



The **Cornerstone** CHRISTIAN SCHOOL

236 Main Street * Manchester, CT 06042 * (860) 643-0792 * Fax (860) 647-9291

NON-TEACHER APPLICATION

Your interest in **The Cornerstone Christian School** is appreciated. We invite you to fill out this application (designed for a variety of non-teaching positions and for certain types of volunteer positions, such as coaches) and return it to our school office.

We realize that the key to a successful Christian School is its staff; therefore, we are seeking applicants who are qualified for their various positions (as employees and as volunteers), who love children, and who, by the pattern of their lives, are Christian role models. (Luke 6:40)

A. APPLICANT'S NAME AND ADDRESS

Full name: _____

Application date: ____/____/____ Times available for interview: _____

Present address: _____

Length of time at this address? _____

Phone: Days (_____) _____ Evenings (_____) _____

Email address: _____

B. POSITION DESIRED

What position are you applying for? _____

Please explain the types of skills and/or related experience you have that makes you a good candidate for the position? _____

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

Can you submit verification of your legal right to work in the U.S.? Yes ____ No ____

C. CHRISTIAN BACKGROUND

Please write on a separate piece of paper your Christian testimony and attach.

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

____ I fully support the statement as written without mental reservations.

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

Do you believe the Bible to be the ONLY inspired and inerrant Word of God, our final authority in all matters of faith, truth and conduct? Yes____ No____

What is your local church affiliation? _____

Are you presently a member in good standing? _____ How long? _____

D. PROFESSIONAL QUALIFICATIONS

Please indicate if you possess a high school diploma and or any degrees.

Degree(s) held Major Date Received/Issuing Institution

E. EMPLOYMENT HISTORY

Please start with your current or most recent employer and list backwards.

1. Position _____ Date of Employment _____
Address _____

Supervisor's Name and Phone Number _____

Reason for leaving _____

2. Position _____ Date of Employment _____
Address _____

Supervisor's Name and Phone Number _____

Reason for leaving _____

3. Position _____ Date 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? If so, what was the name or names? _____

F. PERSONAL REFERENCES

Do not list family members or relatives as references.

Give two references of people who are qualified to speak of your spiritual experience and Christian service. **List your current Pastor first.** Please include name, position, phone number, and address.

1. _____

2. _____

G. APPLICANT’S CERTIFICATION AND AGREEMENT

I understand that **The Cornerstone Christian School** does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability.

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that 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 and agree that I will be paid and receive benefits only through the day of release.

I authorize **The Cornerstone 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 evaluations, my educational preparation, and other matters related to my suitability for the position (voluntary or paid).

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.

Since I will be working with children, I understand that I must submit to a background check and will give written permission to authorize the school to conduct a criminal records check. I also understand that I must first receive training in sexual abuse prevention (as provided by the school) before working with students. The school may refuse employment or volunteered serviced or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role mode.

I understand that this is only an application for employment or a volunteer position and that no employment contract or assignment of a position is being offered at this time.

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

Signature of Applicant Date

H. PERSONAL INFORMATON

The children we teach are entrusted to our care by their parents and therefore **The Cornerstone Christian School** is under moral obligation to ask the following questions.

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 in any civil or criminal (including Juvenile) proceedings with improprieties regarding 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 such as alcohol, drug, anger management, family violence or youthful offender for any crime other than a minor traffic offense?
Yes____ No____

Have you ever been suspended, discharged, or resigned in lieu of discharge from any position?
Yes____ No____

Do you understand this is an application for employment or assignment to a voluntary position and should not be construed as an offer or agreement employment or assigned volunteer position? Yes____ No____

Applicant’s Signature

Date