

Non-Instructional Staff

Application for Employment

Personal Data

Full Name: _____ Date: _____
 Miss Mrs. Mr.

Present Address: _____

Permanent Address: _____

Home Phone: _____ Other Number: _____
 cellular pager

E-mail address: _____

Place of birth: _____

Are you a U.S. Citizen? yes no Social Security No.: _____

Position applying for: _____

Date of last Tuberculosis Test: _____ Results: positive negative

Do you have any physical condition(s) that may limit your ability to perform the job applied for?

yes no If yes, please describe: _____

Have you ever been convicted of a felony or a misdemeanor that resulted in imprisonment?

yes no If yes, please describe: _____

How did you learn about our school? _____

Christian Experience

Have you received Jesus Christ as your Savior? yes no When? _____

Please briefly share about your personal experience of accepting Jesus Christ as your Savior:

Briefly give your definition of a Christian: _____

Do you believe the Bible to be the only inspired, infallible, and complete Word of God, our final authority in all matters of faith, conduct, and truth? yes no

With what church are you currently involved? _____

How do you feel about working with members of other evangelical denominations?

Educational Qualifications and Professional Data

Educational History

Level	Name of School	Dates	Major	Degree
HighSchool				
Trade School or College/Univ.				
Graduate				

Work Experience

Dates	Assignment	Organization	City	Salary	Supervisor

Reason for leaving your last position: _____

May we contact your current employer? yes no when: _____

If you desire, you may list any additional qualifications, skills, experiences, or interests:

References

Please list persons to whom we may call as to your character and teaching ability.

	Name and Position Title	Phone	Length of Relationship
Pastor			
Former Co-Worker			
Former Employer			
Spiritual Friend			
Other			

We require **fingerprints**, through Arcadia Christian School, that have been **cleared** by the Department of Justice **before** being employed at ACS.

It is and shall be the policy and practice of Arcadia Christian School in the hiring of employees that the school will not discriminate on the basis of the applicants' race, color, gender, nationality, or ethnic origin. We do reserve the right to screen applicants on the basis of religious preference.

Applicant's Signature

Date

Authorization to Release Reference Information

I am submitting an application for a position with Arcadia Christian School. I authorize Arcadia Christian School to inquire about my work and personal history, and to verify all data given in my application for employment, related papers, and my oral interviews.

I authorize the release and giving of any information requested by Arcadia Christian School such as employment records, performance reviews, credit checks, criminal reports, and personal references whether such information is favorable or unfavorable to me.

I release any person, organization, or company from any and all liability, claims or damages that may directly or indirectly result from a lawsuit, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

I further waive the right to ever personally view any references given to Arcadia Christian School.

I have carefully read and do understand the above statements.

Name: _____

Signature: _____

Social Security Number: _____

Date: _____

Dear Applicant: Please fill out the blank lines of this reference letter before giving it to the person who will be filling it out. **His/her name should go on the first line and your name should go on the second line.** Please, as possible, distribute one to a pastor, one to a spiritual friend, and one to a previous employer.

Personnel Reference Questionnaire

Dear _____,

_____ is applying for a position at
Arcadia Christian School.

Please complete the form below and use the enclosed envelope to send us your honest evaluation of this person's character and integrity. It is our responsibility to be careful protectors of the children God has entrusted to us. Your true impression will be very helpful as we seek to determine the most appropriate placement for this candidate.

1. Please describe your relationship to this person:

Please use the following scale to respond to questions 2-6:

1 = low 2 = below average 3 = average 4 = very good 5 = excellent

2. How would you rate his/her ability to work with others? _____
3. How would you rate his/her emotional stability? _____
4. How would you describe his/her ability to relate to children? _____
5. In your opinion, is this person responsible, dependable, and consistent in his/her commitments? _____
6. How would you rate this person's spiritual maturity? _____ **(Over, please)**

To the best of your knowledge, please complete the questions below:

7. Which of the following words describes this person?
(Please check all that apply).

- | | |
|--|--|
| <input type="checkbox"/> committed | <input type="checkbox"/> teachable |
| <input type="checkbox"/> leader | <input type="checkbox"/> humble |
| <input type="checkbox"/> flexible | <input type="checkbox"/> even tempered |
| <input type="checkbox"/> intelligent | <input type="checkbox"/> sensitive |
| <input type="checkbox"/> spiritual | <input type="checkbox"/> patient |
| <input type="checkbox"/> balanced | <input type="checkbox"/> energetic |
| <input type="checkbox"/> team player | <input type="checkbox"/> self starter |
| <input type="checkbox"/> reliable | <input type="checkbox"/> risk taker |
| <input type="checkbox"/> thorough | <input type="checkbox"/> faithful |
| <input type="checkbox"/> good communication skills | <input type="checkbox"/> friendly |
| <input type="checkbox"/> compassionate | <input type="checkbox"/> honest |

8. Do you have any concerns regarding this person working with children?

For previous employers:

9. This person was employed from _____ to _____.

10. Reason for leaving the position with your organization: _____

11. Is this person eligible for rehire? _____

Thank you for taking the time to complete this questionnaire.
If you have any questions, please call Mrs. Dewey at (626) 574-8229 x 242
or e-mail bdewey@acslions.com

Your name (please print): _____ Relation to Applicant: _____

Signature: _____

Address: _____

Day phone: _____

Home phone: _____

Please return this form to:
Arcadia Christian School
1900 S. Santa Anita Ave.
Arcadia, CA 91006