



Eugene Christian School

Support Staff Application

Our school exists to provide a distinctive, biblically based education in a nurturing environment through which students are instilled with godly character, inspired to excel, and prepared for a life of enduring commitment to Christ. The school recruits, hires, trains, assigns personnel, promotes, and compensates employees without regard to race, color, national origin, age, sex, or disability. All employment decisions are made on the basis of merit and job requirements. We realize that the key to a successful Christian school is its 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 (Luke 6:40).

Please print. Each question should be answered fully and accurately. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based on non-job-related information. Please attach a copy of your résumé if you have one.

A. APPLICANT'S NAME AND ADDRESS

Full Name: _____

Current Address: _____

How long have you lived at the above address? _____

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

Phone number: _____ Best time(s) to call: _____



**EUGENE
CHRISTIAN
SCHOOL**



B. POSITION DESIRED

Position(s) applying for: _____

Full time Part time Temporary Summer

Application date: _____ Available when? _____

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

Expected earnings: \$_____

C. SCHOOL STATEMENT OF FAITH

As a Christian organization, we require all of our employees to be practicing Christians. Federal law allows us to confine our hiring to members of our faith community. Please carefully read the school's statement of faith, available for view on the ECS website.

Do you agree with the statement of faith? Yes No Signature: _____

If no, please explain on back.

Please share your personal testimony and how Christ has worked in your life:

What is your local church affiliation? _____

Are you presently a member in good standing? _____ For how long? _____

With what regularity have you attended during the past twelve months? _____





D. EMPLOYMENT EXPERIENCE

Please start with your current or most recent employer and work backward. Include self-employment, work as an independent contractor, and temporary positions going back at least **five years**. If necessary, use a separate paper and follow the same format for additional positions. Former employers *will* be contacted for references.

1. Position: _____ Dates of Employment: _____
Employer: _____
Address: _____
Supervisor's Name and Phone Number: _____
Supervisor's email address: _____
Reason for leaving: _____

2. Position: _____ Dates of Employment: _____
Employer: _____
Address: _____
Supervisor's Name and Phone Number: _____
Supervisor's email address: _____
Reason for leaving: _____

3. Position: _____ Dates of Employment: _____
Employer: _____
Address: _____
Supervisor's Name and Phone Number: _____
Supervisor's email address: _____
Reason for leaving: _____





Why do you wish to work at ECS? _____

E. Educational and Professional Training

Name and location of last high school attended: _____

_____ Diploma received? Yes No

What degrees/certificates do you hold?

Degree/Certificate **Date Received** **Issuing Institution**

F. Personal References

List the names of five people who are not related to you and who have a definite knowledge of your qualifications and character. Please include at least two previous employers and your current pastor.

	<u>Name</u>	<u>E-mail</u>	<u>Phone</u>	<u>Relationship</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____





G. Additional Helpful Information

Are you specifically trained or have you had experience in the following? Check all that are applicable.

- School secretary
- Teacher aide
- Bookkeeper
- Administrative assistant
- Custodian
- Maintaining existing computers/programs
- Receptionist
- Childcare worker
- Other _____

Special skills

- Word processing
- Desktop publishing
- Scheduling
- Proofreading
- Spreadsheet
- First aid certification
- CPR certification
- Other _____

If you desire, you may list any additional qualifications, skills, experiences, or interests:

Are there any reasonable accommodations that we can provide to assist you in performing the essential duties and responsibilities of the position for which you are applying? Yes No
If yes, please explain:





Do you have any personal responsibilities or other commitments that may prevent you from meeting this position’s requirements for on-time arrival, attendance, or work schedules?

Can you provide documents to prove that you are legally eligible for employment in the United States? Yes No

Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations)? You will need to answer yes if you have entered into a plea agreement, including a postponed sentence or postponed judgment arrangement, in connection with a criminal charge. (You need not disclose criminal convictions that are contained in sealed or deleted records.) Yes No

If you have been convicted of such an offense, please attach a statement of explanation, including the nature of offense, date, court where conviction was entered, and any other relevant information. A conviction record will not automatically be a bar to employment. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job-relatedness, and subsequent rehabilitation will be considered.

Has any employer ever subjected you to disciplinary action, suspension, or termination or asked you to leave a paid or unpaid position on the grounds of any unlawful sexual behavior or violation of an employer’s sexual misconduct policy or anti-harassment policy? Yes No

If yes, please explain: _____

Have you ever resigned a position to avoid termination or discharge? Yes No

If yes, please explain: _____





H. Applicant's Statement

1. I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment, and 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 on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. 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.
2. I authorize Eugene Christian School to thoroughly interview the primary references that 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.
3. 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.
4. Since I will be working with children or may have unsupervised access to children, I understand that I must submit to a fingerprint check by a state agency and the FBI. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are 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 any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

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

Applicant signature

Date

