

Employment Application

Please print – Use Ink



Position Applying for: _____

Date Available for Work: _____

☐ Full Time

☐ Part Time

Applicant Information

Last Name	First Name	Middle Initial	
Current Address	City	State	Zip Code
Primary Phone Number	Secondary Phone Number		
Primary Address (if different than current address)	Email Address		

Are you a US Citizen? ☐ Yes ☐ No
If you are not a US Citizen, have you the legal right to remain permanently in the United States? ☐ Yes ☐ No
If you are not a permanent resident, do you have the legal authority to accept employment? ☐ Yes ☐ No
Have you ever worked for Columbia Christian Schools before? ☐ Yes ☐ No
Are you employed now? ☐ Yes ☐ No If yes, may we inquire of your present employer? ☐ Yes ☐ No

Statement of Faith

Columbia is associated with the Churches of Christ and is guided by the Holy Bible, particularly Christ's teachings in the New Testament. Columbia accepts the following as the core of Christian faith:

1. There is one God, eternally existent in three persons: the Father, creator and sustainer of all that is; the Son, existing from eternity as the Word, who became a man being born of a virgin, lived a life of sinless perfection, confirmed his word by miracles, died for our sins, rose from the dead, ascended into heaven where he reigns as Lord and King, and will come again in judgment; the Holy Spirit, given to all believers as the indwelling, sanctifying presence of God.
2. Men and women, through sin, are separated from God and are utterly unable to save themselves.
3. Salvation is the unearned gift of God to all who place their trust in Jesus Christ as Lord and Savior through repentance and baptism.
4. The church, being composed of all baptized believers, is to be Christ's presence in the world, witnessing to his Lordship, teaching his word and serving in his name.
5. The scriptures of the Old and New Testaments are the divinely inspired written record of God's work and word, and they are sufficient for faith and practice.

Are you willing to sign a statement of faith annually? ☐ Yes ☐ No

Are you a member of a church? ☐ Yes ☐ No If no, please explain. If yes, where, and how many years?

Please list one church reference (Name, Phone Number, and Email Address)

Educational Background

High School	
Name /Location of School Attended	Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Your name, if different while in attendance	

College, University or Professional School (Transcripts may be required for some positions)					
Name of School	Location	Dates Attended (Month/Year)		Major Course of Study	Type of Degree Earned
		From	To		

Job Training, Related Course Work or Other Related Experience					
Name of School or Training Center	Location	Dates Attended (Month/Year)		Major Course of Study	Type of Certificate Earned
		From	To		

Licensure/Certification (Teaching certifications, etc)			
License/Certification	Number	Date Received	Licensing Agency

References (Professional and/or Personal)

Name	Contact info (Phone Number and Email)	Relationship	Years Acquainted

If applying for a classroom teaching position please answer the following questions in 100 words or less.

1) What is your preferred method of classroom management?

2) What does biblical worldview integration mean to you?

3) How do you engage students in your teaching?

4) What do you believe is a teacher's greatest responsibility and how do you accomplish it?

Biblical Lifestyle Statement

Columbia Christian School is a religious, nonprofit organization representing Jesus Christ throughout the local community. Staff members and volunteers of Columbia are committed to living a life that is set apart and brings honor to the name of Christ.

Employees at Columbia Christian are committed to the mission of the school and to living in a manner that brings glory to the name of our Lord; to serve with each other in a way that honors God, promotes authentic relationships, and moves Columbia forward in accomplishing its mission. A Christian lifestyle should reflect the Biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior.

Columbia Christian 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).

Columbia employees are 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.

Columbia believes the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive covenant union, as delineated in Scripture, (Gen 2:18-25) and that God intends sexual intimacy to occur only between a man and woman who are married to each other as commanded by God. (Gen 1:27-28; 2:21-24, Matt 19:4-9; Mark 10:5-9; Eph. 5:22-33).

Columbia believes that men and women are born with a gender identity assigned to them by God, and that rejecting one's biological sex is a sin. Individuals employed at Columbia Christian must accept their God-assigned biological sex (Gen. 1:26-28; Mark 10:6).

Employees at Columbia Christian are to maintain a lifestyle based on biblical standards of moral conduct and commit to not engage in behavior expressly forbidden in the Bible. This includes, but is not limited to, slander, drunkenness, stealing, profane language, gluttony, premarital sex, adultery, and homosexual behavior (1 Corinthians 6:9–11).

Columbia employees must 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.

By signing below, I affirm that I have read and understand Columbia Christian’s Biblical Lifestyle Statement.

Signature

Date

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY

Columbia Christian School does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age or disability. If you will need an accommodation to complete the application and/or the interview process, please notify us in advance so we can make appropriate arrangements.

Disclaimer:

This application is intended to provide information for evaluating your suitability for employment. It is not intended to be, nor may it be construed to be, a contract of employment of any type whatsoever.

Affidavit:

I hereby certify that the facts set forth in this initial application are true, correct and without omissions of any kind whatsoever. I understand that discovery of 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. If I am released under these circumstances, I further understand that I will be paid and receive benefits only through the date of release.

I authorize Columbia Christian School to thoroughly investigate all statements contained in this application for employment as may be necessary in arriving at an employment decision. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation and other matters related to my suitability for the job. I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, 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 any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the school.

I authorize Columbia Christian School to conduct a criminal record check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or to reflect adversely on the school or on me as a Christian role model.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at-will nature," which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at-will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized administrator of this organization.

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

Signature

Date