. (Isaiah 43:10-11; Matthew 28:19; Luke 3:22; John 14:16)
3. 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 return in power and glory. (Isaiah 7:11; Matthew 1:23; Luke 1:35; Hebrews 4:15, 7:25, 9:12; John 2:11, 11:25; Ephesians 1:7; Colossians 1:14; Acts 1:11; Revelation 19:11-16)
4. We believe that justification by faith in the atonement of Jesus Christ and regeneration by the Holy Spirit is absolutely essential for the salvation of lost and sinful man. (Romans 3:24-25; John 3:3-7, 5:11-13; Ephesians 2:1-16; Revelation 5:9; Acts 4:12; 1 Corinthians 6:1)
5. We believe in the present ministry of the Holy Spirit which includes: the baptism in the Holy Spirit as an experience distinct from regeneration, His indwelling, by which the Christian is enabled to live a Godly life; His supernatural gifting and empowering of the Church for its work, life and worship. (Luke 24:29; Acts 1:4-8, 2:1-4, 10:46; 1 Corinthians 12, 14)
6. We believe in the return of Jesus Christ, to consummate His kingdom in the resurrection of both the saved and the lost, those who are saved unto the resurrection of life, and those who are lost unto the resurrection of damnation. (John 5:28-29; Mark 14:62; 2 Thessalonians 1:7-10; Revelation 1:5-7)
7. We believe in the spiritual unity of believers in our Lord Jesus Christ. (John 17:11, 21-23; Romans 12:4-5; Ephesians 4:11-16)