



Foothills Community Christian School

2210 5th Avenue North

Great Falls, MT 59401

406-452-5276

406-452-8606 FAX

fcs@foothillschristian.org

www.foothillschristian.org



APPLICATION FOR *STAFF NON-INSTRUCTIONAL EMPLOYMENT*

Godliness in the workplace is essential for Foothills Community Christian School. We are grateful for employees who are qualified, who love and know children, and who by the pattern of their lives exemplify Christ. We look forward to receiving your application.

Date of Application: _____ Date Available for an Interview: _____

Applying For: Full Time Part Time Referred By: _____

When Are You Available to Begin Work? _____

Send unmounted photo. Write on back: Name, Address

PERSONAL DATA

Name: _____
Last First Middle

Social Security Number: _____ Home Phone: _____ Business Phone: _____

Email: _____ Web Site: _____

Drivers License number: _____ State: _____ Birth Date: _____

Street Address: _____ City: _____

State: _____ Zip Code: _____ How long have you lived at this address? _____

Marital Status: Married Divorced Single Engaged Separated Remarried Widower

Please attach explanation if divorced or remarried.

If married give spouse name: _____ Number of children: _____ Other dependents: _____

Do you smoke? Yes No

Do you drink? Yes No

What was your most recent annual salary?

Are you currently under contract for the ensuing year? Yes No

Would you share any information concerning any criminal act you may have committed? _____

Please provide the name, address, and telephone number of someone who should be contacted in case of an emergency:

Name: _____
Last First Middle

Street Address: _____ City: _____

State: _____ Zip Code: _____ Home Phone: _____ Business Phone: _____

POSITION FOR WHICH YOU ARE APPLYING

Please indicate below all the positions for which you are applying.

- | | | |
|--|---|---|
| <input type="checkbox"/> Administrative Support
<i>(Front Office, Advancement Office)</i> | <input type="checkbox"/> Technology Support | <input type="checkbox"/> Lunchroom/Kitchen |
| <input type="checkbox"/> Athletic Office Support | <input type="checkbox"/> Nurse | <input type="checkbox"/> Maintenance/Janitorial |
| <input type="checkbox"/> Head of School Office Support | <input type="checkbox"/> Childcare | <input type="checkbox"/> Grounds |
| <input type="checkbox"/> Financial | <input type="checkbox"/> Media Center Support | <input type="checkbox"/> Other: _____ |

EDUCATION

College or University	City/State	Degree	Major	Dates Attended	Overall GPA

Copies of all College and / or University transcripts, both undergraduate and graduate, must be filed with your application or soon after it has been submitted.

List any other educational advantages that you have had including opportunities for travel.

List any books or articles that you have read recently that have helped you grow professionally.

WORK EXPERIENCE

Please list below your work experience beginning with the most recent.

Employer: _____ From: _____ To: _____

Address: _____

Phone: _____ Your position/title: _____

Reason for Leaving: _____

Name and title of supervisor: _____ May we contact? Yes No

Employer: _____ From: _____ To: _____
Address: _____

Phone: _____ Your position/title: _____
Reason for Leaving: _____
Name and title of supervisor: _____ May we contact? Yes No

Employer: _____ From: _____ To: _____
Address: _____

Phone: _____ Your position/title: _____
Reason for Leaving: _____
Name and title of supervisor: _____ May we contact? Yes No

Employer: _____ From: _____ To: _____
Address: _____

Phone: _____ Your position/title: _____
Reason for Leaving: _____
Name and title of supervisor: _____ May we contact? Yes No

Employer: _____ From: _____ To: _____
Address: _____

Phone: _____ Your position/title: _____
Reason for Leaving: _____
Name and title of supervisor: _____ May we contact? Yes No

REFERENCES

List persons (such as former employers, pastors, supervisors, and instructors) who have firsthand knowledge of your professional preparation, competence, and your spiritual maturity. A minimum of three references is requested.

Incomplete/inaccurate reference information (i.e., names, addresses, zip codes, phone numbers, etc.) may make it difficult for your application to be given further consideration.

Name: _____ Title: _____ School/Company: _____

Address: _____

Work Phone: _____ Home Phone: _____

Name: _____ Title: _____ School/Company: _____

Address: _____

Work Phone: _____ Home Phone: _____

Name: _____ Title: _____ School/Company: _____

Address: _____

Work Phone: _____ Home Phone: _____

PERSONAL HISTORY

Do you have any physical condition or handicap that may limit your ability to perform the job for which you are applying? Yes No

If so, please describe:

Would you be willing to provide and submit to a criminal background check? Yes No

Have you been a victim of child abuse? Yes No

Have you ever been charged or convicted of domestic violence or a crime against a child (under 12) or minor (under 18)? Yes No

If so, please describe:

List all criminal charges that you have had filed against you that could have resulted in more than a 60 day imprisonment:

Have you ever had any license or certificate revoked? Yes No

List memberships, offices, and honors obtained in:

High School: _____

College: _____

List your hobbies and personal interests: _____

List periodicals you read regularly: _____

Please list the resources (people and/or publications) with which you are familiar for the position that you are applying:

List in order of priority what you consider to be the three most important objectives of Christian education:

1. _____

2. _____

3. _____

In the last year, what have you done to enhance your knowledge in any area that was not required or paid for by any employer, educational institution, or other person?

What is your motive in seeking a position in a Christian school?

CHRISTIAN BACKGROUND

How long have you known Christ as your Lord and Savior? _____

What is your denominational preference? _____

What is your local church affiliation? _____

Pastor's name: _____

Are you presently a member in good standing? Yes No 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? _____

What is your attitude toward working with those of other races and other denominational beliefs?

Describe your routine of personal Bible study and prayer.

What books have you read recently that has helped you spiritually?

Are you active in your church? Yes No In what capacity? _____

Do you believe the Bible to be the inspired word of God and infallible, our final authority in all matters of faith, conduct, and truth? Yes No

Give your own definition of a Christian:

What was your life like before receiving Christ?

How did you realize you needed Christ?

How did you receive Christ and become a Christian?

How is Christ helping you day by day?

STATEMENT OF FAITH

Foothills Community Christian School's (FCCS) Statement of Faith expresses its foundational life view and direction for the present and future and our understanding of the past.

We ask that you read over it and sign below.

STATEMENT OF FAITH

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16-17, 2 Peter 1:21).
2. We believe there is only one God, eternally existent in three persons -Father, Son and Holy Spirit (Genesis 1:1, Matthew 28:19).
3. We believe in the deity of Christ (John 10:33) His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35) His sinless life (Hebrews 4:15, 7:26) His miracles (John 2:11) His vicarious and atoning death (1 Corinthians 15:3-4, Ephesians 1:7, Hebrews 2:9) His resurrection (John 11:25, 1 Corinthians 15:3) His ascension to the right hand of the Father (Mark 16:19) His personal return in power and glory (Acts 1:11 and Revelation 19:11).
4. We 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 on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:3, John 3:16-19, 5:24, Romans 3:23, 5:8-9, Ephesians 2:9-10, Titus 3:5).
5. We believe in the resurrection of both the saved and the lost - they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28, Philippians 2:1-2),
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (John 7:37-39,14:16-17, Romans 8:9-14, 1 Corinthians 3:16, 6:19-20),
8. We believe in the creation of man by God in His own image (Genesis 1:26-28, 5:1-2, Matthew 19:4, Ephesians 2:10).
9. We believe that God wonderfully and immutably creates each person as male or female, and that these two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27, Mark 10:6).
10. We believe that God created marriage to be exclusively the union of one man and one woman, and that intimate sexual activity is to occur exclusively within that union (Genesis 2:18-25, Romans 1:21-27, 1 Corinthians 6:9-10;18, 7:2-5, Hebrews 13:4).
11. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death (Psalm 139:14-16).

Final Authority for Matters of Belief and Conduct:

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Foothills Community Christian School's faith, doctrine, practice, policy, and discipline, our Board of Directors is Foothills Community Christian School's final interpretive authority on the Bible's meaning and application.

STATEMENT ON SANCITY OF LIFE

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.

STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY

We believe that God wonderfully and immutably creates each person as male and female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27) Rejection of one's biological gender is a rejection of the image of God within that person.

We believe the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (I Cor 6:18; 7:2-5; Heb 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, lesbian behavior, bisexual conduct, incest, cohabitation, use of pornography, sexual harassment, sexual abuse, sexual improprieties toward minors, and bestiality) is sinful and offensive to God. (Matt 15:18-20; I Cor 6:9-10.)

We believe that in order to preserve the function and integrity of Foothills Community Christian School as representative of the Body of Christ, and to provide a biblical role model to the Foothills Community Christian School families, students, staff and the community, it is imperative and essential that all persons employed by Foothills Community Christian School in any capacity, or who serve as volunteers, agree to and abide by this statement ON MARRIAGE, GENDER, AND SEXUALITY. (Matt 5:16; Phil 2:14-16; I Thess 5:22)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; I Cor 9-11)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Foothills Community Christian School.

I HAVE READ AND FULLY SUBSCRIBE TO AND SUPPORT THE STATEMENT OF FAITH OF FOOTHILLS COMMUNITY CHRISTIAN SCHOOL AND PROMISE THAT WHEN I CAN NO LONGER DO SO, I WILL RESIGN MY POSITION OR WILL CONSIDER MY CONTRACT NULL AND VOID.

Applicant's Signature: _____ Date: _____

STAFF COVENANT

I believe that a call to serve on the staff of Foothills Community Christian School is a call from God, and as such should not be accepted lightly or thoughtlessly, but earnestly and prayerfully, and that this position carries with it authority, responsibility and privileges. Thus to help develop and maintain the highest possible standards of administrative and teaching efficiency, I cheerfully and wholeheartedly subscribe to and enter into the following covenant:

1. I believe in the Lord Jesus Christ and have received Him as my personal Savior, and desire Him to be the Lord of my Life.
2. Realizing my responsibility both to God and to the students, I pledge myself to a disciplined devotional life, seeking time daily for prayer and Bible study. I also pledge myself to holy living, maintaining a consistent Christian testimony, avoiding all appearance of evil, praying for those qualities of chastity and virtue which will make my life the best possible influence upon those I lead and which magnify the Lord.
3. As a Christian leader, I will seek every opportunity, in partnership with the family, to lead each unsaved student to Christ and to help those who are saved to grow in grace and understanding of God's Word and Will. I will diligently lead the students by word and example to godly use and stewardship of time, talent and treasure.
4. Realizing my responsibility, and the witness and example I am to my students, their parents, and my fellow workers, I will be regular in attendance at a Christ centered, biblically founded church. If for any reason my attendance becomes irregular, or I anticipate changing my membership or attendance to another church, I will bring this to the attention of the Headmaster.
5. I realize that my contract is dependent in part on my commitment to a local church.
6. Earnestly seeking that God may guide, bless and use me in the work of the school, I subscribe to the above standards and to the school's Statement of Faith, trusting in His grace for their fulfillment.

If you agree with the statements above, please sign below. If you do not agree on every point, please state your differences at the bottom of this page, or with an attachment.

Date

Signature

APPLICANT'S CERTIFICATION AND AGREEMENT

I have made application for a position as a _____ with Foothills Community Christian School.

I understand that Foothills Community Christian 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 Foothills Community Christian 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.

Since I will be working with children, I understand that I may be submitted to a fingerprint check by the law enforcement (federal, state, and local authorities). 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 understand that this is only an application for employment and that no employment contract is being offered at this time.

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: _____

I waive the right to ever personally view any references given to Foothills Community Christian 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.

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

I declare that during the past year I have not engaged in, at the current time I am not engaging in, and promise that I will not during the term of my employment or volunteering, 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, and extramarital sex), homosexual or lesbian sexual activity, sexual harassment, use or viewing of pornographic material or websites, or sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

“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

I declare that I do not use tobacco products of any nature and I do not abuse alcoholic beverages or engage in the sale or distribution of those products.

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.

Applicant’s signature: _____

Date: _____

Administrator’s signature after discussion with applicant/volunteer: _____

Date: _____

“A pupil is not superior to his teacher, but every one [when he is] completely trained—readjusted, restored, set to rights, and perfected—will be like his teacher.” Luke 6:40 The Amplified Bible



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STAFF NON-INSTRUCTIONAL REFERENCE FORM

I, _____ have filed my application for a position at Foothills Community Christian School.

I have asked for assignment as _____.

I shall appreciate it very much if you will fill in the blanks below and mail direct to Foothills Community Christian School.

Sincerely,

APPLICANT'S SIGNATURE: _____

OFFICIAL CONFIDENTIAL INFORMATION

	SUPERIOR	STRONG	AVERAGE	FAIR	POOR
GENERAL APPEARANCE acceptable, attractive, neat					
PHYSICAL FITNESS free from chronic ailments					
PERSONALITY wholesome, pleasing					
SOCIAL QUALITIES evidence of social maturity					
ETHICS professional relationships					
EMOTIONAL STABILITY self-control, possesses spiritual convictions					
CITIZENSHIP community and personal standing					
VOICE pleasing and modulated					
USE OF ENGLISH acceptable in conversation and speech					
INTELLECTUAL CAPACITY alert, responsive, adequate					
ATTITUDE TOWARD CHILDREN recognizes the needs of children					
ADEQUACY OF PROFESSIONAL TRAINING evidence of being up to date professionally					
SUCCESS AS AN EMPLOYEE works to capacity with maximum results					
GENERAL RATING					

OVER

How long have you known the applicant?

In what capacity?

Has this applicant demonstrated a real commitment to Christian living both on and off campus? Is he/she a good role model for students?

List principle character and personality strengths:

Are there character or personality weaknesses that diminish this applicant's effectiveness as a role model?

Are there family factors that might help or hinder the applicant's success at this school?

Have you noted depth of convictions as demonstrated by honesty, fairness, respect for authority, diligence, compassion, tact, and other Christian virtues?

Do you consider the applicant a self-starter, willing to do extra tasks if needed?

EMPLOYER

How would you rank this person as compared to others you have supervised?

Top 5% Next 20% Middle 50% Low 25%

Would you hire the above applicant as an employee? Yes No

COMMENTS:

SIGNATURE OF REFERENCE: _____

NAME OF REFERENCE: _____

TITLE OR POSITION: _____

ORGANIZATION: _____

ADDRESS: _____

CITY, STATE **ZIP**

AREA CODE **PHONE**