



Portage Christian School

3040 Arlene Street • P.O. Box 28 • Portage, IN 46368
Phone: 219.762.8962 • Fax: 219.763-9931

Application for Support Staff

Your interest in Portage Christian School is appreciated. We invite you to fill out this application and return it to our school office. If an opening occurs for which you may qualify we may contact your references. If we have continued interest in your candidacy, we will arrange for a personal interview.

We look forward to receiving your initial 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.

Applicant's Name and Address

Full name _____ Birthday _____

Email address: _____

Application date ____/____/____ Date available ____/____/____

Present Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Cell Phone _____ Best time to call _____

How long have you lived at the above address? _____ Soc. Sec. No. _____

Permanent Address and Phone number, if different than present address

_____ City _____ State _____ Zip _____

Attach any additional addresses where you have resided at any time during the past five years.

Position Desired

Please indicate 1st, 2nd, 3rd choice in the parenthesis.

() Teacher's Assistant () Lunchroom () Librarian () Secretary () Custodian () Substitute
() Coach _____ (List sport/cheerleader) () Other _____

Education

High School Graduate, yes _____ no _____ College, yes _____ no _____ Number of years _____

List any degree you hold _____ List your Major(s) _____ Minor(s) _____

Christian Background

Briefly provide your Christian testimony

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_____

Portage Christian School Statement of Faith – *Please carefully read our Statement of Faith and indicate below your degree of support.*

- We believe the Bible to be the verbally inspired, the only infallible, authoritative Word of God, (*II Timothy 3:16-17 and I Peter 1:20-21*).
- We believe that there is only one God, the source, support, and end of all things, eternally subsistent in three persons – Father, Son and Holy Spirit, (*Genesis 1:1; John 10:30,37-38*).
- We believe in the Deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the Father’s right hand, and that He is there engaged in intercession for us now, and in His personal return in power and glory, (*Isaiah 7:14; Acts 1:11; Revelation 19:11-16*).
- We believe that man is sinful by nature and lost by divine decree; and therefore, in need of the convicting and regenerating ministry of the Holy Spirit, (*Romans 3:19-23; John 3:15-19; Ephesians 2:8-10; Titus 3:5-6*)
- We believe in the present and continuing ministry of the Holy Spirit. He convicts the sinner, regenerates ones who believes, indwells, seals, instructs, reproves, and guides the believer, and that He fills and controls every life who is wholly yielded to Him. (*Ephesians 4:30, 5:18; I Corinthians 3:16, 6:19-20*)
- We believe that salvation is the gift of God offered to man by His grace and received by personal faith in the Lord Jesus Christ, (*John 3:16; Ephesians 2:8, 9; Titus 3:5,6*).
- We believe in the bodily resurrection of the saved unto life, the unsaved unto judgment and everlasting damnation and the rapture of the saints at the second coming of Jesus Christ, (*John 5:28, 29; Revelation 20:12-15; Matthew 25:46; Romans 6:23; I Thessalonians 4:13-18*).
- We believe in the spiritual unity of believers in our Lord Jesus Christ, (*Romans 8:0; I Corinthians 12:12-13; Galatians 3:26-28*).
- We believe in the creation of man by the direct act of God, (*Genesis 1:26, 5:2; Colossians 1:16-17*).

_____ I fully support the Statement as written without mental reservations.

_____ I support the Statement except for the area(s) listed below (please explain). The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Church Service

Denominational preference _____

What is your local church affiliation? _____

Are you presently a member in good standing? Yes____ No ____ How many years? _____

In what church activities are you involved and with what degree regularity?

What other Christian service have you done since becoming a Christian?

What is your attitude toward working with those of other races and those of other denominational beliefs?

Are you capable of teaching a Bible class? Yes____ No ____

Personal Background

1. Have you ever been dismissed, resigned to avoid being dismissed, or been asked to resign from a position?
Yes____ No ____ If Yes, explain

2. Have you ever been charged in civil or criminal proceedings with improprieties regarding children?
Yes ____ No ____ If yes, indicate the nature of suit, offense, date, court, and disposition:

3. Have you ever been convicted of any offense involving dishonesty, breach of trust, stealing, any type of moral impropriety, or any type of felony? Yes ____ No. ____ If yes, indicate the nature of offense, date, court, and disposition:

4. Were you a victim of abuse or molestation while a minor? Yes _____ No _____
If you prefer, you may refuse to answer this question, or you may discuss your answer in confidence with the administrator rather than answering it on this form. Answering yes, or leaving the question unanswered, will not automatically disqualify an applicant for employment.
5. Do you have a current driver's license? Yes _____ No _____
If yes, list your driver's license number _____

Employment History - *Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may use the reverse side of this application.*

1. Employer _____
Position _____ Dates of Employment _____
Address _____ Phone Number _____
Reason for leaving _____
2. Employer _____
Position _____ Dates of Employment _____
Address _____ Phone Number _____
Reason for leaving _____
3. Employer _____
Position _____ Dates of Employment _____
Address _____ Phone Number _____
Reason for leaving _____
4. Employer _____
Position _____ Dates of Employment _____
Address _____ Phone Number _____
Reason for leaving _____

Personal References

Give three references that are qualified to speak of your **spiritual experience** and Christian service. List your current Pastor first.

Name	Complete Address	Phone Number	Position
1.			
2.			
3.			

Give three references that are qualified to speak of your **employment experience**. List your current or most recent principal or supervisor first.

Name	Complete Address	Phone Number	Position or School
1.			
2.			
3.			

Applicant's Certification and Agreement

I understand that Portage 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 Portage 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 Portage 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 Portage Christian School.

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.

Signature of Applicant

Date

Authorization to Release Reference Information

I have made application for a position with Portage Christian School. 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 Portage 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 Portage Christian School.

I waive the right to ever personally view any references given to Portage Christian School.

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

Applicant Name (Print)

Applicant's Signature