



2500 W. 18th Avenue, Eugene, OR 97402

541-686-8655

wcsoffice@willamettechristian.com

www.willamettechristianschool.com

NON-TEACHING EMPLOYMENT APPLICATION

We consider applicants for all positions without regard to race, color, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. However, because we are an educational ministry, the religious views and life-style of our applicants are significant.

Application Date: _____ Date Available: _____

Position Desired: _____ Schedule Desired: Full-Time Part-Time Substitute

Secondary Position Desired: _____

Last Name: _____ First Name: _____ Middle Name: _____

Social Security Number: _____

Phone (Daytime): _____ Phone (Evening): _____

Address: _____ City/State/Zip: _____

Permanent Address and Phone Number if different from present address: _____

Email Address: _____ Best time to contact you: _____

What is your desired salary range? \$ _____ Hourly wage? \$ _____

Skills and Qualifications: Please summarize special skills and qualifications acquired from employment or other experiences that may qualify you for desired position: _____

Would you be willing to take a short typing test if necessary for position applied for? ☐ Yes ☐ No

EDUCATION

	Name of School/College	Course of Study Major/Minor	No. of Years Completed	Diploma/Degree	Date Received
High School					
Undergraduate College					
Graduate/ Professional					
Other (Specify)					



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WORK EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and/or volunteer activities.

Employer:	Dates Employed	Work Performed
	From:	
Address:	To:	
City/State/Zip:		
Phone (Daytime):	(Evening):	
Supervisor:		
Reason for Leaving:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer:	Dates Employed	Work Performed
	From:	
Address:	To:	
City/State/Zip:		
Phone (Daytime):	(Evening):	
Supervisor:		
Reason for Leaving:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer:	Dates Employed	Work Performed
	From:	
Address:	To:	
City/State/Zip:		
Phone (Daytime):	(Evening):	
Supervisor:		
Reason for Leaving:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Have you ever worked under a different name for any of the employers you have listed above? ☐ Yes ☐ No

If yes, what was the name or names? _____

Comments: Include explanation of any gaps in employment. _____

List other training and/or experiences that would qualify you for the job you are applying for.

Type of Work Experience:	Place:	Dates:
		From:
		To:
		From:
		To:
		From:
		To:



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PERSONAL/SPIRITUAL QUALIFICATIONS/CHRISTIAN BACKGROUND:

1. On a separate piece of paper, please include your personal, spiritual testimony.
2. Church or Denominational preference: _____
3. What is your local church affiliation? _____
4. Are you a member? ☐ Yes ☐ No Are you actively involved? ☐ Yes ☐ No Pastor's Name: _____

MARITAL STATUS:

☐ Married ☐ Single ☐ Separated ☐ Divorced ☐ Remarried

PERSONAL/SPIRITUAL QUALIFICATIONS:

These spiritual qualifications are essential for employment at Willamette Christian School. In the spiritual qualifications area, deviation from Scriptural standards, or failure to comply with the **Christian role model** guidelines, will be grounds for disciplinary action and may lead to termination.

1. Employee must be a "born-again" Christian who knows the Lord Jesus Christ as Savior (John 3:3, 1 Peter 1:23)
2. Employee must be a spiritually mature and growing Christian who is active in his/her Christian life, with an understanding and commitment to the philosophy of Christian education, compatible with that of Willamette Christian School.
3. Employee accepts, without reservation, Willamette Christian School's Statement of Faith.
4. Employee affirms that the Bible is God's Word and the standard for faith and daily living.
5. Employee manifests by daily example, the highest Christian virtue serving as a **Christian role model** (1 Timothy 4:12), both in and out of school, to pupils (Luke 6:40), parents, and fellow employees. Instruction is not only through rational explanation of formal subject material, but even more powerfully, through word, deed, example, and shared experience.
6. Employee must be a role model in judgment, dignity, respect, and Christian living. This includes the development of the Fruits of the Spirit in one's life (Galatians 5:22-23), and refraining from engaging in personal areas of liberty in situation where an offense may be created within the Body of Christ. (1 Cor. 8:9, Eph. 5:18, Col. 3:17, Titus 2:7-8 TLB, 1 Thess. 5:20-22, and James 3:17-18).
7. Employee agrees to be a **Christian role model** by faithfully attending, and financially supporting a local church whose fundamental beliefs are in agreement with the Willamette Christian Statement of Faith (Hebrews 10:25).
8. Employee agrees to accept the board's interpretation of biblical standards for sexual behavior. Any sexual misconduct including, but not limited to: premarital, extramarital, or homosexual activity; sexual harassment; use or viewing of pornographic material or websites; and sexual abuse of children, is forbidden and violates the employment requirement of being a **Christian role model** (Romans 12:1-2; 1 Corinthians 6:9-20; Ephesians 5:1-11; 1 Thessalonians 4:3-8; 1 John 3:1-3).
9. Employee agrees that the unique roles of the male and female are clearly defined in Scripture, and that Romans 1:24-32 condemns the homosexual lifestyle (Romans 12:1-2; 1 Cor. 6:9-20; Ephesians 4:1-11, 5:3-5; 1 Thessalonians 4:3-8; 1 Timothy 4:12; 2 Timothy 2:19-22; 1 Peter 1:15-16, 2:15-17; 1 John 3:1-3).
10. Employee shall be a **Christian role model** in the family and in financial areas. This conduct shall include, but not be limited to, one who manages his own family and finances well (1 Tim. 3:4-5; 1 Tim. 5:8).

Do you subscribe, without reservation, to the listed Personal/Spiritual Qualifications? ☐ Yes ☐ No

Signature: _____ Date: _____

PERSONAL/PROFESSIONAL REFERENCES

Do not include family members or relatives for references. You will also need to sign the **Reference Release Form** (attached) and return it with this application. Give 3 references who are qualified to speak of your spiritual experience and Christian service and employment record.

List your current pastor first.

Name	Phone Number	Email Address	Position
Pastor:			
Friend:			
Employer:			



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PERSONAL HISTORY

If you answer "Yes" to any of the questions in this section, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition, or other appropriate explanation. A conviction record will not automatically prohibit employment. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job relatedness, and subsequent rehabilitation, will be considered.

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer? ☐ Yes ☐ No

Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave a job or volunteer position on the grounds of any unlawful sexual behavior, or violation of an employer's sexual misconduct or harassment policy? ☐ Yes ☐ No

Have you ever been charged (even if dropped) in **civil** or **criminal** proceeding, convicted of, or under pending indictment for any crime that bears upon your fitness to work with children? These would include, but not be limited to sexual abuse or molestation of children, sexual harassment, or any other criminal activity involving youth or children. ☐ Yes ☐ No

Have you ever entered a plea of guilty, a plea of "no contest" (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation, or in a public service or education program for **any** crime other than a minor traffic offense? ☐ Yes ☐ No

Willamette Christian Statement of Faith:

- We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:26, 2 Peter 1:21)
- We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
- We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11)
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved. (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5)
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation. (John 5:28-29)
- We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28)
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18)

Please carefully read our Statement of Faith and indicate your degree of support.

I fully support the Statement of Faith as written, without mental reservations. ☐ Yes ☐ No

Signature: _____

Date: _____

I support the Statement of Faith except for the area(s) listed and explained below. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction. ☐ Yes ☐ No Exceptions: _____

Signature: _____

Date: _____

You have read our Statement of Faith. Do you strongly hold any doctrines that are **not** in the statement [e.g., instrumental music should not be a part of a worship service, speaking in tongues is required for salvation, etc.]. ☐ Yes ☐ No If yes, please list below and describe:

Signature: _____

Date: _____



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APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge. I understand that falsification of any statement, significant omission of fact, or supplying misleading information in my application, may prevent me being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. 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 understand that Willamette Christian School does not discriminate in its employment practices against any person because of gender, age, race, color, and national or ethnic origin. I understand that this is only an application for employment and that no employment contract is being offered at this time.

Signature of Applicant: _____ Date: _____

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I authorize Willamette Christian School to interview the primary references 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 investigate my work records and evaluation, my educational preparation, and other matters related to my suitability for the position.

I authorize references and my former employers to disclose to the school all employment records, performance reviews, letter, 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, references, and all other parties from all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to view, now or in the future, any references given to the school.

Signature of Applicant: _____ Date: _____



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BACKGROUND INVESTIGATION CONSENT

Since I will be working with children, I hereby authorize WILLAMETTE CHRISTIAN SCHOOL, and/or its agents to make an independent investigation of my background, references, character, past employment, education, credit history, criminal or police records. Investigation may include records maintained by both public and private organizations, and all public records for confirming the information contained on my application and/or obtaining other information, which may be material to my qualifications for working with children.

I release WILLAMETTE CHRISTIAN SCHOOL and/or its agents and any person or entity, which provides information pursuant to this authorization, from all liabilities, claims or lawsuits in regards to the information obtained from all of the above referenced sources used.

The following is my true and complete legal name and all information contained herein is true and correct to the best of my knowledge:

Applicant/Employee Full Name

First/Middle/Last: _____

Applicant/Employee Address

Street Address (no P.O. Box): _____

City/State/Zip: _____

Best contact phone number: _____

Signature of Applicant: _____ Date: _____

Social Security Number*: _____ Date of Birth*: _____

Driver's License Number: _____ Issuing State: _____

*Note: The above information is required for identification purposes only and is in no manner used as qualifications for employment. WILL AMETTE CHRISTIAN SCHOOL is an Equal Opportunity Employer, and does not discriminate on Sex, Race, Age, (40 and over), Handicap, or National Origin.