



Beth Haven Christian School and/or Child Development Center, as an organization, does not discriminate on the basis of race, color, national origin, gender, age or disability. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

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 upon non-job-related information.

**Please attach a copy of your resume.**

**Date of Application:** \_\_\_\_\_ **Date Available:** \_\_\_\_\_

**Position applying for:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
Last First Middle

**Home Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Are you 21 years of age or over?** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**Social Security Number:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Emergency Contact Information**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

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

Name \_\_\_\_\_ Relationship \_\_\_\_\_

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

**ADA Statements**

**Have you been given a job description that outlines the essential duties and responsibilities of this position? Yes\_\_\_ No\_\_\_**

**Are you able to perform the essential functions with or without reasonable accommodation? Yes\_\_\_ No\_\_\_**

**If reasonable accommodation is needed, please briefly describe what would be required.** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Educational and Professional Training

Date Attended	Name of High School, College, Business, Trade, or University Attended	Type of Certificate, Degree or Diploma (BA, MA, etc.)

**Do you have an AACSB Teaching Certificate?**    \_\_\_\_\_Yes        \_\_\_\_\_No

If so, what level? \_\_\_\_\_

Expiration Date \_\_\_\_\_

## Employment Experience

**Start with your present or last job. Include self-employment, work as an independent contractor and temporary positions. Attach an additional sheet if necessary.**

Dates of Employment: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Hourly Rate/Salary: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Hourly Rate/Salary: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

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Job Title: \_\_\_\_\_

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Hourly Rate/Salary: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Hourly Rate/Salary: \_\_\_\_\_

I hereby authorized my current and/or previous employers and supervisors or references listed herein or otherwise identified by me to furnish Beth Haven Christian School and its staff any information requested related to my employment and work performance.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Have you ever been fired, asked to resign from a job, or had a job contract not renewed?**

Yes No If yes, please explain below.

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**Have you ever plead guilty or no contest to, or been convicted of any criminal offense?** \_\_\_\_Yes \_\_\_\_No. If yes, please provide the date(s) and explain so that individual circumstances can be considered.

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**How did you hear about the position you are applying for?**

\_\_\_\_Employee                      \_\_\_\_Friend                      \_\_\_\_Relative  
\_\_\_\_Other (please specify)\_\_\_\_\_

**Why do you want to work at Beth Haven Christian School/Child Development Center?**\_\_\_\_\_

\_\_\_\_\_

**What are your long-term professional goals?** \_\_\_\_\_

\_\_\_\_\_

**Can you submit verification of your legal right to work in the United States?**

\_\_\_\_Yes      \_\_\_\_No

### Personal References

Please list at least three associates who are not related to you and who have a definite knowledge of your qualifications and character. Please do not include any family members or relatives.

Name	Relationship	E-mail Address	Phone Number

Name of church you attend: \_\_\_\_\_

Denomination: \_\_\_\_\_

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

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### Personal Testimony

Please describe your personal Christian testimony \_\_\_\_\_

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## **Applicant's Statement**

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that the falsification of any statement or a significant omission of fact may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery.

I authorize Beth Haven Christian School and/or Child Development Center to thoroughly interview the primary references which I have listed, any secondary reference mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I authorize Beth Haven Christian School and/or Child Development Center to thoroughly investigate my work and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize references and my former employers to disclose to Beth Haven Christian School and/or Child Development Center any and all records, performance reviews, letters, reports, and other information related to my life and employment without giving me prior notice of such disclosure. I waive the right to ever personally view any references given to Beth Haven Christian School and/or Child Development Center.

Since I will be working with children, I understand that I must submit to a background check. I authorize Beth Haven Christian School and/or Child Development Center to conduct a criminal records check. I understand and agree that any offer of employment that I may receive for Beth Haven Christian School and/or Child Development Center is conditional upon receipt of background information, including criminal background information. Beth Haven Christian School and/or Child Development Center may refuse employment or terminate employment if the organization deems any background information unfavorable, or that it could reflect adversely on the ministry or on me as a Christian role model.

I understand that Beth Haven Christian School and/or Child Development Center is a drug free workplace and that I may have to submit to a drug test upon request.

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

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Applicant's signature

Date

## **Beth Haven Christian School Statement of Faith**

The foundation for Beth Haven Christian School can be found in the Word of God as interpreted by the following ten essentials:

1. We believe in the verbal inspiration and authority of the Scriptures. We believe that the Bible reveals God, the fall of man, the way of salvation, and God's plan and purpose for the ages.
2. We believe that there is one God, eternally existent in three persons: the Father, the Son, and the Holy Spirit.
3. We believe in the deity and virgin birth of our Lord Jesus Christ, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, and in His ascension to the right hand of the Father.
4. We believe in the visible, personal, and pre-millennial return of Jesus Christ.
5. We believe that salvation is "by grace," plus or minus nothing. The conditions to salvation are repentance and faith in Jesus Christ.
6. We believe that man is sinful and is thereby separated from God. He is justified by faith alone and accounted righteous before God only through the merit of our Lord and Savior, Jesus Christ.
7. We believe God created the sacrament of marriage to be the union of one man and one woman and is a reflection of Christ's relationship to His church. (Eph.5:25-27, Matt. 19:4-6, Lev. 18:22)
8. We believe in the resurrection of both the saved and the lost; the saved unto the resurrection of life, and the lost unto the resurrection of damnation.
9. We believe in the eternal security of the believer in Christ.
10. We believe in the local church with the ordinances of baptism by immersion and the Lord's Supper.

Agreed to and signed \_\_\_\_\_

Date: \_\_\_\_\_



**Beth Haven Christian School**  
**Declaration of Moral Integrity Form**

Beth Haven expects all of its employees, as well as its volunteers who have 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) \_\_\_\_\_, 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's signature

Date

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Administrator's signature *after* discussion with applicant/volunteer

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)

## Beth Haven Christian School Lifestyle Statement

Beth Haven Christian School is a religious, nonprofit organization representing Jesus Christ throughout its local community. BHCS requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9–10, 1 Tim. 4:12, Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

The BHCS Statement of Faith expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity and homosexual behavior or any other violation of the unique roles of male and female (Rom. 1:21–27, 1 Cor. 6:9–20). Beth Haven Christian School believes that biblical marriage is limited to a covenant relationship between a man and a woman.

BHCS employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. Cause for termination and dismissal may include, but is not limited to, any one or more of the following: homosexuality, heterosexual activity outside of marriage, intemperance, abuse of a student, absent without notification and/or approval for 3 school days (abandonment of position), neglect of duty, scriptural error, or any conduct tending to bring discredit upon the school or upon the teacher that causes a diminishing of his/her effectiveness as a Christian role model for the students of Beth Haven Christian School.

I have read, understand, and agree to conduct my life according to the BHCS Lifestyle Statement. I understand that failure to do so may result in my dismissal from employment.

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Applicant's signature

Date

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Administrator's signature *after* discussion with applicant/volunteer

Date