



NON-TEACHING APPLICATION

SANTIAM CHRISTIAN SCHOOLS

www.santiamchristian.org

7220 NE Arnold Avenue Adair Village, OR 97330 Phone: (541) 745-5524 Fax (541)745-6338

We consider applicants for all positions without regard to race, color, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. However, because we are an educational ministry, the religious views and life-style of our applicants are significant.

Application Date: _____ Date Available: _____

Last Name		First Name		Middle Name
Address		City	State	Zip Code
		Phone (Daytime):		
		Phone (Evening):		

Email Address: _____ Best time to contact you at home is: _____

POSITION DESIRED

Position(s) Appling For:

Date available for work: ____ / ____ / ____

Are you available to work: Full Time Part Time Substitute

Skills and Qualifications: Please summarize special skills and qualifications acquired from employment or other experiences that may qualify you for desired position. Would you be willing to take a short typing test if necessary for position applied for? ____ Yes ____ No

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? ____ Yes ____ No

EDUCATION

School	Name of School/College	Course of Study	No. of Yrs. Completed	Diploma/ Degree	Date Rec'd
High School					
Undergraduate College					
Graduate/ Professional					
Other (Specify)					

WORK EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and/or volunteer activities.

Employer	Dates Employed		Work Performed
	From	To	
Address	Hourly Rate/Salary		
	Starting	Final	
Phone Number(s) Daytime: ()		Evening: ()	
Present Job Title			
Supervisor			
Reason for Leaving			
Employer	Dates Employed		Work Performed
	From	To	
Address	Hourly Rate/Salary		
	Starting	Final	
Phone Number(s) Daytime: ()		Evening: ()	
Job Title			
Supervisor			
Reason for Leaving			
Employer	Dates Employed		Work Performed
	From	To	
Address	Hourly Rate/Salary		
	Starting	Final	
Phone Number(s) Daytime: ()		Evening: ()	
Job Title			
Supervisor			
Reason for Leaving			

If you have ever worked under a different name, please list it: _____

Comments: Include explanation of any gaps in employment.

List all training and/or experiences that would qualify you for the job you are applying for.		
Place	Type of Work/Experience	Dates

PERSONAL/SPIRITUAL QUALIFICATIONS/CHRISTIAN BACKGROUND

IMPORTANT: On a separate sheet of paper, please include your personal, spiritual testimony.		
Denominational preference:		Local Church Affiliation:
Are you a member? ___Y___N	Are you actively involved? ___Y___N	Pastor's Name:

These spiritual qualifications are essential for employment at Santiam Christian School. In the spiritual qualifications area, deviation from Scriptural standards, or failure to comply with the **Christian role model** guidelines, will be grounds for disciplinary action and may lead to termination.

1. Must be a "born-again" Christian who knows the Lord Jesus Christ as Savior (John 3:3, 1 Peter 1:23).
2. Must be a spiritually mature and growing Christian who is active in his/her Christian life, with an understanding and commitment to the philosophy of Christian Education, compatible with that of Santiam Christian Schools.
3. Accepts, without reservation, Santiam Christian School's Statement of Faith.
4. Affirms that the Bible is God's Word and the standard for faith and daily living.
5. Manifests by daily example, the highest Christian virtue serving as a **Christian role model** (1 Timothy 4:12), both in and out of school, to pupils (Luke 6:40), parents, and fellow employees. Instruction is not only through rational explanation of formal subject material, but even more powerfully, through word, deed, example, and shared experience.
6. Must be a role model in judgment, dignity, respect, and Christian living. This includes the development of the Fruits of the Spirit in one's life (Galatians 5:22-23), and refraining from engaging in personal areas of liberty in situations where an offense may be created within the Body of Christ. (I Cor. 8:9, Eph. 5:18, Col. 3:17, Titus 2:7-8 TLB, I Thess. 5:22-23, and James 3:17-18).
7. Agrees to be a **Christian role model** by faithfully attending, and financially supporting a local church whose fundamental beliefs are in agreement with the Santiam Christian Statement of Faith (Hebrews 10:25).
8. Agrees to accept the board's interpretation of biblical standards for sexual behavior. Any sexual misconduct including, but not limited to: premarital, extramarital, or homosexual activity; sexual harassment; use or viewing of pornographic material or websites; and sexual abuse of children, is forbidden and violates the employment requirement of being a **Christian role model** (Romans 12:1-2; I Corinthians 6:9-20; Ephesians 5:1-11; I Thessalonians 4:3-8; I John 3:1-3).
9. Agrees that the unique roles of the male and female are clearly defined in Scripture, and that Romans 1:24-32 condemns the homosexual lifestyle (Romans 12:1-2; 1 Cor. 6:9-20; Ephesians 4:1-11, 5:3-5; 1 Thessalonians 4:3-8; 1 Timothy 4:12; 2 Timothy 2:19-22; 1 Peter 1:15-16, 2:15-17; 1 John 3:1-3).
10. Shall be a **Christian role model** in the family and in financial areas. This conduct shall include, but not be limited to, one who manages his own family and finances well (I Tim. 3:4-5; I Tim. 5:8).

Do you subscribe, without reservation to the listed Personal/Spiritual Qualifications? ___Yes___ No

Signature: _____ Date: _____

PERSONAL/PROFESSIONAL REFERENCES-

Do not include 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 (3) references who are qualified to speak of your spiritual experience, Christian service, and employment skills.

Name	Phone Number	Best Time to Call	Position
Pastor:			
Friend:			
Employer:			

PERSONAL HISTORY

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 prohibit employment. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since 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 No

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 No

Have you ever been charged (even if dropped) in a **civil** or **criminal** proceeding, convicted of, or under pending indictment for any crime that bears upon your fitness to work with children? These would include, but not be limited to sexual abuse or molestation of children, sexual harassment, or any other criminal activity involving youth or children. Yes No

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 No

SANTIAM CHRISTIAN SCHOOLS STATEMENT OF FAITH

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

We believe there is one God, eternally existent in three persons - Father, Son, and Holy Spirit (Gen. 1:1, Matt. 28:19, John 10:30).

We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matt. 1:23, Luke 1:35); His sinless life (Heb. 4:15, Heb. 7:26); His miracles (John 2:11); His vicarious and atoning death (I Cor. 15:3, Eph. 1:7, Heb. 2:9); His resurrection (John 11:25, I Cor. 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11, Rev. 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, through faith, are we saved (John 3:16-21, John 5:24, Rom. 3:23, Rom. 5:8-9, Eph. 2:8-10, Titus 3:5).

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

We believe in the spiritual unity of believers in our Lord Jesus Christ (Rom. 8:9, I Cor. 12:12-13, Gal. 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 (Rom. 8:13-14, I Cor. 3:16, I Cor. 6:19-20, Eph. 4:30, 5:18).

Please carefully read our Statement of Faith and indicate your degree of support.

I fully support the Statement of Faith as written, without mental reservations. Yes No

Signature: _____ Date: _____

I support the Statement of Faith except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Yes No

Signature: _____ Date: _____

You have read our Statement of Faith. Do you strongly hold any doctrines that are **not** in that statement [e.g., instrumental music should not be a part of a worship service, speaking in tongues is required for salvation, etc.] If yes, please list and describe in the space below. Yes No

Signature: _____ Date: _____

APPLICANT’S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge. I understand that falsification of any statement, significant omission of fact, or supplying misleading information in my application, may prevent me 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 and agree that I will be paid and receive benefits only through the day of release.

I understand that Santiam Christian Schools does not discriminate in its employment practices against any person because of gender, age, race, color, and national or ethnic origin. I understand that this is only an application for employment and that no employment contract is being offered at this time.

Signature of Applicant

Date

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I authorize Santiam Christian School to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluation, my educational preparation, and other matters related to my suitability for the position.

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 the 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 the school.

Signature of Applicant

Date



SANTIAM CHRISTIAN SCHOOLS BACKGROUND INVESTIGATION INFORMATION

Since I will be working with children, I understand that Santiam Christian Schools and/or its agents will be conducting an independent investigation of my background, references, character, past employment, education, credit history, criminal or police records, including those maintained by both public and private organizations, and all public records for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications for working with children.

This background investigation will be performed by an outside organization, who will contact potential employees to complete the process.