



WEST HILLS CHRISTIAN SCHOOL

CLASSIFIED STAFF APPLICATION

West Hills Christian School

7945 SW Capitol Hill Road * Portland * Oregon * 97219

Phone: (503) 245-6688 Fax: (503) 245-4780

Your interest in **West Hills Christian School** is appreciated. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which it appears you may qualify, we will contact you. We may also contact your references. If we have continued interest in your candidacy, we will arrange for a personal interview. Your application will be considered for two years only. If you wish to be considered in subsequent years, a new application must be submitted. Please feel free to attach your resume to this application if you would like and return both to our Director of Administrative Services.

We realize that the key to a successful Christian School is its staff. We are grateful for those who are qualified, who really love children, and who, by the pattern of their lives, are Christian role models. (Luke 6:40)

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 good and perfect will in the lives of all applicants.

APPLICANT'S NAME AND ADDRESS

Application date: ___/___/___

SS #: _____ - _____ - _____

Date available: ___/___/___

Birthdate: ___/___/___

Full name: _____

Current Address: _____

Email Address: _____

Phone: () _____

Evening/Cell: () _____

Best time to call you? _____

How long have you lived at the above address? _____

If less than 2 years, please indicate where you lived before:

POSITION DESIRED:

- Please indicate the position you are applying for by placing an “X”
 - () Instructional Aide
 - () Nurse
 - () Custodian/Maintenance
 - () Receptionist
 - () Recess Monitor
 - () Lunch Services
 - () After School Academy
 - () Copy Center Staff
 - () Library Assistant
- Have you had any specific training for the position you are applying for? If so, when and where?
- Are you willing to be trained or take classes to perform the required position effectively?

CHRISTIAN EXPERIENCE:

Have you accepted Jesus Christ as your personal Savior and Lord? Yes ____ No ____

When? _____

What church do you worship at? _____

Are you willing to work harmoniously with members of other denominations? Yes ____ No ____

Do you believe the Bible to be the inspired and infallible Word of God, our final authority in all matters of faith and conduct? Yes ____ No ____

Have you reviewed our Statement of Faith? Yes ____ No ____

Give your own definition of a Christian: (use an additional sheet if necessary)

References:

Please list four references, including administrators for whom you have worked, which have first-hand knowledge of your ability, character, personality.

Name	Address	Association	Phone
1.			
2.			
3.			
4.			

Previous Work Experience/Non-teaching/Military:

Previous Work Experience A. Company Name B. Street C. City, State, Zip Code	Employed From/To (Month/Year)	Position Duties Supervisor's name and phone number
A. B. C.		
A. B. C.		
A. B. C.		

Educational Background:

High School Last Attended

Name of School	City	State	From Mo/Yr	To Mo/Yr	Graduation Date

Undergraduate or Graduate School

Name of College	City	State	From Mo./Yr.	To Mo./Yr.	Degree	Major	Minor

Signature Authorization Agreement (PLEASE READ CAREFULLY):

I hereby certify that the facts set forth in the foregoing employment application are true and complete to the best of my knowledge, and that I am at least 18 years of age. I understand, if I am employed by West Hills Christian School that falsified, incomplete, or misleading statements on this application may result in my dismissal.

Signature of Applicant

Date

Reference Checking Authority:

In signing my name below, I authorize West Hills Christian School to contact my former employers and references I have listed on the application, or any other persons whom West Hills Christian School has determined would assist in validating my capabilities as an employee or verifying any information I have provided on this application. I authorize those person(s) to provide information for this purpose. I release those other persons from any liability for responding to West Hills Christian School's request.

Name (Please Print)

Date

Signature