



6657 W. Ottawa Ave., Ste. A-17

Littleton, Colorado 80128

720-922-3269 (phone)

720-922-3296 (fax)

### **Non-Teaching Application, Part 1**

Your interest in **Front Range Christian School** is appreciated. We invite you to fill out this initial application and return it to our school office. If there becomes or is an opening for which it appears you may qualify, we will contact you for an interview. At that time, a \$25 payment will be required for a background check. We may also contact your references.

We realize that the key to a successful Christian School is its staff. We are grateful for those who are professionally qualified, who really love children, and who, by the pattern of their lives, **are Christian role models (Luke 6:40)** who desire to nurture the hearts and minds of children.

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.

#### **A. APPLICANT'S NAME AND ADDRESS**

**Date:** \_\_\_\_\_

Full name: \_\_\_\_\_

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

Present Address: \_\_\_\_\_

\_\_\_\_\_

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

Best time to call you? \_\_\_\_\_ Social security # \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_

Permanent address and phone number if different than present address:

\_\_\_\_\_

\_\_\_\_\_

On the reverse side please list any additional addresses where you have resided at any time during the past five years.

#### **B. POSITION DESIRED**

Please indicate the position(s) you would like to fill at FRCS: \_\_\_\_\_

\_\_\_\_\_

Full time  Part time

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

**Special Abilities:** Please list activities or sports which you would be capable of and be willing to direct, sponsor, advise, or coach (indicate grade or ability levels): \_\_\_\_\_

**Future Plans:** What would you like to be doing five years from now? \_\_\_\_\_

**C. CHRISTIAN BACKGROUND**

**Bible:**

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

**Statement Policy:**

*Please carefully read our enclosed Statement of Faith and indicate below your degree of support.*

- I fully support the above mentioned statement as written without mental reservations.
  
- I support the above mentioned statement except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Church denominational preference? \_\_\_\_\_

**Christian life/service:**

1. Are you a born-again Christian?  Yes  No. Briefly describe your salvation experience:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Please give your view on the inerrancy of scriptures: \_\_\_\_\_  
\_\_\_\_\_
3. Where do you attend church locally? \_\_\_\_\_
4. Are you presently in good standing there? \_\_\_\_\_ Years? \_\_\_\_\_
5. In what church activities are you involved and with what degree of regularity? \_\_\_\_\_  
\_\_\_\_\_
6. What other Christian service have you done since becoming a Christian? \_\_\_\_\_  
\_\_\_\_\_
7. What is your attitude toward working with those of other races and those of other denominational beliefs?  
\_\_\_\_\_

**Devotional Life:**

1. Describe your routine of personal Bible study and prayer: \_\_\_\_\_  
\_\_\_\_\_

2. What book have you read recently that has helped you spiritually? \_\_\_\_\_

**D. PROFESSIONAL QUALIFICATIONS**

**Formal Training (list high school and beyond)**

Institution	Dates Attended	Major/Minor	Graduated/Degree?
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Cumulative grade point average in High School \_\_\_\_\_ College/Graduate work \_\_\_\_\_

**E. PERSONAL ESSAYS**

*On separate paper please label and succinctly answer in one or two paragraphs each of the following:*

- A. Briefly give your Christian testimony.
- B. Why do you wish to work in a Christian school?
- C. What are the main characteristics that distinguish a Christian school from a public school?
- D. What do you consider to be the proper atmosphere for your job?
- E. How do feel about having to step aside from duties at times to attend to other needs at the school?
- F. What areas do you feel are your strengths? Weaknesses?
- G. What do you believe about the origin of the earth and mankind and in what time frame?
- H. Please summarize any additional information that you would like to present regarding your candidacy for this position.

**F. EMPLOYMENT HISTORY**

*Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may make copies of this page or following the same format, use the reverse side.*

1. Employer \_\_\_\_\_ Position \_\_\_\_\_  
Dates of employment \_\_\_\_\_ Address \_\_\_\_\_  
Supervisor's name and phone number \_\_\_\_\_  
Duties \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
May we contact this employer? \_\_\_\_\_ If "no" please explain: \_\_\_\_\_
2. Employer \_\_\_\_\_ Position \_\_\_\_\_  
Dates of employment \_\_\_\_\_ Address \_\_\_\_\_  
Supervisor's name and phone number \_\_\_\_\_  
Duties \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

May we contact this employer? \_\_\_\_\_ If "no" please explain: \_\_\_\_\_

3. Employer \_\_\_\_\_ Position \_\_\_\_\_  
Dates of employment \_\_\_\_\_ Address \_\_\_\_\_  
Supervisor's name and phone number \_\_\_\_\_  
Duties \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
May we contact this employer? \_\_\_\_\_ If "no" please explain: \_\_\_\_\_

Have you ever worked in a Christian School or other ministry not listed above? \_\_\_\_\_ Please describe where and your duties: \_\_\_\_\_

Have you had *other* specific training for Christian schools or ministry? \_\_\_\_\_ Give details:  
\_\_\_\_\_  
\_\_\_\_\_

**G. PERSONAL REFERENCES**

*You will need to sign the **Reference Release Form** that is attached and return it with this application. Do not list family members or relatives for references.*

**References:**

*Give references who are qualified to speak of your Christian Service/Spiritual Life and of your Professional Training/Experience.*

	<u>Name</u>	<u>Complete Address</u>	<u>Phone</u>	<u>Position</u>
1. Spiritual	_____	_____	_____	_____
2. Professional	_____	_____	_____	_____
3. (either _____)	_____	_____	_____	_____

## **H. APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that **Front Range Christian School** does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of 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 that I will be paid and receive benefits only through the day of release.

I authorize **Front Range Christian School** to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

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 **Front Range Christian 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 **Front Range Christian School**.

Since I will be working with children, I understand that I must submit to a background check. I agree to fully cooperate as necessary for such an investigation. I authorize **Front Range Christian School** to conduct a criminal records check.

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.

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Signature of applicant

Date

**AUTHORIZATION TO RELEASE REFERENCE INFORMATION**

I have made application for a position as a \_\_\_\_\_ with **Front Range Christian School** in Littleton, Colorado. I have authorized the school to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

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 **Front Range Christian 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 **Front Range Christian School**.

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

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Applicant's name (print)

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Applicant's signature

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Applicant's social security number

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Date

**Front Range Christian School  
Statement of Faith**

1. **We believe** the Bible to be the inspired, the only infallible, authoritative word of God.
2. **We believe** there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. **We believe** in the deity of our Lord Jesus Christ, in His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return to power and glory.
4. **We believe** that regeneration by the Holy Spirit is absolutely essential for the salvation of lost and sinful men and women.
5. **We believe** in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
6. **We believe** in the resurrection of both the saved and the lost; the saved unto the resurrection of life; and the lost unto the resurrection of damnation.
7. **We believe** in the spiritual unity of all believers - in Christ.

*I have read, understand and agree to the above-mentioned statements.*

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*Applicant*

*Date*