

**Application for Employment
Non-Instructional Staff**

Decatur Christian School
Administrative Offices
137 S. Grant St.
Forsyth, IL 62535
217-877-5636

It is our policy to practice equal employment opportunity without regard to an individual's race, color, national origin, marital status, sex, or age in application of any policy, practice, rule or regulation. Functioning as an integral part of the Church we can and do discriminate on the basis of religion. Any form of harassment, including sexual harassment, is absolutely prohibited.

PLEASE PRINT OR TYPE:

Position(s) applied for:	Date of Application

Last Name	First Name	Middle Initial	Social Security Number (Optional)

Street	City	State	Zip	Phone
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Have you filed an application here before? []Yes []No

If yes, give date ____/____/____

Have you ever been employed here before? []Yes []No

If yes, give dates From ____/____/____ To ____/____/____

Date available for work ____/____/____

Have you been convicted of a felony in the last seven (7) years? []Yes []No

If yes, please explain _____

Briefly explain why you wish to work in a Christian School _____

How do you see your job fitting into the overall ministry of the school? _____

FOR OFFICE USE ONLY

Date Received:
Transcript:
Credentials:

Interview:
2nd Interview:
Board Approved:

Certificate:
Statement of Faith:

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EDUCATIONAL BACKGROUND

SCHOOL/INSTITUTION	YEARS COMPLETED	DEGREE/DIPLOMA

WORK EXPERIENCE

Employer	Address	Phone	Responsibility	Years at Job

SPECIAL TRAINING OR PREPARATION FOR THIS JOB

Type of Training	School/Institution	Final Grade (if applicable)

CHRISTIAN BACKGROUND (use back if needed)

How long have you known Christ as your Lord and Savior?	
What is your definition of a Christian?	
Are you an active member of a church? In what capacity?	
Church affiliation	
Pastor's Name and Phone	

REFERENCES (Include a Pastor and a previous employer)

Name	Address	Phone

APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Decatur Christian School does not discriminate in its employment practices against any person because of sex, race, color, national or ethnic origin, gender, or handicap. I further understand that any offer of employment is conditioned on the proof of legal authority to work in the US.

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

I authorize Decatur 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 Decatur Christian School such as employment records, performance reviews, personal references, and a criminal background check. I release any person, organization, or company from liability or damage which may result from furnishing the information requested. I further waive the right to ever personally view any references given to Decatur Christian School.

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

Signature of Applicant

Date

We realized that the key to a successful Christian School is its staff, both instructional and non-instructional. We are grateful for those who are professionally qualified, and who, by the pattern of their lives, exemplify Christ.

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

Mail your completed application to:

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