



**Discovery  
Christian  
School**

**APPLICATION FOR EMPLOYMENT**

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2511 S Veterans Drive • Effingham, IL 62401

Phone (217) 347-5705 • www.info@discoverychristianschools.com

Our school exists to provide a distinctive, biblically based education in a nurturing environment through which students are instilled with godly character, inspired to excel, and prepared for a life of enduring commitment to Christ. The school recruits, hires, trains, assigns personnel, promotes, and compensates employees without regard to race, color, national origin, age, sex or disability. All employee decisions are made on the basis of merit and job requirements. We realize that the key to a successful Christian school is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models. Luke 6:40

We look forward to receiving your application. Thank you for your interest in the ministry of Discovery Christian 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 resume' if you have one.

Application Date    \_\_\_ / \_\_\_ / \_\_\_

Application Received by:       Walk In   \_\_\_   Mail   \_\_\_   Email   \_\_\_   Fax   \_\_\_   Internet   \_\_\_

**A. APPLICANT'S NAME AND ADDRESS**

Last Name   \_\_\_   First Name   \_\_\_   Middle Initial   \_\_\_

Current Street Address   \_\_\_\_\_

City   \_\_\_   State   \_\_\_   Zip   \_\_\_

Length of time at this address   \_\_\_\_\_

Home Phone   \_\_\_   Cell Phone   \_\_\_   Best time to call   \_\_\_

Email   \_\_\_\_\_

## B. Position Desired

Teaching Position (please enter grade level choice) #1 Choice \_\_\_\_\_ #2 Choice \_\_\_\_\_

Support Staff Position \_\_\_\_\_

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Temporary \_\_\_\_\_ Date you can start \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Expected Earnings \$ \_\_\_\_\_

How did you hear about Discovery Christian School? \_\_\_\_\_

Why do you want to work at Discovery Christian School? \_\_\_\_\_

## C. CHRISTIAN BACKGROUND

As a Christian organization, we require all of our employees to be practicing Christians. Please carefully read the mission statement and statement of faith.

### MISSION STATEMENT

Discovery Christian School exists to glorify God by providing students with excellent academic, social, and Bible based education, so they will become fully devoted followers of Jesus Christ.

### STATEMENT OF FAITH

#### We Believe...

- Jesus is the one and only Son of God who died for our sins and rose from the dead.
- 1 Corinthians 15:1-8 (NIV)
- The Bible is the inspired Word of God – a lamp unto our feet and a light unto our path. 2 Timothy 3:16 (NIV)
- Every person has worth as a creation of God, but that all have sinned and fall short of the glory of God. Romans 3:23 (NIV)
- Forgiveness of sins and the promise of eternal life are available to those who trust Christ as Savior and Lord. John 3:16 (NIV)
- Those accepting Christ should repent of sin, confess their faith, and be baptized into Him. Romans 10:9 (NIV), Acts 2:38 (NIV)
- The church is the body of Christ on earth, empowered by the Holy Spirit and exists to save the lost and edify the saved. Ephesians 4:1-16 (NIV)

- Jesus Christ will one day return to earth and reign forever as King of Kings and Lord of Lords.  
1 Thessalonians 4:13-18 (NIV)
- That God wonderfully creates each person as male and female. These two distinct genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person. Genesis 1:26-27 (NIV)
- Marriage is a biblical institution established by God as clearly described in the scriptures. This school recognizes that marriage is the uniting of one man and one woman in a covenant commitment for a lifetime. Genesis 2: 18-25 (NIV)
- The Bible teaches that legitimate sexual relations are exercised solely within marriage. Hence this school opposes all forms of sexual immorality, including adultery, homosexuality, and pornography. Matthew 15: 18-20 (NIV), I Corinthians 6: 9-10 (NIV)

Do you agree with our statement of faith?      Yes \_\_\_\_\_ No \_\_\_\_\_ If no, please explain \_\_\_\_\_

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What is the name and location of the church you attend? \_\_\_\_\_

With what regularity have you attended in the past 12 months? \_\_\_\_\_

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In what activities are you involved? \_\_\_\_\_

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Please share your personal testimony about God \_\_\_\_\_

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If you become employed by our school, you are joining a ministry that has high expectations of all its employees. All staff members have a ministry position 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 our employees to be Christian role models in their lives, both on and off the job. Luke 6:40

## DECLARATION of MORAL INTEGRITY

Our school expects all of its employees and its volunteers with unsupervised access to children to model the same Christian values and lifestyle that it seeks to instill in its students. As an applicant for a ministry position, as an employee, or as a volunteer at this school.

I, \_\_\_\_\_  
Print Name

recognize, understand and agree to live by the Christian moral standards of Discovery Christian School. I declare that as a follower of Christ, I am not engaging and commit to not engage in inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following;

- Heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex)
- Homosexual activity
- Sexual harassment
- Pornographic material or websites (including the viewing of)
- Sexual abuse or improprieties toward minors as defined by Scripture and federal or state law

I declare that the above Declaration of Moral Integrity is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of Discovery Christian School.

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Applicant Signature

Date

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Administrator Signature After Discussion with Applicant

Date

*Honor marriage, and guard the sacredness of sexual intimacy between wife and husband, God draws a firm line against casual and illicit sex. Hebrews 13:4 (MSG)*

*The student is not above the teacher, but everyone who is fully trained will be like their teacher.*  
Luke 6:40 (NIV)

## D. Employment Experience

Please start with your current or most recent employer and work backward. Former employers will be contacted for references.

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Dates of Employment: Date of Hire \_\_\_ / \_\_\_ / \_\_\_ Termination Date \_\_\_ / \_\_\_ / \_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Work Performed \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

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Dates of Employment: Date of Hire \_\_\_ / \_\_\_ / \_\_\_ Termination Date \_\_\_ / \_\_\_ / \_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Work Performed \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

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Dates of Employment: Date of Hire \_\_\_ / \_\_\_ / \_\_\_ Termination Date \_\_\_ / \_\_\_ / \_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Work Performed \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Dates of Employment: Date of Hire \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Termination Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

What date may we contact your current employer? \_\_\_\_\_

**E. Educational and Professional Training**

Name and location (city, state) of last high school attended \_\_\_\_\_

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Date high school diploma was received \_\_\_\_\_

Name and location (city, state) of business school, trade school, college, or university attended \_\_\_\_\_

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Type of certificate, diploma, or degree: BA, MA, other \_\_\_\_\_

**G. Special Skills**

Please list any special skills, certifications, or licenses you possess \_\_\_\_\_

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**H. Personal References**

List the names of three people who are not related to you and who have a definite knowledge of your qualifications and character. Please include at least one previous employer and your current pastor.

Name \_\_\_\_\_ Complete Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ Relationship to you \_\_\_\_\_

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Name \_\_\_\_\_ Complete Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ Relationship to you \_\_\_\_\_

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Name \_\_\_\_\_ Complete Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ Relationship to you \_\_\_\_\_

## I. Applicant's Certification and Agreement

I understand that Discovery Christian School does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability. 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 true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact on the application, supporting documents, or interview may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was 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 Discovery Christian School to thoroughly interview the primary references that 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 Discovery Christian School to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize my former employers and any other references to disclose to Discovery Christian School any and all employment records, performance review, 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 Discovery Christian School, my former employers, all other 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 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 Discovery Christian School.

I authorize Discovery Christian School to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from Discovery Christian School is conditioned upon the receipt of background information, including criminal background information. Discovery Christian School may refuse employment or terminate conditional employment if Discovery Christian 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 application for employment is valid for no more than 6 months. After that, I must resubmit an application in order to be considered for positions at Discovery Christian School.

I understand that this is only an application for employment and that no employment or employment contract is being offered at this time.

I understand that failure to complete any portion of this application or to sign this application will result in rejection of my application.

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

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Applicant Signature

Date