



SCS After School Program - Stage 1 Staff Application

The After School Program (ASP) is a ministry of Springfield Christian School (SCS). The school exists to... ***Equip students to follow Christ and impact the world for Him.*** We provide a distinctive, Biblically based education in a nurturing environment where students are instilled with Godly character, inspired to excel, and prepared for a life of enduring commitment to Christ. We appreciate your interest in being part of such a ministry at Springfield Christian School. 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 will notify you and request that you complete additional steps, which may include contacting your references and arranging a personal interview.

Believing that the key to a successful Christian program is its staff, we are seeking applicants who are qualified, who really love children like Christ, and who, by the pattern of their lives, are Christian role models (Luke 6:40). We look forward to receiving your application. Thank you again for your interest in this ministry program of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants!

Please print. Each question should be answered fully and accurately. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based on non-job-related information. Please attach a copy of your résumé if you have one.

A. Applicant's Name and Address

Last name _____ First name _____ Middle initial _____

Current address:

Street address _____
City _____ State _____ Zip _____

Phone: Days (____) _____ Evenings (____) _____ Cell (____) _____

Preferred E-mail address: _____

B. Position Desired

Position(s) applying for: ☐ SCS ASP Counselor ☐ SCS ASP Assistant Director ☐ SCS ASP Director

Available when? _____ Application date ____/____/____

Application submitted by: ☐ Walk-in ☐ Mail ☐ Email ☐ Fax ☐ Other _____

Referral source: ☐ Employee ☐ Relative ☐ Other _____ Expected hourly rate: \$ _____

C. Emergency Contact Information

Name _____ Relationship _____

Phone: Days (____) _____ Cell (____) _____

D. Christian Background

As a Christian organization, we require all of our employees to be practicing Christians. Federal law allows us to confine our hiring to members of our faith community.

Please share your personal testimony or experience about God: _____

How will your faith and relationship with Christ play a part in this job? _____

Name and location of local church you attend: _____

Are you an active participant or member in good standing? ☐ Yes ☐ No

How regularly have you attended in the past twelve months? _____

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

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

If you are employed by our school, you will be joining a ministry that has high expectations for all its employees. All staff members are in ministry and must demonstrate the life of Christ in their everyday living to our students, their parents, and fellow employees. Since it is the school's mission to train and equip children to be followers of Jesus Christ, we require all of our employees to be Christian role models in their lives, both on and off the job (Luke 6:40).

E. Employment Experience

Please start with your current or most recent employer and work backward. Include self-employment, work as an independent contractor, and temporary positions going back at least *five* years. If necessary, use a separate paper and follow the same format for additional positions. Former employers *will* be contacted for references.

1. Job title _____ Dates of employment _____

Employer _____

Address _____

Supervisor's name and phone number (____) _____

Reason for leaving _____

Work performed _____

What date may we contact current employer? _____

2. Job title _____ Dates of employment _____

Employer _____

Address _____

Supervisor's name and phone number (____) _____

Reason for leaving _____

Work performed _____

3. Job title _____ Dates of employment _____

Employer _____

Address _____

Supervisor's name and phone number (____) _____

Reason for leaving _____

Work performed _____

How did you learn about our school? _____

Why do you want to work in the SCS After School Program? What sets you apart from other applicants?

F. Educational and Professional Training

Name and location (city, state) of last high school attended	Diploma received?
Name and location (city, state) of trade school, college, or university attended	Type of certificate, diploma, or degree: (i.e., Bachelor's, Master's, etc.)

G. Personal References

List the names of three people who are not related to you and who know you, your qualifications, and your character. Please include two references from previous employers (or, if needed, you may use a teacher or administrator who knows you well) and a current minister, pastor, or other church staff member who knows you spiritually.

Name and complete address	Phone	Address	Position or relationship to you
1.) Employer			
2.) Employer			
3.) Spiritual			

H. Additional Information

Note: SCS will only hire employees for the After School Program if they are at least 16 years of age before beginning work (or, if age 15, at least in their second or sophomore year of high school and able to secure a work permit).

***Do you meet the above minimum age qualification?** ☐ Yes ☐ No

Please check any areas in which you would feel comfortable leading the children:

____ Sports/Games ____ Art & Crafts ____ Worship & Music ____ Bible Study ____ Educational Tutoring

How many days a week are you able to work? _____

***Please list any portion of the school year that you would be unable to work due to a school sport or other conflict:

Do you have any personal responsibilities or other commitments that may prevent you from meeting this position's requirements for on-time arrival, attendance, or work schedules?

Can you provide documents to prove that you are legally eligible for employment in the United States? ☐ Yes ☐ No

Can you perform the duties of this position without violating any obligations or proprietary information of a previous employer? ☐ Yes ☐ No

Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations)? You will need to answer yes if you have entered into a plea agreement, including a postponed sentence or postponed judgment arrangement, in connection with a criminal charge. ☐ Yes ☐ No

If you have been convicted of such an offense, please attach a statement of explanation, including the nature of the offense, date, court where the conviction was entered, and any other relevant information. A conviction record will not automatically disqualify an individual from 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.

Has any employer ever subjected you to disciplinary action, suspension, or termination, asked you to resign or leave a paid or unpaid position for any reason, or have you ever resigned from a position to avoid termination?

☐ Yes ☐ No If yes, please attach a statement or explanation.

Has any employer ever subjected you to disciplinary action, suspension, or termination, or asked you to leave a paid or unpaid position on the grounds of any unlawful sexual behavior or violation of an employer's sexual misconduct policy or anti-harassment policy?

☐ Yes ☐ No If yes, please attach a statement or explanation.

H. Applicant's Statement

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment, and that the facts set forth in this application process are accurate and complete to the best of my knowledge. I understand that falsification of any statement or significant omission of fact on the application, supporting documents, or during interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal, regardless of when or how it is discovered. 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 Springfield Christian School to thoroughly interview the primary references I have listed, as well as any secondary references mentioned during interviews with primary references or other individuals who know me and have knowledge regarding my testimony and work record. I authorize the school to thoroughly investigate my work records and evaluations, as well as my educational preparation and other matters related to my suitability for the position.

I authorize my references and former employers to disclose to the school any employment records, performance reviews, letters, reports, and other information related to my life and employment, without providing me prior notice of such disclosure. In addition, I hereby release the school, my former employers, references, and all other parties from any 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.

Since I will be working with children or may have unsupervised access to them, I understand that I must undergo a fingerprint check by a state agency and the FBI. I agree to fully cooperate in providing and recording as many sets of my fingerprints as necessary for this investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment 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 model.

I understand that this employment application is valid for a period of no more than 120 days. After that, I will need to resubmit an application to be considered for positions at this school.

Do you understand that this is an application for at-will employment and that no employment is being offered at this time? ☐ Yes ☐ No

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

Applicant signature

Date



SPRINGFIELD CHRISTIAN SCHOOL

EMPLOYMENT APPLICANT RELEASE

I hereby authorize any person, educational institution, or company references I have listed as a reference on my employment application to disclose any information they may have regarding my qualifications and fitness for employment. I further authorize any references to disclose any employment-related information, including any personal comments, evaluations, or assessments about my performance or behavior as an employee.

I agree to release and discharge Springfield Christian School (and its partners), any former employers, educational institutions, any other persons giving references, as well as their successors, employees, officers, and directors of all claims, liabilities and causes of action, known or unknown, that arise from or that are in any manner connected to disclosure of employment-related information to applicants or prospective employers. This release includes, but is not limited to, claims of defamation, libel, slander, negligence, or interference with contract.

I acknowledge that I have carefully read and fully understand the provisions of this release. I know that my references may be provided a copy of this Employment Applicant Release and may rely on it when releasing information. I further acknowledge that I was allowed to consult with an attorney or any other individual of my choosing before signing this release and that I have decided to sign this release voluntarily and without coercion or duress by any person.

Signed: _____

Date: _____