



## **Support Staff Application**

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).

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 our resume if you have one.

We look forward to receiving your application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.



## New Life Christian School

### Administrative Assistant Job Description

#### Role and Responsibilities

New Life Christian School is looking for an administrative assistant for the 2020-2021 school year. The administrative assistant supports the school's leadership effectiveness by providing competent service and assistance.

#### Spiritual Qualities

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God - our standard for faith and practice.
- Believe and actively support the school's Statement of Faith.
- Be a Christian role model in attitude, speech, and actions towards others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct.
- Actively participate in a local Bible-believing church.
- Motivate students to accept God's gift of salvation, and be a Christian witness and role model to them in order to help them grow in their faith.

#### Professional Qualities

- Possess a high school diploma or a GED equivalent
- Demonstrates exceptional verbal and written communication skills
- Demonstrate superior technology skills in Microsoft Office and Google Suite

#### Personal Qualities

- Maintains a close, personal walk with the Lord evidenced by his/her example and spiritual leadership in the school community
- Maintain positive, encouraging relationships with the school community
- Possess the necessary customer service and public relations skills to market the school to potential families and the general public
- Have knowledge of office procedures and be a multitasker
- Demonstrate excellent communication, interpersonal skills and discernment

#### Office Responsibilities

- Manage administrative and school correspondence
- Accommodate walk in school business and information requests
- Assist Office Manager in office functions
- Produce schoolwide communication, such as newsletter, annual school calendar, in-house calendar, class list and handbooks
- Keep updated calendar of school events, field trips and activities
- Provide support for open houses and tours on campus
- Implement all policies and procedures of the Administration
- Ensure proper sign in and out of all parents and visitors
- Accept other duties as assigned for the successful operation of NLCS



**A. Applicant's Name and Address**

Last Name	First Name	Middle Initial
Current Street Address		
Street Address		
City	State	Zip Code
Length of time at this address:		
Home Phone:		
Cell Phone:		
Best time to call:		
Email:		
Permanent Address and phone number if different from current address:		

**B. Position Desired**

<p><b>Position Applied For:</b></p> <p><input type="checkbox"/> Administrative Assistant</p> <p><input type="checkbox"/> Before/After Care Assistant</p> <p><input type="checkbox"/> Bus Driver</p> <p><input type="checkbox"/> Delegating Nurse</p> <p><input type="checkbox"/> Finance Assistant</p> <p><input type="checkbox"/> Lunch Assistant</p> <p><input type="checkbox"/> Medication Technician</p> <p><input type="checkbox"/> Office Assistant</p> <p><input type="checkbox"/> Teacher's Assistant</p> <p><input type="checkbox"/> Coach</p> <p><input type="checkbox"/> Substitute</p> <p><input type="checkbox"/> Other</p>
<p><input type="checkbox"/> Full time    <input type="checkbox"/> Part time    <input type="checkbox"/> Temporary</p>

Application Date        /    /	Date Available        /    /
Can you submit verification of your legal right to work in the U.S? <input type="checkbox"/> Yes <input type="checkbox"/> No	
How did you learn about the position for which you are applying?	



### C. 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 carefully read our statement of faith and indicate your degree of support. <input type="checkbox"/> I fully support the statement as written, without mental reservations. <input type="checkbox"/> I support the statement except for any areas listed and explained on a separate paper. These areas represent either disagreements or items for which I have not yet formed an opinion or a conviction.
Are there any additional doctrines or convictions not a part of the statement of faith that we should be aware of? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please write out on a separate page.

What is your denominational preference?
What is your local church affiliation?
Are you currently a member in good standing? <input type="checkbox"/> Yes <input type="checkbox"/> No Years:
In what 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? <input type="checkbox"/> Yes <input type="checkbox"/> No

If you become employed by our school, you are joining a ministry that has high expectations of all its employees. All staff member 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). Please carefully read the school's lifestyle statement and the declaration of moral integrity statement, which are attached. If you can honestly sign the forms, please do so.



**D. Employment Experience**

Please start with your current or most recent employer and work backward for the past *ten* years.

If necessary, use a separate paper and follow the same format for additional positions.

Position	Dates of employment
Employer	
Address	
Supervisor's name and phone number	
Reason for leaving	
Hourly rate/salary	
Work performed	

Position	Dates of employment
Employer	
Address	
Supervisor's name and phone number	
Reason for leaving	
Hourly rate/salary	
Work performed	

Position	Dates of employment
Employer	
Address	
Supervisor's name and phone number	
Reason for leaving	
Hourly rate/salary	
Work performed	
Have you ever worked under a different name for any of the employers you have listed? Is so, what was the name or names?	





## H. Applicant's Certification and Agreement

I understand that New Life 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 interviews 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 New Life 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 the 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 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, 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 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 fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an 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 conditional until the school has received the 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 application for employment is valid for no more than 120 days. After that, I must resubmit an application in order to be considered for positions at this 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



## **NLCS STATEMENT OF FAITH**

- 1. We believe the Bible is God-inspired.**
- 2. We believe God is Triune: Father, Son, and Holy Ghost.**
- 3. We believe that man was created in the image of God, but that by voluntary disobedience he fell from perfection.**
- 4. We believe that while we were yet sinners Christ died for us, signing the pardon of all who believe on him.**
- 5. We believe that we have no righteousness and must come to God pleading the righteousness of Christ.**
- 6. We believe that upon sincere repentance and a whole-hearted acceptance of Christ, we are justified before God.**
- 7. We believe that the change, which takes place in the heart and life at conversion, is a very real one.**
- 8. We believe that it is the will of God that we be sanctified daily, growing constantly in the faith.**
- 9. We believe that baptism by immersion is an outward sign of an inward work.**
- 10. We believe in the commemoration of the Lord's Supper by the symbolical use of the bread and juice of the vine.**
- 11. We believe that the baptism of the Holy Spirit is to endure the believer with power; and that His incoming is after the same manner as the Bible days.**
- 12. We believe that it is the will of God that we walk in the Spirit daily.**
- 13. We believe that the Holy Spirit has gifts to bestow upon the Christian; and that we should show spiritual fruit as evidence of a Spirit-filled life.**
- 14. We believe that the experience and daily walk of the believer should never lead him into extremes of fanaticism.**
- 15. We believe that divine healing is the power of Christ to heal the sick in answer to the prayer of faith.**
- 16. We believe that the second coming of Christ is personal and imminent.**
- 17. We believe it is our sacred duty to identify ourselves with the visible church of Christ.**
- 18. We believe that all rulers should be upheld at all times except in things opposed to the will of God.**
- 19. We believe that all shall stand some day before the judgment seat of God and there receive eternal life or death.**
- 20. We believe that heaven is the glorious eternal home of born-again believers.**
- 21. We believe that hell is the place of eternal torment for all who reject Christ as the Savior.**
- 22. We believe that soul winning is the most important responsibility of the Church.**
- 23. We believe that the method ordained of God for the support and spread of His cause is by giving of tithes and free-will offerings.**



### 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 inculcate in its students. As an applicant for a ministry position, as an employee, or as a volunteer at this school, I, (print name)

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recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that as a follower of Christ, I am not engaging in 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, use of (including the viewing of) pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of this 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, *The Message*)

“A pupil is not superior to his teacher, but everyone [when he is] completely trained (readjusted, restored, set to rights, and perfected) will be like his teacher.” (Luke 6:40, AMP)