

Warren County Christian School
Rt.6 West, Youngsville, PA 16371
(814) 563-4457
wccs@kinzua.net

SUPPORT STAFF APPLICATION

Your interest in serving at Warren County Christian School is appreciated. We invite you to fill out this application and return it to our school office. You will, then, be contacted for further information or an interview as openings arise.

We realize that the key to a successful Christian school is its staff. We are seeking applicants who are professionally qualified to serve our staff and students and who, by the pattern of their lives, are Christian role models. Luke 6:40

We look forward to receiving your application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

APPLICANT'S NAME AND ADDRESS:

Full name: _____

Present address: _____

Phone: Days _____ **Evenings** _____

Application date: _____ **Date available:** _____

POSITION DESIRED:

Please indicate the position(s) for which you are applying: _____

Please list any of your special abilities that may contribute to the performance of the job for which you are applying: _____

CHRISTIAN BACKGROUND

***On a separate paper, please briefly give your Christian testimony.**

***Please carefully read our Statement of Faith (see last page) and indicate your degree of support.**

___ I fully support the Statement of Faith

___ I support the statement except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreement 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

Denominational preference? _____

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?

Describe your routine of personal Bible study and prayer.

PROFESSIONAL QUALIFICATIONS

Please describe your educational background:

Degree/credits earned/ applicable training received

Please list your work experience, with the most recent first.

Employer	Position Held	Dates Employed
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Keyboarding: _____ words per minute

Computer programs in which you are proficient:

Software	Edition	Years of Experience
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Please complete the following self-evaluation of skills, circling the appropriate answer. (0 for no proficiency, 10 for highly proficient)

Spelling	0 1 2 3 4 5 6 7 8 9 10
Grammar/punctuation usage & knowledge	0 1 2 3 4 5 6 7 8 9 10
Proof reading	0 1 2 3 4 5 6 7 8 9 10
Document format & composition	0 1 2 3 4 5 6 7 8 9 10
Building/maintaining filing systems	0 1 2 3 4 5 6 7 8 9 10
Organizational skills	0 1 2 3 4 5 6 7 8 9 10
Ability to solve problems	0 1 2 3 4 5 6 7 8 9 10
Conversation/telephone skills	0 1 2 3 4 5 6 7 8 9 10
Ability to work under pressure	0 1 2 3 4 5 6 7 8 9 10
Promptness	0 1 2 3 4 5 6 7 8 9 10
Reliability	0 1 2 3 4 5 6 7 8 9 10
Neatness	0 1 2 3 4 5 6 7 8 9 10
Maintaining confidentiality	0 1 2 3 4 5 6 7 8 9 10
Working without direct supervision	0 1 2 3 4 5 6 7 8 9 10

PERSONAL PHILOSOPHY

On a separate paper, please label and succinctly answer each of the questions below.

A. Why do you wish to work in a Christian school?

B. What areas do you feel are your strengths? Weaknesses?

PERSONAL REFERENCES

Please do not list family members or relatives as references. You will also need to sign the Reference Release Form that is attached, and return it with this application

Give three references who are qualified to speak of your spiritual experience and Christian service. Please list your current pastor first.

	Name	Title/Position
	Complete Address	Phone
1)	_____	_____
	_____	_____
2)	_____	_____
	_____	_____
3)	_____	_____
	_____	_____

APPLICANT'S CERTIFICATION AND AGREEMENT

I UNDERSTAND THAT Warren County 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 Warren County Christian School to thoroughly interview the primary references which I have listed, any secondary references mentioned through interview 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 must submit to the Pennsylvania Child Abuse History Clearance and the Criminal Record Check. I authorize the school to conduct a criminal record 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 certify that I have carefully read and do understand the above statements.

Signature of Applicant

Date

WCCS
STATEMENT OF FAITH

1. There is one God, eternally existing in three persons – the Father, the Son, and the Holy Spirit. **(Mt. 28:19)**
2. The Holy Scriptures are verbally inspired by God and are our only infallible rule of faith and practice. **(Jn. 1:1)**
3. Jesus Christ died, shedding His blood for our sins, and was bodily raised from the dead, thereby breaking the bonds of death and assuring us of eternal life. **(1 Cor. 15:14-18)**
4. Jesus Christ will return visibly and bodily with power and great glory. **(1 Thes. 4:16)**
5. Man is, by nature and practice, a sinner separated from God and can become God's child only by personal faith in Jesus Christ, and as a result, live in submission to God's will as revealed in the scriptures. **(Rom. 3:22-24)**
6. Those who are thus born into God's family have eternal life **(Jn. 3:16)**, and those who are not remain in spiritual death and will be separated from God forever in hell. **(2 Thes. 1:7-9)**
7. The Holy Spirit lives in the believer, enabling him to walk in purity of life and submission to the will of God. **(Rom. 8:13-14)**
8. The believer, in response to his faith in and commitment to Christ, is an active part of the local body of Christ. **(Eph. 4:1-16)**