



COLORADO WEST CHRISTIAN SCHOOL

A Ministry of Trinity Reformed Presbyterian Church

2705 Sunnyside Road. * Montrose, CO 81401 * office@cwcsmontrose.com

970-249-1094 * Fax : 970-249-7988

Support Staff Application

Colorado West Christian 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. The 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. 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. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based on non-job-related information.

Please attach a copy of your résumé if you have one.

A. Applicant's Name and Address

Last name _____ First name _____ Middle initial _____

Current address:

Street address _____

City _____ State _____ Zip _____

Phone: Days (_____) _____ Evenings (_____) _____

Cell phone (_____) _____ E-mail _____

B. Position Desired

Position, or positions, applying for _____

☐ Full time ☐ Part time ☐ Temporary ☐ Summer Available when? _____

Application date ____/____/____ Application received by: ☐ Walk-in ☐ Mail ☐ E-mail ☐ Fax ☐ Internet

Referral source: ☐ Employee ☐ Relative ☐ Other _____

Expected earnings: \$ _____

C. School Statement of Faith

As a Christian organization, we require all of our employees to be practicing Christians. Federal law allows us to confine our hiring to members of our faith community. Please carefully read the school's statement of faith.

STATEMENT OF FAITH

As a declaration of its commitment to the promotion of historic Biblical Christianity, the school provides the following Statement of Faith:

- I. **SCRIPTURE:** The Bible is the written Word of God, without error in its original writings, the authority by which God directs and governs all our activities, including the education of our children.
- II. **GOD:** There is one true and living God who eternally exists in three persons--the Father, the Son, and the Holy Spirit. God is the personal sovereign Creator and Sustainer of all things, the Source and End of all truth.
- II. **JESUS CHRIST:** He is the eternal Son of God, who became man in our own history, and so was and continues to be God and man, in two distinct natures, and one person, forever. Through His incarnation, virgin birth, sinless life, substitutionary death, bodily resurrection, and ascension, He accomplished for His people victory over sin and death. He will return in glory.
- IV. **MAN:** Man was created in the image of God as a rational, moral, and spiritual being. He sinned in Adam and fell with him in his first transgression. Man's fall affected the totality of his life. The child is not to be seen as a higher form of animal, the result of an evolutionary process, but as the unique creation of God, and a fallen creature in need of salvation.
- V. **SALVATION:** Salvation is by God's grace alone. Man can be restored to God only by the regenerating power of the Holy Spirit. Man must repent and believe the Gospel, or be lost eternally.

Do you agree with the statement of faith? ☐ Yes ☐ No If no, please explain on a separate piece of paper.

Please share your personal testimony or experience about God: _____

Name and location of local church you attend: _____

Member? _____

With what regularity have you attended during the past twelve months?

If you become employed by our school, you are joining a ministry that has high expectations of all its employees. All staff members have a ministry position and must demonstrate the life of Christ in their everyday living to our students, their parents, and fellow employees. Since it is the school's mission to train and equip children to be followers of Jesus Christ, we require all of our employees to be Christian role models in their lives, both on and off the job (Luke 6:40). Please carefully read the school's lifestyle statement (below) and the declaration of moral integrity statement, which is attached. If you can honestly sign the form, please do so.

D. Lifestyle Statement

Colorado West Christian School is a religious, nonprofit organization representing Jesus Christ throughout the local community. Colorado West Christian School requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9–10, 1 Tim. 4:12, Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

The Colorado West Christian School Statement of Faith expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity and homosexual behavior or any other violation of the unique roles of male and female (Rom. 1:21–27, 1 Cor. 6:9–20). Colorado West Christian School believes that biblical marriage is limited to a covenant relationship between a man and a woman.

Colorado West Christian School employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of Colorado West Christian School that each employee will have a lifestyle in which "He may have the preeminence" (Col. 1:18, NKJV).

E. Declaration of Moral Integrity

Colorado West Christian 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 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.

Applicant signature

Date

Administrator signature, *after* discussion with applicant/volunteer

Date

"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)

F. 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 *will* be contacted for references.

1. Job title _____

Dates of employment _____

Employer _____ Address _____

Supervisor's name and phone number (_____) _____

Reason for leaving _____

Work performed _____

What date may we contact current employer? _____

2. Job title _____

Dates of employment _____

Employer _____ Address _____

Supervisor's name and phone number (_____) _____

Reason for leaving _____

Work performed _____

What date may we contact current employer? _____

3. Job title _____

Dates of employment _____

Employer _____ Address _____

Supervisor's name and phone number (_____) _____

Reason for leaving _____

Work performed _____

What date may we contact current employer? _____

Please account for all unemployment since leaving school and/or between positions for the last ten years.

From month/year to month/year	State what you were doing	Names and phone numbers of persons other than relatives who can confirm unemployment
/ to /		
/ to /		
/ to /		

How did you learn about our school? _____

Why do you wish to work here? _____

G. Educational and Professional Training

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

H. Personal References

List the names of 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 or relationship to you
1.		
2.		
3.		
4.		
5.		

I. Additional Helpful Information

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

- ☐ School secretary
- ☐ Filing clerk
- ☐ Teacher aide
- ☐ Bookkeeper
- ☐ Administrative assistant
- ☐ Custodian
- ☐ Maintaining existing computer/programs
- ☐ Receptionist
- ☐ Cook

- ☐ Cafeteria worker
- ☐ Childcare worker
- ☐ Bus driver
- ☐ Clerk
- ☐ Other _____

J. Special skills

- ☐ Word processing: _____ wpm
- ☐ Desktop publishing
- ☐ Scheduling
- ☐ Proofreading
- ☐ Spreadsheet
- ☐ First aid certification
- ☐ CPR certification
- ☐ Other _____

If you desire, you may list any additional qualifications, skills, experiences, or interests:

You understand 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:

If you answered yes to above question, is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position?

Do you have any personal responsibilities or other commitments that may prevent you from meeting this position's requirements for on-time arrival, attendance, or work schedules?

Can you provide the documents to prove that you are legally eligible for employment in the United States?

☐ Yes ☐ No

Can you perform the duties of this position without violating any obligations or proprietary information of a previous employer?

☐ Yes ☐ No

Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations)? You will need to answer yes if you have entered into a plea agreement, including a postponed sentence or postponed judgment arrangement, in connection with a criminal charge. (You need not disclose criminal convictions that are contained in sealed or deleted records.)

☐ Yes ☐ No

If you have been convicted of such an offense, please attach a statement of explanation, including the nature of offense, date, court where conviction was entered, and any other relevant information. A conviction record will not automatically be a bar to employment. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job-relatedness, and subsequent rehabilitation will be considered.

Has any employer ever subjected you to disciplinary action, suspension, or termination or asked you to leave a paid or unpaid position on the grounds of any unlawful sexual behavior or violation of an employer's sexual misconduct policy or antiharassment policy? ☐ Yes ☐ No If yes, please attach a statement or explanation.

Have you ever resigned a position to avoid termination or discharge? ☐ Yes ☐ No If yes, please attach a statement or explanation.

If you have resided in this state for fewer than ten years, please list all previous addresses for the last ten years:

Street Address/PO Box	City	State	Zip Code

Please list every state in which you have lived during your adult life:

_____/_____
_____/_____
_____/_____
_____/_____

K. Applicant's Statement

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 Colorado West 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 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.

Since I will be working with children or may have unsupervised access to children, I understand that I must submit to a fingerprint check by a state agency and the FBI. 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 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.

Do you understand that this is an application for at-will employment and that no employment is being offered at this time? ☐
Yes ☐ No

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

Applicant signature

Date

DISCLOSURE and AUTHORIZATION – BACKGROUND INVESTIGATION

In connection with my application for employment or to serve with **Colorado West Christian School**, I understand that a "consumer report" and/or "investigative consumer report", as defined by the Fair Credit Reporting Act, will be requested by Client for employment or volunteer purposes, whichever is applicable from Protect My Ministry, Inc., ("Protect My Ministry"), a consumer reporting agency as defined by the Fair Credit Reporting Act. These reports may include information as to my character, general reputation, personal characteristics or mode of living, whichever are applicable. They may involve interviews with sources such as my neighbors, friends or associates. The report may also contain information about me relating to my criminal history, credit history, driving and/or motor vehicle records, social security number verification, verification of education or employment history, worker's compensation (only after a conditional job offer) or other background checks. Such reports may be obtained at any time after receipt of this Disclosure and Authorization and if I am hired or serve as a volunteer, whichever is applicable, throughout the course of my employment or volunteer service, as permitted by law and unless revoked by me in writing. I understand that I have the right, upon written request made within a reasonable amount time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report to Protect My Ministry, Inc., 14499 N. Dale Mabry Hwy., Suite 201 South, Tampa, FL 33618 or 1-800-319-5581. For information about Protect My Ministry's privacy practices, see www.protectmyministry.com.

Acknowledgement and Authorization

By signing below, I voluntarily and knowingly authorize Client or its authorized agents to obtain or prepare consumer reports or investigative consumer reports about me. I acknowledge receipt of a copy of *A Summary of Your Rights under the Fair Credit Reporting Act* and certify that I have read this Disclosure and Authorization as well as the summary explaining my rights under the Fair Credit Reporting Act.

Signature _____ TODAY'S DATE _____

LAST NAME	FIRST NAME	MIDDLE NAME/INITIAL
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HOME ADDRESS _____

CITY _____ COUNTY _____ STATE _____ ZIP _____

SSN _____

DATE OF BIRTH _____

DRIVER'S LICENSE NUMBER

STATE ISSUED

EMAIL ADDRESS _____

Please List Other Names Used