

Bethany Christian Schools
APPLICATION FOR EMPLOYMENT
For Staff Positions

INSTRUCTIONS: To help us better understand your qualifications and interests and to assure the fullest consideration, please provide all the information requested on this application. Before answering any questions, please read the “applicant’s statement” found on page 4. Sign the application at the bottom of page 4 and submit it to the head of school of Bethany Christian Schools. PLEASE PRINT ALL INFORMATION.

PERSONAL

<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>	<i>Date of Application</i>
<i>Street Address</i>		<i>City, State, and Zip Code</i>	
<i>Preferred phone</i>	<i>Social Security Number</i>	<i>Email address</i>	
<i>If you have used a name other than the one listed above during the past five years, please list it here.</i>			

POSITION AND AVAILABILITY

<i>What position are you seeking?</i>	<input type="checkbox"/> <i>Full-time</i> <input type="checkbox"/> <i>Part-time</i>	<i>Date you would be available:</i>
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Are you able to perform the essential functions of the position for which you are applying with or without reasonable accommodation? Yes No

BACKGROUND

<i>Church you currently attend</i>	<i>Pastor</i>
<i>Church membership (if different)</i>	<i>Pastor</i>

Are you a United States citizen or alien legally authorized to work in the USA? Yes No

Have you ever been convicted of, or pled guilty or no contest to, a crime other than a minor traffic violation, or are you now under charges for any criminal offense? A criminal conviction will not necessarily disqualify you from consideration for employment.
 Yes (if yes, please explain fully on a separate sheet) No

List each county and state of residence for the past five years:

<i>Name of County (following the name, please indicate the number of different residential addresses within each county)</i>	<i>State</i>	<i>Date (year or years)</i>

EMPLOYMENT HISTORY

List your last three employers, beginning with your current or most recent employer.

<i>Current or Last Employer</i>			<i>Address, City, State, Zip</i>		
<i>Position</i>			<i>Supervisor or Contact Person for Reference</i>		<i>Phone</i>
<i>Beginning Date (mo/yr)</i>	<i>Ending Date (mo/yr)</i>	<i>Starting Salary</i>	<i>Ending Salary</i>	<i>Reason for Leaving</i>	
<i>Please describe your duties</i>					

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<i>Please describe your duties</i>					

EDUCATION

Circle the highest grade completed: 8 9 10 11 12 GED College 1 2 3 4 Graduate School 1 2 3 4

List all schools beginning with high school:

<i>School</i>	<i>City/State</i>	<i>Dates Attended (mo/yr)</i> <i>From: To:</i>	<i>Did You Graduate?</i>	<i>Degree/Major</i>

TRAINING AND EXPERIENCE

List any additional training or experience you have had that qualifies you for the position you are seeking, including any professional license or certification:

PERSONAL REFERENCES

List three people who are well acquainted with you – two should be in a position to assess your work capabilities and one your Christian faith commitments. Do not list relatives.

<i>Name</i>			
<i>Address</i>			
<i>City</i>			
<i>State</i>			
<i>Zip</i>			
<i>Phone</i>			
<i>Email address</i>			

ADDITIONAL INFORMATION

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying. Also use this section to expand any statements made in other sections of this application form. Attach additional sheets if necessary.

APPLICANT'S STATEMENT – READ CAREFULLY!

In consideration of the receipt and evaluation of this application by Bethany Christian Schools, I agree that:

- The information contained in this application is correct to the best of my knowledge. I understand and agree that providing false or misleading information on this application is grounds for my immediate dismissal, if I'm hired.
- I authorize any references, schools, current or former employers, current or former supervisors, churches or denominational agencies, or any other person or organization, whether or not identified in this application, to give you any information (including opinions) regarding my character and fitness for employment. I hereby release any such individuals or organizations from liability for damages on account of their compliance with this authorization, excepting only the communication of knowingly false information.
- I understand that a criminal records check may be conducted on me, and I consent to any such check.
- I have carefully read the foregoing release and know the contents of it, and I sign this release as my own free act.
- A photocopy of this authorization shall be as valid as the original.

I (circle one) *wave* / *do not wave* the right to inspect any information provided about me by any person or organization described above.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS, AND AGREE TO THEM.

Signature of applicant (unsigned applications will not be considered)

Date

Note: Please return your completed application to Tim Lehman, Head of School, Bethany Christian Schools, 2904 S. Main St., Goshen, IN 46526, (mark the envelope *Confidential*); or email to tlehman@bethanycs.net
