



# Tri-County 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. Your interest in being a part of such a ministry at Tri-County Christian School is appreciated.

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. Please submit a cover letter and your résumé with this application.

### A. Applicant's Name and Address

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle initial \_\_\_\_\_

Position, or positions, applying for \_\_\_\_\_

Application date \_\_\_/\_\_\_/\_\_\_ Date available \_\_\_/\_\_\_/\_\_\_

Current address:

Street address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

Cell phone ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail \_\_\_\_\_

Best time to call? \_\_\_\_\_

### B. Christian Background

**On a separate paper (Attachment A) in your own handwriting, briefly give your Christian testimony.**

Please carefully read our statement of faith (Attachment B) and indicate your degree of support.

I fully support the statement as written, without mental reservations.

I support the statement except for any areas listed and explained on a separate paper. These areas represent either disagreements or items for which I have not yet formed an opinion or a conviction.

What is your denominational preference? \_\_\_\_\_

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

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

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

\_\_\_\_\_

What other Christian service have you done since becoming a Christian? \_\_\_\_\_

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

Please carefully read and initial below (if in agreement) TCCS's Staff Code of Conduct (Attachment C). Initials: \_\_\_\_\_

Please carefully read and sign (if in agreement) TCCS's Declaration of Moral Integrity statement (Attachment D).

### **C. 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 may be contacted for references.

1. Position \_\_\_\_\_ Dates of employment \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Duties performed \_\_\_\_\_

\_\_\_\_\_

Supervisor's name and phone number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

\_\_\_\_\_

2. Position \_\_\_\_\_ Dates of employment \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Duties performed \_\_\_\_\_

\_\_\_\_\_

Supervisor's name and phone number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

\_\_\_\_\_

3. Position \_\_\_\_\_ Dates of employment \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Duties performed \_\_\_\_\_

\_\_\_\_\_

Supervisor's name and phone number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

\_\_\_\_\_

**D. Educational and Professional Training**

Name and location (city, state) of last high school attended:	Diploma received?
Name and location (city, state) of business school, trade school, college, or university attended:	Type of certificate, diploma, or degree:

**E. Personal References**

List the names of three to 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.

Name and complete address	Phone	Position

**F. Additional Information**

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

- School secretary
- Teacher's Aide
- Bookkeeper
- Administrative Assistant
- Receptionist
- Proofreading
- Childcare worker
- First Aid Certification
- CPR Certification
- Other \_\_\_\_\_

What is your proficiency with the following software programs?

Microsoft Word:

Advanced  Intermediate  Beginner  None

Microsoft Excel:

Advanced  Intermediate  Beginner  None

Microsoft Access:

Advanced  Intermediate  Beginner  None

Microsoft PowerPoint:

Advanced  Intermediate  Beginner  None

Microsoft Publisher:

Advanced  Intermediate  Beginner  None

Other software programs you have experience: \_\_\_\_\_

\_\_\_\_\_

Any additional qualifications, skills, experiences, or interests: \_\_\_\_\_

\_\_\_\_\_

You have read the job description and essential functions for this position. Is there any reason why you might be unable to perform the essential duties and responsibilities of the position for which you are applying?

Yes  No If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How did you learn about our school and this position? \_\_\_\_\_

\_\_\_\_\_

Why do you wish to work here? \_\_\_\_\_

\_\_\_\_\_

## **G. Applicant's Certification and Agreement**

I understand that Tri-County Christian 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.

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.

I authorize Tri-County 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.

I authorize my former employers and any other references 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, all other 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 understand that this application for employment is valid for no more than 120 days. After that, I must resubmit an application in order to be considered for positions at this school.

I understand that this is only an application for employment and that no employment or employment contract is being offered at this time.

I understand that failure to complete any portion of this application or to sign this application will result in rejection of my application.

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

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Applicant signature

Date



## **ATTACHMENT B**

### **TRI-COUNTY CHRISTIAN SCHOOL**

#### **STATEMENT OF FAITH**

1. We believe the Bible to be the only inspired, inerrant, and authoritative Word of God.
2. We believe there is one God, infinitely perfect and eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the complete deity and perfect humanity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His substitutionary atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, in His ministry of intercession for His people, and in His personal return in power and glory.
4. We believe man was originally created in the image and after the likeness of God, and that through sin he fell and is therefore spiritually dead in trespasses and sin.
5. We believe in salvation by the sacrifice of Christ received by grace through faith alone.
6. We believe in the present ministry of the Holy Spirit in this world, which includes the convicting of the lost of sin, the regenerating and indwelling of all who believe, and the empowering of believers for service and godly living.
7. We believe in the bodily resurrection of the dead, the saved to the resurrection of eternal life, and the lost to the resurrection of eternal punishment.
8. We believe in the spiritual unity of all believers under the headship of Jesus Christ.

#### **MISSION STATEMENT**

The Mission of Tri-County Christian School is to provide the Christian family with Christ-centered educational experiences, which emphasize the development of Christian character, educational excellence, and preparation for a lifetime of service to God and man.

# ATTACHMENT C

## STAFF CODE OF CONDUCT

As a Christian institution, Tri-County Christian School can and does legally require each employee to exhibit a godly lifestyle at all times both on the job and away from it. The following code attempts to set forth most of the behaviors and attitudes that the school believes necessary for all employees. Willing, cheerful compliance to this code is a condition of continuous employment with TCCS regardless of actual job performance.

1. **Religious Position.** Each employee must profess and exhibit a personal faith in Christ. He/she must be a member of a Christ-honoring church whose doctrinal position and approved lifestyle values are compatible with Tri-County's beliefs and goals. An employee must actively attend, on a weekly basis, and support such a church. (Galatians 5:20 and Hebrews 10:25)
2. **Moral Practices.** Each employee must be above reproach in his/her moral dealings, both on the job and in his/her personal life. His/her behavior must be free from the biblically declared sins of fornication (including the modern practice of living together out of wedlock), adultery, drunkenness, stealing, dishonesty, and homosexuality. (I Cor. 6:9-11; Gal. 5:19-21)

Due to Tri-County's belief that each employee is a spiritual role model and potential spiritual counselor to TCCS students, the school believes that employees should be above reproach in their daily lives. The Scriptural basis for this position follows: to avoid the appearance of evil (I Thes. 5:21-22); to prevent others from spiritually stumbling over our examples (Rom 14:19-21; I Cor. 8:13-14; Matt. 18:6; Phil. 4:8-9); and to live above reproach as Christian leaders and role models (I Cor. 11:1; Titus 1:7, 2:8; I Tim. 3:7).

We recognize that there are several areas of lifestyle practices which are not specified or prohibited outright in Scripture, yet they are clearly potential impediments to a godly life and witness to others. Some, such as the use of addictive or illegal drugs or exposure to pornographic materials and practices, are unquestionably wrong and are clearly prohibited by the terms of this code of conduct. Others, such as the use of tobacco products and alcoholic beverages as well as general language and conduct, must be brought under the working of God's Spirit in the individual's life, within the general Scriptures, principles, and goals stated above. While not prohibited outright, an individual's conduct in these matters may be called into question and counsel as needed, and in appropriate cases may be the basis for disciplinary action.

3. **Interpersonal Relationships.** Each employee is expected to exhibit the fruits of the Spirit, such as love, joy, peace, longsuffering, gentleness, meekness, faith, and self-control in all of his/her dealings with students, parents, administration, and other staff members. Unchristian behaviors, such as anger, strife, gossip, slander, and backbiting will not be tolerated. (Galatians 5:18-25)
4. **Legal Status.** Each employee must have a legal record free from any convictions of felonies, crimes involving moral implications, or sex offenses as defined in the state educational code.
5. **Work Habits.** Each employee must practice good, positive work habits, such as cheerfulness, promptness, loyalty, truthfulness, orderliness, flexibility, and a willingness to please for the sake of Christ. (Colossians 3:22-23)
6. **Dress Code.** Each employee must dress in modest, neat, and professional attire in keeping with his/her position and in accordance with Tri-County's staff dress code.



# ATTACHMENT D

## Declaration of Moral Integrity

Our school expects all of its employees and its volunteers with unsupervised access to children to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for a ministry position, as an employee, or as a volunteer at this school, I, (print name)

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recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that as a follower of Christ, I am not engaging in and commit to not engage in inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual activity, sexual harassment, use of (including the viewing of) pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of this Christian school.

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Applicant signature	Date
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Administrator signature, <i>after</i> discussion with applicant	Date
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“Honor marriage, and guard the sacredness of sexual intimacy between wife and husband. God draws a firm line against casual and illicit sex.” (Hebrews 13:4, *The Message*)

“A pupil is not superior to his teacher, but everyone [when he is] completely trained (readjusted, restored, set to rights, and perfected) will be like his teacher.” (Luke 6:40, AMP)