



# CLASSIFIED STAFF APPLICATION

## I. PERSONAL INFORMATION

Name \_\_\_\_\_ Phone: \_\_\_\_\_ (type: Cell/Work/Home)

Address \_\_\_\_\_

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

DOB: \_\_\_\_\_

How did you hear of our School/Center? \_\_\_\_\_

Position Sought \_\_\_\_\_

Are you able to perform the duties described in the job description?

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

Have you ever been convicted of a crime which has not been pardoned or set aside?

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

Have you ever been convicted of a crime of dishonesty?  Yes  No

If yes, please state where, when and the nature of the offense.

\_\_\_\_\_

## II. ACADEMIC PREPARATION

Education	School Name and Address	Years	Degree
Secondary	_____	_____	_____
College	_____	_____	_____

## III. WORK EXPERIENCE

Name & Address of Company	Your Position
_____	_____
_____	_____
_____	_____

Reason for leaving present or last position: \_\_\_\_\_

Have you ever worked in a job requiring confidential information? \_\_\_\_\_

Have you ever been fired from a job? \_\_\_\_\_ If so why? \_\_\_\_\_

How many days were lost because of illness in your last position? \_\_\_\_\_

How many personal days did you take in your last position? \_\_\_\_\_

How much per hour would you work for? \_\_\_\_\_

**IV. SPIRITUAL DATA**

Please respond to the following on a separate sheet of paper:

Describe your personal relationship with Jesus Christ and how you came to know Christ.

Is your spouse saved?

Is your spouse sympathetic toward you working in a Christian school?

What church do you belong to?

How often do you attend church in-person?

What church activities or ministries do you serve in? (Indicate degree of regularity)

**V. PHILOSOPHY**

Please respond to the following on a separate sheet of paper:

In your opinion how does a Christian school differ from another school?

How would you promote unity in an interdenominational school?

Describe how you work under pressure and do you handle stressful situations well?

Describe your personal philosophy of handling people?

What would be your personal goals and priorities in this position?

Would you want your children to be educated in a Christian school? Explain

**VI. REFERENCES**

List names, email address and phone of references as follows:

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Current Pastor

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Personal Character Reference

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Professional Reference

**VII. Background Check**

A background check will be conducted in house by office staff using the *New Hire Reporting for Employers* on the [dhhs.ne.gov](http://dhhs.ne.gov) webpage.

**Applicant's Legal Name (Printed)** \_\_\_\_\_

**Social Security Number:** \_\_\_\_-\_\_\_\_-\_\_\_\_ **Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Applicant's Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

I, \_\_\_\_\_, authorize and give consent for Community Christian School to obtain information regarding myself. This includes the following:

- Social Security Verification
- Statewide Criminal background records/information
- Full Address Trace

I, the undersigned, authorize this information to be obtained in connection with my application. Any person, firm, or organization providing information or records in accordance with this authorization is released from any and all claims of liability for compliance. Such information will be held in confidence in accordance with the organization's guidelines.

By signing this document, I am providing Community Christian School my consent for an initial background check as well as any subsequent background checks deemed necessary throughout the length of my employment with Community Christian School.

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## CCS and Christian Commitment

As a religious educational institution, one of Community Christian School's criteria is religious belief and Community Christian School reserves the right to select employees on the basis of religion. Please read the following Statement of Faith.

### STATEMENT OF FAITH

1. I believe the Bible to be the inspired and the only infallible authoritative Word of God.
2. I believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. I 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.
4. I believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified by faith in the shed blood of Christ and that only by God's grace and through faith are we saved.
5. I believe in the continuing ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life.
6. I believe in the resurrection of both the saved and the lost. They who are saved unto eternal life and they who are lost unto eternal damnation.
7. I believe in the spiritual unity of believers in our Lord Jesus Christ.
8. I believe in the creation of man by the direct Act of God.

### STANDARDS OF CONDUCT

Members of Community Christian School faculty are to be the highest examples of the Christian truth they teach. The faculty and staff are to show deference. Our example must be above reproach.

I subscribe without reservation the Statement of Faith and Standards of Conduct.

Signature

Date

**Please return this completed application to the school office by email [office@ccsneb.com](mailto:office@ccsneb.com). Incomplete applications will not be considered. CCS, in its hiring and employment practices, does not discriminate on the basis of race, color, sex, age, handicap, or national and ethnic origin.**

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