

Immanuel Christian School



- Providing children with quality Christ-centered education
- Developing students who strive for academic excellence
- Holding responsible citizens to embrace a distinctly Christian worldview

1201 Hawkins Blvd. El Paso, TX 79925 (915) 778-6160 (915) 772-8207 FAX

Employment Application-Non Teaching Staff

This application and the statements made by applicant become the property of Immanuel Christian School at the time the application is submitted. If the applicant is employed, then this application becomes part of the employment agreement between employee and school. Therefore, accuracy and honesty must be considered in the completion of this form.

ICS hires employees without restriction regarding age, gender, or ethnic origin. As a 501(c)(3) entity, ICS is allowed to discriminate on the basis of religious orientation and requires all employees to be active members of a protestant, evangelical Christian church.

Date _____

1. Personal Data

A. Applicant's Name: _____

B. Address: _____

City, State _____ Zip _____

C. Telephone: _____ Cell: _____

D. Email address: _____

F. U.S. Citizen? Yes ___ No ___ If no, you will be required to present legal documentation allowing you to work in the United States.

G. Have you ever been convicted of a crime? _____

If so, please explain:

H. Have you made a profession of faith in Jesus Christ? Yes _____ No _____

When? _____

What church do you belong to and actively participate in?

Name _____

Address _____

City and State _____

Pastor's name _____

(For reference)

2. References

List 4 personal references, may not be family members to include in-laws.

Give complete name (including title-Mr./Mrs./Miss/Ms.) and address.

(1) Name _____

Street Address _____

City/State/Zip _____

Phone # _____

Position _____

(2) Name _____

Street Address _____

City/State/Zip _____

Phone # _____

Position _____

(3) Name _____

Street Address _____

City/State/Zip _____

Phone # _____

Position _____

(4) Name _____
Street Address _____
City/State/Zip _____
Phone # _____
Position _____

3. Record of Education

A. High School attended _____
City and State _____
Year of graduation _____

**Upon hire you will be required to bring your original diploma to the office to be copied.

B. College attended _____
City and State _____
Years of attendance _____
Hours earned _____
Degree earned _____
Major/Minor _____

**List any additional colleges attended and attach to application.

**Upon hire you will be required to provide an original transcript to the office to be copied.

4. Other

A. List any professional licenses or certifications you hold.

B. Are you taking any special courses at this time? _____

Course and school _____

C. Special talents (list any talents, skills, interests in art, music, drama, sports, etc.)

D. Explain why you want to work for Immanuel Christian School

E. If the position you are applying for involves working with children, please explain why you wish to be a participant in the school's ministry.

F. Have you ever been the subject of an investigation related to child abuse?

Yes ____ No ____ If yes, provide information as to when and where this occurred, as well as specific information regarding the outcome of the charges.

G. Are you available for work now? ____ If not, when can you begin? ____

H. If employed, will you be able to complete the entire school year? ____

5. Record of employment and/or experience (Please list all employment. If additional space is needed, attach to the back of this application)

(1) Dates of employment _____
Employer _____
Supervisor _____ Supervisor's Title _____
Address _____
City and State _____
Phone # _____
Your position and duties:

(2) Dates of employment _____
Employer _____
Supervisor _____ Supervisor's Title _____
Address _____
City and State _____
Phone # _____
Your position and duties:

(3) Dates of employment _____
Employer _____
Supervisor _____ Supervisor's Title _____
Address _____
City and State _____
Phone # _____
Your position and duties:

Day Care Instructor Applicants—Give a brief resume of your child care experience:

Position for which you are applying:

Substitute teacher _____
Must have at least 60 college credit hours.

Daycare Worker:

Full time _____ Part time _____ Substitute _____

Other: Please explain _____

AFFIDAVIT FOR APPLICANTS FOR EMPLOYMENT WITH A LICENSED OPERATION OR REGISTERED CHILD-CARE HOME

AN APPLICANT FOR TEMPORARY OR PERMANENT EMPLOYMENT with a licensed child-care facility, licensed child-placing agency or registered child-care home whose employment or potential employment with the facility, agency, or home involves direct interaction with or the opportunity to interact and associate with children must execute and submit the following affidavit with the application for employment:

STATE OF _____

COUNTY OF _____

I swear or affirm under penalty of perjury that I do not now and I have not at any time, either as an adult or as a juvenile:

1. Been convicted of;
2. Pleaded guilty to (whether or not resulting in a conviction);
3. Pleaded nolo contendere or no contest to;
4. Admitted;
5. Had any judgment or order rendered against me (whether by default or otherwise);
6. Entered into any settlement of an action or claim of;
7. Had any license, certification, employment, or volunteer position suspended, revoked, terminated, or adversely affected because of;
8. Resigned under threat of termination of employment or volunteerism for;
9. Had a report of child abuse or neglect made and substantiated against me for; or
10. Have any pending criminal charges against me in this or any other jurisdiction for;

Any conduct, matter, or thing (irrespective of formal name thereof) constituting or involving (whether under criminal or civil law of any jurisdiction):

1. Any felony;
2. Rape or other sexual assault;
3. Physical, sexual, emotional abuse and/or neglect of a minor;
4. Incest;
5. Exploitation, including sexual, of a minor;
6. Sexual misconduct with a minor;
7. Molestation of a child;
8. Lewdness or indecent exposure;
9. Lewd and lascivious behavior;
10. Obscene or pornographic literature, photographs, or videos;
11. Assault, battery, or any violent offense involving a minor;
12. Endangerment of a child;
13. Any misdemeanor or other offense classification involving a minor or to which a minor was a witness;
14. Unfitness as a parent or custodian;
15. Removing children from a state or concealing children in violation of a court order;
16. Restrictions or limitations on contact or visitation with children or minors resulting from a court order protecting a child or minor from abuse, neglect, or exploitation; or,
17. Any type of child abduction.

Except the following (list all incidents, locations, description, and date) (if none, write NONE)

The failure or refusal of the applicant to sign or provide the affidavit constitutes good cause for refusal to hire the applicant.

Signed: _____ Date: _____

Subscribed and sworn to (or affirmed) before me this _____ day of _____

Signature of notary officer: _____
(seal, if any, of notarial officer)

My commission expires: _____

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as a _____ with **Immanuel Christian School**. I have authorized the school to thoroughly interview the primary references, which I have listed, any secondary references mentioned though interviews with primary references, or other individuals that 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 all 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 the **Immanuel 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 **Immanuel Christian School**.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

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

Applicant's Name (Print)

Date

Applicant's Signature

Applicant's Social Security Number

*** In your own handwriting or you may type and attach, please explain in your personal testimony of accepting Christ as your personal Savior:

By signing this application, I verify that all information contained is true and verifiable. Also, I agree with the Immanuel Christian School Statement of Faith which is attached to this paper.

Applicant's Signature

Date

Statement of Faith

As a fully accredited member school of the Association of Christian Schools International, all Immanuel Christian School staff adhere to, and are guided by the following . . .

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (II Timothy 3:15; II Peter 1:21)
2. 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)
3. 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).
4. 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)
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 damnation. (John 5:28-29)
6. We believe in the spiritual unity of believers in Jesus Christ. (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28)
7. 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)

Note: Member schools of FCSI make no distinction concerning an individual's race or ethnic background because we acknowledge that there can be no preferential treatment with God. (Romans 2:11) We are bound to extend our ministry to all we can reach if we are to carry out our Lord's Great Commission (Matthew 28:18). ACSI, as an organization serving Christian schools, is dedicated to the establishment, philosophy, and promotion of fundamental Christian education around the world. It