

EVANSVILLE CHRISTIAN SCHOOL
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APPLICATION FOR HOURLY

(Before & After School Care, Office, and other Hourly Staff – Revised July 2009)

All information must be provided for this application to be considered.

Date _____

1. Name _____ Phone# () _____

Present Address _____
Street City State Zip Code

Permanent Address _____
Street City State Zip Code

Time at Permanent Address: ___ Years ___ Months

Drivers License # _____ State _____

Date of Birth _____ Social Security Number _____

Married: ___ Yes ___ No Have you ever been divorced? ___ Yes ___ No

Sex: ___ Male ___ Female Are you separated? ___ Yes ___ No

Names and ages of your children:

Name _____ Age _____

Name _____ Age _____

Name _____ Age _____

Spouse's Name _____ Is spouse a born-again Christian? ___ Yes ___ No

Spouse's Employment _____
City State Zip Phone Number

2. Do you have a personal assurance that you are a born-again Christian? ___ Yes ___ No
On what do you base this assurance? _____

How long have you had this assurance? _____

Denominational preference: _____

Where do you attend church? _____

What is the frequency of your church attendance? ___ Weekly ___ Frequently ___ Infrequently

Evansville Christian School does not discriminate in its hiring practices on the basis of race, color, gender, age, and national or ethnic origin.

3. Position applied for: _____ Before & After School Care
 _____ Kitchen
 _____ Office
 _____ Other _____

We have several part-time positions, especially during the school year. Part-time kitchen positions are approximately 10 a.m. – 1 p.m. daily. Part-time after school care positions are 2:45-6:00 p.m. daily. Part-time staff are typically given first choice on full-time positions that become available.

Are you interested in part-time or full time? _____
 Indicate desired hours per week and time of day: _____
 Date you can start: _____

4. Education

Name and Location of School	Number of Years Attended	Year Graduated	Major/Minor
Grammar School:			
High School:			
College(s):			
Graduate School:			

5. Experience (start with most recent employer first)

Employer	Location	Dates	Position/Salary	Supervisor/Phone	Reason for Leaving

Are you employed now? _____
 May we contact your present employer? _____
 Supervisor Name: _____
 Phone Number: _____

6. References (Give names of three people not related to you)

References	Name	Address	Phone	# of Years Known
Pastor				
Co-worker				
Other				

7. Please answer the following questions.
- a. Are you willing to submit yourself to those in authority? Yes No
 - b. Do you feel that you have the ability to work with other Christians, some of whom you may differ with in a point of doctrine? Yes No
 - c. Will you positively promote the school and its policies? Yes No
 - d. Are you presently under any circumstances in your life (financial, emotional, etc) that would affect your work? Yes No
8. Give *specific* reasons for your desire to work at Evansville Christian School. _____

9. Do you have any physical limitations that preclude you from performing any work for which you are being considered? Yes No If yes, please explain.

10. Do you have a previous felony or misdemeanor criminal conviction? Yes No If yes, please explain.

11. Have you ever been convicted of violating laws enacted to protect children? Yes No
If yes, please explain. _____
12. Please provide additional information helpful in evaluating your candidacy. _____

13. List any other experiences or church involvement that would enhance your ability to lead students spiritually and to provide biblical integration of academic subjects. _____

14. Please comment on how the Lord has worked in your life to mature you in your walk with Him. How do you maintain fellowship with Him in your daily walk now? _____

Statement of Faith

We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (*II Timothy 3:16, II Peter 1:21*).

We believe there is one God, eternally existent in three persons – Father, Son and Holy Spirit (*Genesis 1:1, Matthew 28:19, John 10:30*).

We believe in the deity of Christ (*John 10:33*); His virgin birth (*Isaiah 7:14, Matthew 1:23, Luke 1:35*); His sinless life (*Hebrews 4:15, 7:26*); His miracles (*John 2:11*); His vicarious and atoning death (*I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9*); His resurrection (*John 11:25, I Corinthians 15:4*); His ascension to the right hand of the Father (*Mark 16:19*); His personal return in power and glory (*Acts 1:11, Revelation 19:11*).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (*John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5*).

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of the damnation (*John 5:28,29*).

We believe in the spiritual unity of believers in our Lord Jesus Christ (*Romans 8:9; I Corinthians 12:12, 13; Galatians 3:26-28*).

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (*Romans 8:13,14; I Corinthians 3:16, 6:19,20; Ephesians 4:30, 5:18*).

Code of Conduct for ECS Employees

Qualifications

The employee shall be one who has received Jesus Christ as Savior and Lord. The employee shall be a member in good standing of a Bible-believing church and shall lead a separated life. He/she shall be a person of spiritual maturity. The employee shall reflect the purpose of the school as stated in the ECS Mission Statement.

Responsibilities

1. Spiritual. The employee shall
 - a. Demonstrate in attitude, speech and actions a consistent daily walk with Jesus Christ. (*Ephesians 4:23-24; 4:32; 5:1; Galatians 5:22-25*)
 - b. Follow the Matthew 18 principle in dealing with students, parents, staff and administration.
 - c. Challenge students to accept God's gift of salvation and grow in their faith.
 - d. Put off sensuality, impurity, falsehood, stealing, unwholesome talk, bitterness, rage and anger, brawling, slander and malice (*Ephesians 4:17-32*)
 - e. Put to death whatever belongs to your earthly nature: sexual immorality, impurity, lust, and greed. (*Colossians 3:5*).
 - f. Rid oneself of anger, rage, malice, slander, filthy language and lying. (*Colossians 3:8 & 9*)
 - g. Not gratify the desires of the sinful nature: sexual immorality, impurity and debauchery; idolatry and witchcraft; hatred, discord, jealousy, fits of rage, selfish ambition, dissensions, factions and envy; drunkenness, orgies, and the like. (*Galatians 5:16-21*)
 - h. Not engage in the sexually immoral sins of adultery, prostitution nor homosexuality. (*Genesis 19, Romans 1:18-27, I Corinthians 6:9-11*)
 - i. Not commit murder. (*I Timothy 1:8-11*).
2. Job-related. The employee shall
 - a. Cooperate with the administration in implementing all policies, procedures, and directives governing the operation of the school and all school sponsored programs/activities.
 - b. Notify the administration of any policy he/she is unable to support.
 - c. Provide input and recommendations for administrative and managerial functions in the school.
 - d. Know the procedures for dealing with issues of an emergency nature.
 - e. Be willing to contribute to the general improvement of the school program.
 - f. Refuse to use or circulate confidential information inappropriately.
3. Personal. The employee shall
 - a. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
 - b. Meet everyday stress with emotional stability, objectivity, and optimism guided by the principles of Scripture (*Phil. 4*).
 - c. Abstain from smoking, the use of liquor in any form, cursing or swearing, and gambling.
 - d. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
 - e. Respectfully submit and display loyalty to constituted authority. (*Hebrews 13:17*).
 - f. Maintain a personal appearance that is a role model of cleanliness, modesty, good taste, and in agreement with school policy.
 - g. Recognize the need for good public relations. Represent the school in a favorable manner to the constituency and general public.
 - h. Make an effort to appreciate and understand the uniqueness of the ECS community.
 - i. Maintain a personal walk with God in daily Bible Study, meditation, and prayer.
 - j. Be faithful in church attendance, and active in ministry opportunities.

Background Checks

ECS has put into place stringent background requirements for those who work with children, including employees and unsupervised volunteers. Accordingly, you are required to complete and submit an Applicant Authorization and Consent for Release & Disclosure form. By signing the document, you authorize ECS and its authorized agents to obtain your personal history. A summary of your rights under the Fair Credit Reporting Act is available upon request.

- I subscribe without reservation to the Statement of Faith & Code of Conduct and do understand the conditions of employment.
- I understand that Evansville Christian School does not discriminate in its employment practices against any person because of race, color, gender, age, and national or ethnic origin.
- I hereby certify that the facts set forth in this 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.
- I authorize Evansville 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 Evansville Christian School, its agents, 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 Evansville Christian School.
- I authorize Evansville Christian School to conduct an expanded criminal history check.
- I understand that this is only an application for employment and that no employment contract is being offered at this time. The employment relationship, if one is commenced, may be terminated at any time, with or without cause, by either party.
- I understand this application will remain active for only one year from the application date.
- I certify that I have carefully read and do understand the enclosed application and related agreement statements.

Signature of Applicant

Date