



EMPLOYMENT APPLICATION (Non-Teaching)

PERSONAL INFORMATION

Full name: _____ Application date: ____/____/____

Street address: _____ Date available: ____/____/____

City, State, Zip: _____

Email address: _____

Home Phone: (____) _____ Cell phone: (____) _____

Best time to call you? _____ Length of time at this address? _____

Permanent address and phone number (if different than present address)

Address: _____

Phone: _____

Please list any additional addresses where you have resided at any time during the past five years:

Please provide the names, current grade levels, and current schools of all school-age children living with you:

Name _____ Grade _____ School _____

Name _____ Grade _____ School _____

Name _____ Grade _____ School _____

Name _____ Grade _____ School _____

Have you ever been convicted of a felony? Yes No If so, please explain _____

POSITION DESIRED

Please indicate your preference as to positions in order (1, 2, 3 ...) in the parentheses.

- () Secretary () Elementary Teacher's Aide () School Nurse
- () Lunchroom Aide () Substitute Teacher's Aide () Substitute School Nurse
- () Substitute Lunchroom Aide () Lunchroom Coordinator () Bookkeeper
- () Mom's Day Out Worker () Extended Care Worker () Early Education Aide
- () Administrative Assistant () Substitute Receptionist () Substitute Teacher

- Full time Part time Main Campus

Preference as to age of children you would like to work with: _____

How did you learn about the position for which you are applying?

Can you submit verification of your legal right to work in the United States? Yes No

What would you like to be doing five years from now? _____

What is your local church affiliation? _____

Are you presently a member in good standing? _____ Length of time _____

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

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

To what extent do you believe you should become involved in Sunday and other weekday ministries of the sponsoring church or the church of which you are a member? _____

EDUCATION

What diplomas or degrees do you hold?

	<u>School</u>	<u>City/State</u>	<u>Diploma/Degree</u>	<u>Year</u>
High School	_____	_____	_____	_____
College	_____	_____	_____	_____

SKILLS

Do you have computer skills? Yes No

What software programs have you used in the past? _____

PERSONAL PHILOSOPHY

Why do you wish to work at a Christian school? _____

What is your philosophy of discipline? _____

What areas do you feel are your strengths? _____

What areas do you feel are your weaknesses? _____

EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may follow the same format on the reverse.

1. Employer _____
Position _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone Number _____
Reason for leaving _____

2. Employer _____
Position _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone Number _____
Reason for leaving _____

3. Employer _____
Position _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone Number _____
Reason for leaving _____

4. Employer _____
Position _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone Number _____
Reason for leaving _____

5. Employer _____
Position _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone Number _____
Reason for leaving _____

Have you ever worked under a different name for any of the employers you have listed? Yes No
If so, what was the name or names? _____

Have you served in the military? Yes No If yes, what type of training or education did you receive? _____

PERSONAL REFERENCES

Please 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 or church leader first.**

	Name/Complete Address	Phone Numbers	Position
1.	_____ _____ _____	_____ _____ _____	_____ _____ _____
2.	_____ _____ _____	_____ _____ _____	_____ _____ _____
3.	_____ _____ _____	_____ _____ _____	_____ _____ _____

Give three professional references who are qualified to speak of your professional experience. **List your current or most recent supervisor first.**

	Name/Complete Address	Phone Numbers	Position
1.	_____ _____ _____	_____ _____ _____	_____ _____ _____
2.	_____ _____ _____	_____ _____ _____	_____ _____ _____
3.	_____ _____ _____	_____ _____ _____	_____ _____ _____

AIDE RESPONSE INFORMATION

Section A. Restate these don'ts, using positive statements. (Show child what can be done instead)

NEGATIVE RESPONSE

POSITIVE RESPONSE

1. Don't throw the ball in the classroom.

2. Don't touch that ...

Section B. Change these statements to "You messages." ("You messages" describe the child's feelings and encourage the child to express troublesome feelings.)

CHILD'S STATEMENT

NEGATIVE RESPONSE

POSITIVE RESPONSE

"I hate Paul"

"No, you don't. It's bad to hate people."

"I want to go home to my mommy."

"Stop crying, Susie. Your mommy will be back later."

Section C. Respond to these situations with "I messages." ("I messages" are statements of fact; they tell the child how the child's behavior makes the adult feel.)

Child continually leaves the group. _____

Child tears teacher's book. _____

