



Calvary Chapel School

Employment Application

Staff Application Instructions

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. Review and utilize the following checklist to assist you in returning the application with all necessary signatures and documentation to allow prompt processing of your Information.

Check when completed:

Carefully review, sign and date the following areas:

1. Applicant Statement

Attach the following documents:

1. Current photo (photo will not be returned and must be an original)
2. Copies of any pertinent certifications

Complete application in entirety:

- Part I: Employment Preference
- Part II: Education and Certification
- Part III: Work History
- Part IV: Spiritual Maturity
- Part V: Dedication / Commitment
- Part VI: Additional Employment Standards
- Part VII: Background Information
- Part VIII: Driving Information

Distribution of Recommendation Forms

Please complete the top portion of the enclosed Personal, Spiritual, and Professional Recommendations and distribute to six different people who can testify to your character according to the specific questions. Each form should be given with a return envelope (included in this packet). If forms are returned before the application, the school office will hold them this information and attach them to your application when it is received.

Applicant Statement

Calvary Chapel School is a ministry of Calvary Chapel Sarasota, Inc. All references to Calvary Chapel School shall include the church and all reference to the church shall include Calvary Chapel School. I understand that Calvary Chapel School is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer and compensation to all qualified applicants and employees without regard to age, race, color, national origin, sex, handicap or disability or any other category protected by Federal, State or local law. As a religious organization the Civil Rights Act of 1964 exempts Calvary Chapel School against discrimination in employment on the basis of religion. All applicants and employees are required to adhere to Calvary Chapel Sarasota Statement of Faith to be eligible for hire and in the course of their duties and responsibilities as an employee of Calvary Chapel School. I authorize former and present employers, and professional, work, and personal references listed in the application and any other individuals I may name, to give Calvary Chapel School or its designee any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release such parties from all liability for any damages that may result from furnishing such information to Calvary Chapel School. I also authorize Calvary Chapel School to provide truthful information concerning my employment with it to future employers and I agree to hold it harmless for providing such information. I understand that Calvary Chapel School reserves the right, to the extent permitted by law, to require drug and alcohol screening tests of an employee anytime during employment and I hereby give my consent to any such tests. I consent to the release of the results of any such tests to Calvary Chapel School or its designee. I release Calvary Chapel School and its designees from any and all liability and damages which may result or arise from any drug and alcohol screening tests or the provision of information in connection with such tests. I understand that this employment application and any other documents are not promises of employment. Should I be employed I understand that my employment will be on an "at-will basis." I further understand that if I am employed, I may terminate my employment at any time, with or without cause, and with or without advance notice and that Calvary Chapel School has a similar right. I understand that no manager, representative, or agent of Calvary Chapel School has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. I agree to be bound by any additional employment standards as set forth in this application, the employee handbook or agreed to between myself and Calvary Chapel School at the time of hire. The information given by me on this application and during the interview process is true and complete in all respects, and all information requested in the application and hiring process will be provided on a timely basis. I agree that if the information is found to be false, misleading, or unsatisfactory in any respect (in Calvary Chapel School's judgment), I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired. I acknowledge that Calvary Chapel School may obtain a criminal history background screening on me for use in connection with my application and, if I am hired, my employment with Calvary Chapel School. I authorize Calvary Chapel School to obtain this information periodically while basis while I am employed. This application will be considered "active" for a maximum of one year. If you wish to be considered for employment after that time, you must reapply.

Do not sign until you have read and understand these statements.

Applicant's Signature _____

_____ Date

Print Name _____

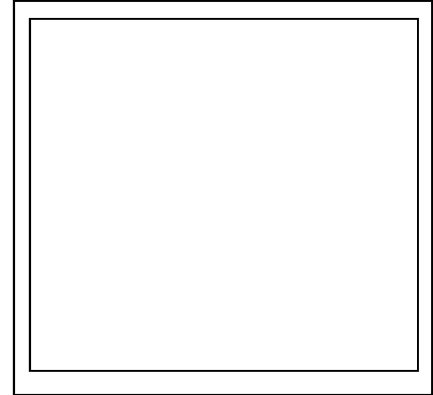
Employee Lifestyle Statement

Calvary Chapel School is a religious, nonprofit organization representing Jesus Christ throughout the local community. Calvary Chapel School requires its employees to be born-again Christians who live their lives as Christian role models (Romans 10:9–10, I Timothy 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 and of 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 personnel. Calvary Chapel Schools Statement of Faith states that employees should 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, homosexual behavior, or any other violation of the unique roles of males and females (Romans 1:21–27, 1 Corinthians 6:9–20). Calvary Chapel School believes that biblical marriage is limited to a covenant relationship between a man and a woman. Calvary Chapel 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 Calvary Chapel School that each employee will have a lifestyle in which He “might have the preeminence” (Colossians 1:18, KJV).



Calvary Chapel School

“Educating For Eternity ...”



ATTACH RECENT PHOTO ABOVE

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

E-Mail Address _____

Social Security Number _____

If hired, can you provide proof that you are legally entitled to work in the United States?

Yes _____ No _____

If not, what steps must be taken for you to begin employment lawfully? _____

Where are you currently employed and what is your position there? _____

What is your current salary? _____

Are you presently under contract? _____

May we contact your present employer? _____

Date you can begin at CCS? _____

Date Received

First Interview

Second Interview

Third Interview

5

Part I: Employment Preference

- Classroom Teacher _____
- Substitute Teacher _____
- Teacher Assistant _____
- Administrator _____
- Counselor _____
- Office/Administrative Assistant _____
- Aftercare Program _____

If you are applying for a teaching position, please specify your grade or subject preference:

- 1st Choice _____
- 2nd Choice _____
- 3rd Choice _____
- 4th Choice _____

Part II: Education and Certification

(degrees and certificates are not required to be considered for employment at Calvary Chapel School)

Please complete the following information regarding your educational experience

Copies of Degrees and Transcripts:

Please be sure to attach copies of your degrees and transcripts. Transcripts are needed for each school attended. Original transcripts are not necessary.

While this is not required, please feel free to attach copies of recommendation letters from your supervising teachers.

Please complete the following information regarding your certification:

SCHOOL	MAJOR/MINOR	YEARS ATTENDED	DEGREE

Copies of Certifications:

Please be sure to attach a copy of all certifications. Original transcripts are not necessary.

What grade levels or subjects are you best equipped to teach? _____

CERTIFICATION	DATE RECEIVED	EXPIRATION DATE	SUBJECT

Are you computer literate? If so, please list your abilities. _____

Part III: Work History

GENERAL:

Subjects of special study or research work: _____

Special Skills: _____

Activities (Civic, Athletic, etc.): _____

Present active membership in U.S. Military Rank: _____

National Guard or Reserves Rank: _____

FORMER EMPLOYERS:

LIST BELOW THE LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST.

Which of those jobs did you like the best? _____

What did you like most about this job? _____

DATES (MONTH/YEAR)	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING

REFERENCE

PLEASE GIVE THE NAME OF YOUR PROFESSIONAL RECOMMENDATION:

NAME: _____ **PHONE NUMBER:** _____

ADDRESS: _____

Calvary Chapel Statement of Faith

What We Believe:

About the Bible:

The scriptures, both Old and New testaments, to be the inspired Word of God, without error in the original writing, the complete revelation of His will, for the salvation of men and the divine and final authority for Christian faith and life.

About God and the Trinity:

In one God, creator of all things, infinitely perfect and eternally existing in three persons, Father, Son and Holy Spirit.

About Jesus Christ:

That Jesus Christ is true God and true man having been conceived of the Holy Spirit and born of the virgin Mary. He died on the cross as a sacrifice for our sins according to Scriptures. Further, He arose bodily from the dead, ascended into Heaven, where at the right hand of the Majesty on High, He is now our High Priest and advocate and we are anticipating His imminent return.

About the Holy Spirit:

That the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, enduring this age to convict men, regenerate the Believing sinner, indwell, guide, instruct and empower the Believer for Godly living and service.

Please sign to verify you have read and agree with the statement above:

Ministry Goals:

Providing the Truth

To provide a Christ-centered educational program which is based on the authoritative word of God (II Tim 2:15). To provide the students the opportunity to confess Jesus as Savior and Lord. *“That if you confess with your mouth, ‘Jesus is Lord’, and believe in your heart that God raised him from the dead, you will be saved.” (Rom 10:9)*

Modeling Jesus

To employ and develop mature Christian teachers and staff who teach and minister to the students, families, and each other using the word of God and modeling Christ likeness in their action (Luke 6:40).

Equipping the student & parent

To equip the student and parent to live according to God’s word and then to evangelize and disciple others. To teach the student how to study from God’s Word. *“Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.” (II Tim 2:15).*

Following the Bible

To follow Biblical principles in all we do (II Tim 3:16 & 2 Pet 1:3). *“All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work.” (2 Pet 1:3) His divine power has given us everything we need for life and godliness through our knowledge of him who called us by his own glory and goodness.”*

To teach the student how to research and to reason logically from a Biblical perspective (Heb 5:14). *But solid food is for the mature, who by constant use have trained themselves to distinguish good from evil.*

Serving the Family

To serve the family and local church as they train young people to have a personal and intimate relationship with Jesus Christ (Deut 6:5-7).

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.
8. 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.
9. We are neither Five-Point Calvinists, nor are we Arminians. 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.
10. 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.

11. We believe in the universal Church, in the living spiritual body, of which Christ is the head and all regenerated persons are members.

12. 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.

13. 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

14. 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.

15. 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.

16. We believe worship of God should be inspirational; therefore, we give great place to music in our worship.

17. 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 expositionally and topically.

18. 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 worshipping Him.

19. 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.

20. 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.

Part IV: Spiritual Maturity

How long have you been born again and walking with the Lord? _____

Which church do you attend? How long have you attended there? _____

How often do you attend services per week? _____

Have you been water baptized? When/where? _____

Do you currently serve *as a volunteer* in any areas of ministry at your church? _____

Where have you served as a volunteer in the past five years? _____

Do you agree with the Calvary Chapel Sarasota's Statement of Faith, Doctrinal stance, and Ministry Goal? (found on pageS 8-11)

If you do not agree please explain. _____

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?*)

EVERYONE WHO SERVES AT CALVARY CHAPEL SCHOOL MUST AGREE WITH CALVARY CHAPEL SARASOTA'S STATEMENT OF FAITH AND DOCTRINAL STANCE.

Briefly, give your testimony. How and when did you become a Christian? _____

What part does prayer play in your life? _____

What gifts do you believe the Lord has equipped you with to build up the Church? _____

Describe your strengths _____

Describe your weaknesses _____

1 Timothy 3 describes the biblical requirements given to one who desires to lead in the church, and Romans 12 tells how there are many different parts that make up the body. We believe teachers in a school serve as leaders and role models. Please state your opinions on the following:

“Now the overseer must be above reproach...” 1 Timothy 3:2 NIV “...must give no grounds for accusation...” Amplified

Do you believe your life reflects the life of Christ in moral purity and Christian ethics? Is your life above accusation? Please comment.

“...the husband of one wife...he must manage his own household well...” 1 Timothy 3:2 NIV

Please describe your marriage and/or family life. _____

“...temperate, self controlled, respectable...” 1 Timothy 3:2 NIV

Do you believe that you exhibit control over your emotions and actions? Do your emotions ever affect your ability to work well with others? Please comment.

“...hospitable...” 1 Timothy 3:2 NIV

Do you believe that you extend the love of Christ to others in your actions? Please describe.

“...able to teach...” 1 Timothy 3:2 NIV

Do you believe that you have a good working knowledge of the Bible? Are you capable and ready to communicate the counsel of God’s Word to others?

“...not given to drunkenness...” 1 Timothy 3:3 NIV

Describe your use, if any, of alcohol and/or drugs and your feelings about the subject.

“...not violent but gentle, not quarrelsome...” 1 Timothy 3:3 NIV

How do you deal with conflict? _____

“...not a lover of money...” 1 Timothy 3:3 NIV

Are you content with the Lord’s provision in your life or do you have an unsatisfied desire for “more”?

What would you do if you filled out this application and were **not** selected for employment at Calvary Chapel School at this time?

PLEASE STATE YOUR BELIEFS ON THE FOLLOWING ISSUES:

(This is not a test of your Bible knowledge, but we do want to know what you believe regarding some important doctrines.)

Creation versus Evolution _____

Salvation: What is it and how is it obtained? _____

The Trinity _____

The Deity of Christ _____

Please describe what the “Inerrancy of Scripture” means to you. _____

The Significance of Water Baptism _____

Describe your understanding of the Rapture of the Church. What is it and when will it take Place in relation to the Tribulation Period?

The Baptism of the Holy Spirit _____

The Spiritual Gifts _____

Part V: Dedication / Commitment

Describe your personal understanding of “Christian education.” _____

Why do you want to teach at a Christian vs. public school? _____

What hobbies and interests do you enjoy in your spare time? _____

What books and publications have you especially enjoyed in the last year? _____

What, if any, Christian authors, books, pastors, or teachers have influenced you most? In what way? How would you want to emulate their lives?

How do you view yourself as a role model for the children? _____

Part VI: Additional Employment Standards

All applicants of Calvary Chapel School must agree to and acknowledge the importance of their character being above reproach.

- Prior to employment or within 15 days of receiving notification of employment, ALL applicants shall complete **Section A**.

-K-4 Teacher Assistants, K-4 Substitutes applicants shall complete **Section A and B**.

-K-4 Teachers shall complete **Sections A, B, and C**.

* **Section A**

Allow Calvary Chapel School to contact any current employment references listed on this application. Provide Calvary Chapel School with a photocopy of their driver's license, official State of Florida identification card or passport. Make themselves and their spouse (if applicable) available for a personal interview by a pastor or overseer. Complete a Criminal History Background check no longer than 48 hours prior to the first day of employment at Calvary Chapel School

The fingerprinting/background check for applicants desiring early childhood positions will be administered by the Sarasota County Department of Children and Families, as shown under Section B.

Section B

Enforcement Criminal History Background Check including fingerprints.

Note: Applicant will be responsible for a reimbursable \$5.00 fee and will report to the agency office on personal time to complete the process.

Note:

Agreement to begin or continue the 45-hour Early Childhood Development training within 90 days of employment at the direction of the Early Childhood Coordinator. Complete approved CPR and First Aid Course within six months of employment.

Section C

Agreement to begin or continue Child Development Associate certification at the direction of the Early Childhood Coordinator (must have a minimum of 120 clocked childcare hours prior to enrollment of the course).

Part VII: Background Information

Have you ever pled “no contest,” nolo, or guilty to a crime, or been convicted of a crime?

Yes ____ No ____

Are any charges currently pending against you? Yes ____ No ____

Has any adjudication ever been withheld? Yes ____ No ____

Have you ever been a defendant in a civil suit on an intentional tort (assault, battery, false imprisonment, invasion of privacy, intentional infliction of emotional distress, intentional wrongful death)? Yes ____ No ____

Do you have any commitments to any other employer which may affect your employment?

Yes ____ No ____

NOTE: ANSWERING “YES” TO THESE QUESTIONS DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOY

If you answered yes to *any* of the preceding questions, please give dates and details explaining each answer (attach additional pages if necessary)

Part VIII: Driving Information

(Complete only if driving is an essential function of the job for which you are applying.)

Do you have a current valid driver’s license? Yes ___ No ___

If yes, License No.: _____ State: _____ Expiration Date: _____

If you do not have a driver’s license for the state in which you currently reside, why not? _____

Has your license ever been suspended or revoked? Yes ___ No ___

If yes, explain: _____

Do you have personal automobile insurance? Yes ___ No ___

If no, explain: _____

Have you ever been denied personal automobile insurance or has it ever been terminated or suspended? Yes ___ No ___

If yes, explain: _____

Have you ever been convicted, pled guilty or nolo to a charge of DWI or DUI?

Yes ___ No ___

Are any such charges currently pending against you? Yes ___ No ___

If yes to either question, explain: _____

PLEASE LIST ALL MOVING TRAFFIC VIOLATIONS IN THE LAST FIVE (5) YEARS:

OFFENSE / DATE / LOCATION / COMMENTS

- 1 _____
- _____
- 2 _____
- _____
- 3 _____
- _____
- 4 _____
- _____
- 5 _____
- _____

Personal Recommendation:

Name of Applicant: _____ Date: _____

Position desired: _____

The individual named above is applying for a position at Calvary Chapel School (CCS). We appreciate your honest evaluation of the applicant's personal life. Thank you for your part in this recommendation process. Upon completion, please return recommendation directly to Calvary Christian School in the enclosed pre-paid postage envelope.

Your name (please print): _____

Telephone (work): _____ (home): _____

How long have you known the applicant? _____

What is your relationship to the applicant? _____

Please give us your honest evaluation of the following areas of the applicant's spiritual life.

	Not Observed	Weak	Fair	Good	Very Good	Out-standing
1. Is a person of integrity						
2. Displays a passion for teaching						
3. Shows a genuine interest in others						
4. Is dependable						
5. Is reliable						
6. Is honest						
7. Encourages others						
8. Manages time well						
9. Effectively handles conflict and disagreement						
10. Sets personal goals and follows through with them						
11. Shows respect toward others						
12. Is trustworthy						
13. Is self-disciplined						
14. Shows a consistency between words and actions						
15. Is a good listener						
16. Is loving towards others						
17. Is always available and accessible						
18. Easily builds relationships with others						
19. Offers a helping hand when others are in need						

Declaration of Moral Integrity

Calvary Chapel 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 (a) that during the past year I have not engaged in, (b) that at the current time I am not engaging in, and (c) that I promise I will not engage in, during the term of my employment or volunteering, 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 or lesbian sexual activity, sexual harassment, use or viewing of pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture (Lev 18:22) 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's signature

Date

Administrator's 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, Amplified Bible (brackets in original)

Do not rebuke an older man but encourage him as you would a father, younger men as brothers, ² older women as mothers, younger women as sisters, in all purity.

—1 Timothy 5:1-3