



Calvary Chapel Christian School Initial Employment Application – Office/Support

Please complete the entire application in blue or black ink. DO NOT TYPE. All areas of this application will be under consideration, so please complete thoroughly and write legibly. All items listed in the checklist must be received and filled out in its entirety for the initial application to be accepted.

CHECKLIST	
	Check when completed
Read and sign Mission Statement and Statement of Faith	
Complete application, sign and date	
Attach recent photo to the area indicated	
Attach the following documents:	
• Copies of degrees and certificates (if applicable)	
• Copies of transcripts (if applicable)	
• Declaration of Moral Integrity	
• Authorization to Release Reference Information	
• Background Consent and Waiver (2 pgs.)	
• Drug Free Workplace Policy	
• Affidavit	
• National Child Protection Act Application and Notice	
• Fingerprint Clearance Card	
• Date you submitted this application to CCCS	

Please assemble the above items and drop off or mail to:

Calvary Chapel Christian School
 8725 E. Speedway Blvd.
 Tucson, AZ 85710
 Attn: Catherine Swearingen

This form must accompany all forms and will be returned upon submitting your application.
 Section 702 of the Civil Rights Act of 1964 exempts religious organizations from Title VII's prohibition against discrimination in employment on the basis of religion. Applicants who meet the religious requirements shall be provided an equal opportunity to be considered for hire regardless of race, color, national origin, sex, age or the presence of a non-job related medical condition or handicap.

APPLICANT INFORMATION

Last Name		First		M.I.	
Street Address					
City		State		ZIP	
Phone		E-mail Address			
Social Security No.		Are you a citizen of the U.S.?	YES <input type="checkbox"/> NO <input type="checkbox"/>		
If no, please write your A#					
Date you can begin at CCCS					
Where are you currently employed and what is your position there?					
Are you presently under contract?			YES <input type="checkbox"/> NO <input type="checkbox"/>		
May we contact your present employer?			YES <input type="checkbox"/> NO <input type="checkbox"/>		
Do you currently have any health and/or physical limitations that could affect your ability to perform the job for which you are applying? Please explain.					

ATTACH RECENT PHOTO BELOW

APPLICATION WILL NOT BE PROCESSED WITHOUT AN ORIGINAL PHOTO

PERSONAL INFORMATION

If you answer "Yes" to any of the questions in this section, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition or other appropriate explanation. A conviction record will not automatically be a bar to employment. Factors such as your age at the time of the crime, job relatedness, and subsequent rehabilitation will be considered.

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave a job or volunteer position on the grounds of any unlawful sexual behavior, or violation of an employer's sexual misconduct or harassment policy?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever been charged in civil or criminal proceedings with improprieties regarding children?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever entered a plea of guilty, a plea of "no contest" (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever been suspended, discharged, or resigned in lieu of discharge from any position?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever been convicted of a felony, pleaded no contest in a felony, or been convicted in a misdemeanor resulting in imprisonment or a fine over \$500 during the last ten (10) years? If yes, please explain.	YES <input type="checkbox"/> NO <input type="checkbox"/>

POSITION DESIRED: PLEASE INDICATE 1,2,3 CHOICE IN THE BOXES BELOW

Office	<input type="checkbox"/>	Substitute	<input type="checkbox"/>	Support Staff	<input type="checkbox"/>	<input type="checkbox"/>			
Details									
Receptionist	<input type="checkbox"/>	Registrar	<input type="checkbox"/>	Office Manager	<input type="checkbox"/>	Accounting	<input type="checkbox"/>	Other	<input type="checkbox"/>
Full Time	<input type="checkbox"/>	Part Time	<input type="checkbox"/>	Substitute	<input type="checkbox"/>	Grade Level or Subject:			
How did you hear about the position for which you are applying?									

PROFESSIONAL QUALIFICATIONS

Please attach photocopies of all your post-secondary transcripts. Should you be offered the position, official copies of your transcripts may be provided to the school for inclusion in your personnel file.

Do you have a degree and/or degrees? If so, please complete this section. If not, please skip to employment history.				YES <input type="checkbox"/> NO <input type="checkbox"/>	
Degree	<input type="text"/>	Date Received	<input type="text"/>	Issuing Institution	<input type="text"/>
Degree	<input type="text"/>	Date Received	<input type="text"/>	Issuing Institution	<input type="text"/>

Your Major(s)			
Your Minor(s)			
Cumulative grade point average Bachelor's			
Graduate work			
Total semester or quarter units after date of Bachelor's degree			
Do you have any certifications? YES <input type="checkbox"/> NO <input type="checkbox"/>			
If so, please list them here:			
Certification:		Certification:	
Certification:		Certification:	
Certification:		Certification:	
WPM: _____			
Have you had any courses in the Christian Philosophy of Education?		YES <input type="checkbox"/> NO <input type="checkbox"/>	
If yes, where and when?			
If not, would you be willing to take such a course by correspondence or otherwise?		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Please attach photocopies of any certificates held.			
EMPLOYMENT HISTORY			
Current or Most Recent Employment. You may expand on work performed or describe experience by attaching additional sheets.			
Name of Current Employer and Phone Number			
May be contacted for employment verification?		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Address		Position/ Title	
Supervisor's Name and Title		Dates of Employment	
Reason for leaving or seeking another position			

Previous Employment(s)			
Name of Employer and Phone Number			
May be contacted for employment verification?		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Address		Position/Title	
Supervisor's Name and Title		Dates of Employment	
Reason for leaving or seeking another position			
Name of Employer and Phone Number			
May be contacted for employment verification?		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Address		Position/Title	
Supervisor's Name and Title		Dates of Employment	
Reason for leaving or seeking another position			
Name of Employer and Phone Number			
May be contacted for employment verification?		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Address		Position/Title	
Supervisor's Name and Title		Dates of Employment	
Reason for leaving or seeking another position			
Have you ever worked under a different name for any of the employers you have listed? If yes, what was the name or names?	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Have you served in the military? If yes, what type of education did you receive?	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Are you holding or have you signed a contract for next year with any other educational institution?	YES <input type="checkbox"/> NO <input type="checkbox"/>		
REFERENCES			
Do not list family members or relatives for 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. List your current pastor first.			
Name/Complete Address			

Phone		Position	
Name/Complete Address			
Phone		Position	
Name/Complete Address			
Phone		Position	
Give three references who are qualified to speak of your professional training and experience. List your most recent supervisor first.			
Name/Complete Address			
Phone		Position	
Name/Complete Address			
Phone		Position	
Name/Complete Address			
Phone		Position	
CHRISTIAN BACKGROUND			
How long have you been born again and walking with the Lord?		Which church do you attend?	
How long have you attended your church?		How often do you attend services per week?	
Have you been water baptized? If yes, When/where?	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Do you currently serve as a volunteer in any areas of ministry at your church? If yes, which areas?	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Where have you served as a volunteer in the past five years?			
Briefly, give your testimony. How and when did you become a Christian?			

Everyone who serves at Calvary Chapel Christian School must agree with Calvary Chapel's Statement of Faith. Please carefully read our Statement of Faith and indicate your degree of support.

MISSION STATEMENT

Our mission in loving our students at Calvary Chapel Christian School is to help each child know that our identity, our deeds, and our relationships need to be fueled by knowing who we are in Christ. It is for this very reason that we seek to disciple each child to love God, love people, and to love out loud.

STATEMENT OF FAITH

Calvary Chapel has been formed as a fellowship of believers in the Lordship of Jesus Christ. Our supreme desire is to know Christ and be conformed to His image by the power of the Holy Spirit. We are not a denominational church, nor are we opposed to denominations as such, only to their overemphasis of the doctrinal differences that have led to the division of the body of Christ.

DOCTRINAL

1. We believe in what is termed "The Apostles' Creed" as embodying all the fundamental doctrines of orthodox evangelical Christianity.
2. We believe there is one living and true God, eternally existing in three persons; the Father, the Son, and the Holy Spirit, equal in power and glory; that this triune God created all, upholds all, and governs all.
3. We believe in God, the Father, an infinite, personal Spirit, perfect in holiness, wisdom, power, and love; that He concerns Himself mercifully in the affairs of men; that He hears and answers prayer; and that He saves from sin and death all who come to Him through Jesus Christ.
4. We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles, and teachings; His substitutionary atoning death; bodily resurrection; ascension into heaven; perpetual intercession for His people; and personal, visible return to earth. We believe that He is one and the same as God. He was fully human and fully God.
5. We believe in the Holy Spirit, who came forth from the Father and Son to convict the world of sin, righteousness, and judgment and to regenerate, sanctify, and empower in ministry all who believe in Christ. We believe the Holy Spirit indwells every believer in Jesus Christ and that He is an abiding Helper, Teacher, and Guide. We believe that Jesus Christ baptizes the seeking believer with the Holy Spirit and power for service, either at the time of or subsequent to regeneration, which is a separate work from the indwelling Spirit for salvation. We believe in the present ministry of the Holy Spirit and in the exercise of all biblical gifts of the Spirit as reflected through the fruit of that same Spirit.
6. We believe that all the Scriptures of the Old and New Testaments are the Word of God, fully inspired and without error in the original manuscripts, and that they are the infallible rule of faith and practice.
7. We believe all people are by nature separated from God and responsible for their own sin, but that salvation, redemption, and forgiveness are freely offered to all by the grace of our Lord Jesus Christ. When a person repents of sin and accepts Jesus Christ as his/her personal Lord and Savior, trusting Him to save, that person is immediately born again and sealed by the Holy Spirit, all of his/her sins are forgiven, and that person becomes a child of God, destined to spend eternity with the Lord. We await the pre-tribulation rapture of the church, and we believe in the literal Second Coming of Christ with His saints to rule the earth, which will be personal and visible. This motivates us to holy living, heartfelt worship, committed service, diligent study of God's Word, regular fellowship, participation in adult baptism by immersion and Holy Communion.
8. We are neither Five-Point Calvinists, nor are we Armenians. We adhere firmly to the biblical teaching of God's sovereignty and man's responsibility. We avoid any theological systems of belief that go beyond the written Word and thereby divide the body of Christ.
9. We do not believe in "positive confession" (the faith movement belief that God can be commanded to heal or work miracles according to man's will); human prophecy that supersedes the Scriptures; the

incorporation of humanistic and secular psychology into biblical teaching; the overemphasis of spiritual gifts and experiential signs and wonders to the exclusion of biblical teaching; or that true Christians can be demon-possessed.

10. We believe in the universal Church, in the living spiritual body, of which Christ is the head and all regenerated persons are members.
11. We believe the Lord Jesus Christ committed two ordinances to the Church: 1) baptism, and 2) the Lord's Supper. We believe in baptism by immersion and communion, both of which are open to all believers in Jesus Christ.
12. We believe in the laying on of hands for the sending out of pastors and missionaries, and in conjunction with the anointing of oil by the elders for the healing of the sick.

PRACTICAL

1. We believe the only true basis of Christian fellowship is Christ's (agape) love, which is greater than differences we possess, and without which we have no right to claim ourselves Christians.
2. We believe worship of God should be spiritual; therefore, we remain flexible and yielded to the leading of the Holy Spirit to direct our worship.
3. We believe worship of God should be inspirational; therefore, we give great place to music in our worship.
4. We believe worship of God should be intelligent; therefore, our services are designed with great emphasis upon the teaching of the Word of God that He might instruct us on how He should be worshiped. We seek to teach the Word of God in such a way that its message can be applied to the individual's life, leading that person to a greater maturity in Christ. We teach both expositional and topical.
5. We believe worship of God should be fruitful; therefore, we look for His love in our lives as the supreme manifestation that we have been truly worshiping Him.
6. We believe that the church government should be simplistic rather than a complex bureaucracy and we depend on the Holy Spirit to lead, rather than on fleshly promotion.
7. We believe that the Bible clearly delineates that spiritual gifts are for the edification of the body and that they are to be exercised in love. We believe that love is more important than the most spectacular gifts, and without love, all exercise of spiritual gifts is worthless. In our services, we focus on a personal relationship with God through worship, prayer, and the teaching of the Word of God. We do not practice speaking in tongues during worship or while a Bible study is in progress because we do not believe that the Holy Spirit would interrupt Himself. God is not the author of confusion. These gifts are encouraged in more intimate settings, e.g. afterglow services and small groups where their benefit can accomplish the purpose for which they have been given - the edification of the body of Christ.

Final Authority for Matters of Belief and Conduct

The Statement of Faith does not exhaust the extent of our beliefs. The infallible word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the final source of all that we believe. For purposes of Calvary Chapel Christian School's faith, doctrine, practice, policy, and discipline, the final authority on scriptural matters is the Board of Directors (Ruling Elders) for accountability purposes. The Pastor does provide biblical direction, vision and scriptural interpretation to the church, but is ultimately accountable to the Board of Directors regarding those activities.

DEGREE OF SUPPORT

As mentioned above, indicate your degree of support.

I fully support the Statement as written without mental reservation.	YES <input type="checkbox"/> NO <input type="checkbox"/>
I support the Statement except for the area(s) listed and explained on a separate piece of paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction. If there is anything you do not completely agree with, please make an appointment to speak to a pastor or school administrator to discuss these differences before you proceed any further (Amos 3:3- Can two walk together, unless they are agreed?)	YES <input type="checkbox"/> NO <input type="checkbox"/>
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 <input type="checkbox"/> NO <input type="checkbox"/>

ALL STAFF APPLICANTS

In consideration of my role at Calvary Chapel Christian School, and recognizing the importance of my character being above reproach, **I agree within 15 days of receiving notification of employment to:**

Complete an HRS criminal background check including fingerprints.

Allow Calvary Chapel Christian School to contact any current employment references listed on this application.

Provide Calvary Chapel Christian School with a photocopy of my driver’s license, official State of Arizona identification card or passport.

Make myself, and my spouse (if applicable), available for a personal interview by the Administrator of the School.

All applicants must complete a drug test no later than 48 hours prior to the first day of their employment at Calvary Chapel Christian School.

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Printed Name		Signature	
Date			