

# BAKERSFIELD CHRISTIAN HIGH SCHOOL

12775 Stockdale Highway, Bakersfield, CA 93314-9640

## Application for Employment

We appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will help us potentially place you in a position that meets your objectives and those of our organization. Qualified applicants are considered for all positions without regard to race, color, national origin, age, sex, marital or veteran status, or the presence of a non-job related medical condition or disability.

PLEASE PRINT

Date \_\_\_\_\_

### A. Contact Information

Full Name \_\_\_\_\_

Present Address \_\_\_\_\_

Phone: Daytime \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

Fax \_\_\_\_\_ E-mail address \_\_\_\_\_

Are you less than 18 years of age?  Yes  No

Upon offer of employment, verification of your legal right to work in the United States will be required.

Drivers License Number \_\_\_\_\_ State of Issue \_\_\_\_\_ Expiration Date \_\_\_\_\_

Have you ever used another name?  Yes  No If yes, please provide name: \_\_\_\_\_

Referred to BCHS by: \_\_\_\_\_

### B. Employment Desired

Position desired or area of interest \_\_\_\_\_ Date available \_\_\_\_\_

Schedule desired:  Full-time  Part-time  Seasonal  Other \_\_\_\_\_

Have you ever applied to BCHS before?  Yes  No If yes, give date/position applied for \_\_\_\_\_

Have you ever been employed by BCHS?  Yes  No If yes, give dates and position \_\_\_\_\_

Name of friends or relatives employed by BCHS \_\_\_\_\_

Are you currently employed?  Yes  No If yes, may we contact your current employer?  Yes  No

Can you work overtime?  Yes  No Are you able to perform the essential functions of the job for which you are applying with or without reasonable accommodation?  Yes  No

Comments: \_\_\_\_\_

### C. References

Please list three non-relatives who are qualified to evaluate your capabilities, work experience, and Christian character.

Name and Address	Telephone	Occupation	Years known
1.			
2.			
3.			

**D. Education/US Military Service**

Name and Location of School	Major	Units Completed/GPA	Degrees and/or Diplomas
High School			
College			
College			
Other			
US Military Service	Branch	Dates of Service	Military Duties/Training
Have you ever served in the US Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Please list any job related organizations, clubs, professional societies, or other associations to which you belong. You may omit those which indicate your race, color, national origin, ancestry, sex or age. \_\_\_\_\_

**E. Employment History**

Give employment record as completely as possible, listing most recent employment first. Include employed/self-employed periods and part-time or summer work.

Company Name and Location	Telephone	Position Held	Rate of Pay	Dates Employed	Description of Duties	Reason for Leaving
Type of Business:						
Type of Business:						
Type of Business:						
Type of Business:						
May we contact these employers? <input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:					

**F. Christian Background**

On a separate sheet of paper, attach to this application a biographical summary:  
 (a) briefly describing your personal Christian testimony  
 (b) briefly describing what you believe concerning the Bible.

Church you attend: \_\_\_\_\_

Pastor's Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

In what church or community activities and service are you involved? \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**G. Statement of Faith**

Please carefully read the following *BCHS Statement of Faith*. Indicate below your degree of support.

1. We believe the Bible to be the inspired and only infallible Word of God.
2. We believe that there is only one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe that mankind was created good, but lost the hope of life eternal, destroyed his communion with God, and fell under the bondage of sin and death by rebelling against God=s perfect way of life.
4. We believe that Jesus Christ is God=s eternal son who redeemed mankind. He was born of a virgin through the Holy Spirit, taught men how to live through His sinless life, took the consequences of our sin upon Himself in His passing and death upon the cross, arose bodily from the dead on the third day after His death, was seen by His disciples, ascended to the right hand of the Father and will return in power and glory.
5. We believe that all are sinners, that all are called to repentance and faith in Jesus Christ, that no one can come to the Father except through Jesus Christ, and that no one can come to faith in Christ, repent and attain holiness, but by the grace of God.
6. We believe that the Holy Spirit is freely given to those that believe in Jesus Christ. The fruit and benefits of Christ=s redemption are applied to us individually by the Holy Spirit.
7. We believe that at the end of the age there will be two resurrections: one to eternal life and glory, the other to eternal condemnation.

- I fully support the *BCHS Statement of Faith* as written and without reservations.
- I support the *BCHS Statement of Faith* except for the area(s) listed and explained on separate paper.

**H. Declarations and Acknowledgement**

<b>Directions: Indicate your response to each question by marking the appropriate box.</b>	<b>YES</b>	<b>NO</b>
1. If hired, can you show proof of authorization to work in the United States?		
2. Have you ever been convicted of a felony? *		
3. Do you have a currently valid, unrestricted California driver’s license?		
4. Can you work the hours required for the job?*		

\* Explanations \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

1. I understand that if I am being considered for employment by Bakersfield Christian High School, I may be required to submit to a post-offer physical and drug/alcohol testing (all of which will be paid for by BCHS) and to authorize the release of the physical examination and test results to BCHS. Applicants whose test results are positive (prohibited substances present) will not be eligible for further employment consideration.
2. I also understand that as part of my Application for Employment that at any time during the course of such employment, I may also be required to be examined concerning my ability to perform any job in a manner that does not endanger my own health or safety or the health of safety of others. I hereby authorize all providers of health care who examine me to disclose to my employer or any of its agents, representatives and employees, including attorneys, all medical information revealed during such examinations. I further authorize my employer to disclose such information to any other persons if at any time my medical condition is put at issue in any proceeding by myself or others. I understand this authorization will remain valid for five years from the date of this Application, and that if I become employed this authorization will remain in effect for five years after my employment terminates. I understand that I have the right to receive a copy of this authorization.
3. Any acceptance of employment will be predicated upon the truthfulness and completeness of the written and verbal statements contained within this Application and pre-employment process. I understand that should my employer find that any written or verbal statement I have made is not truthful or contains omissions, any job extended to me may be withdrawn and, if employed, I may be subject to termination.
4. As an applicant for a position with BCHS, I understand and agree to live by the Christian moral and ethical standards of the school. I declare that with regard to my personal Christian moral and ethical character and conduct as of this date, I am not now, nor have I been in the past, engaged in inappropriate conduct toward minors, nor do I have inclinations toward such conduct. Inappropriate conduct includes, but is not limited to the following: homosexuality, verbal, physical, or sexual abuse as defined by Biblical scriptures and state law. By my signature below, I declare that I meet the Christian moral and ethical standards of BCHS.

5. I authorize my employer to make any investigation deemed necessary for employment consideration and promotion within the organization. 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. I release BCHS, my former employers, references, and all parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.
6. I understand this Application for Employment is not to be confused as a guarantee of employment for a specific time. I further understand that my employment with BCHS does not constitute any form of contract, implied or expressed, and such employment will be terminable at will either by myself or my employer upon notice of one party to the other. My continued employment is dependent on satisfactory performance and the continued need for my services as determined by this organization. I also understand that any disputes arising out of such employment shall be resolved by binding arbitration or mediation, and in lieu of any court action or jury trial, which is expressly waived.
7. I grant my employer approval, after my termination of employment to release information which it may deem appropriate regarding my employment with or termination from the organization, to anyone who has a reasonable basis for making such inquiry. So long as the information disclosed is not known by this organization to be inaccurate, this organization shall not incur legal liability of any nature in connection with the furnishing of such information.
8. I understand that since I will be working with minors, I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as necessary for such an investigation. I authorize BCHS to conduct a criminal records check.
9. I understand that my Application for Employment will be placed on active status for a period of six months during which time it will be reviewed as job openings occur in my area(s) of job interest. I also understand that should I wish to continue being considered for job openings beyond the six month period, I must reapply by (a) submitting a new Application for Employment or by (b) submitting a letter requesting renewal of my Application and including an update of my qualifications (recent work history, education achievements, etc.).
10. I acknowledge that I have read and understand all of the above statements.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (please print) \_\_\_\_\_

Interview Notes/Comments

OFFICE USE ONLY

Response Sent \_\_\_\_\_

Interviewer \_\_\_\_\_

Verification of Employment \_\_\_\_\_

Personal Reference Verification \_\_\_\_\_

# BAKERSFIELD CHRISTIAN HIGH SCHOOL

## Staff Application Questionnaire

**As a supplement to the initial Application for Employment, the following information is requested to complete the application process for your specific area of job interest.**

Skills Inventory Skill	Level of Proficiency	Courses/Certificates	Years of Experience

Computer Experience Inventory Program Name	Level of Proficiency	Courses/Certificates	Years of Experience

Job Related Strengths Inventory
<b>Please outline below the job related strengths you would bring to a staff position at BCHS.</b>

What do you consider to be the distinctive characteristics of a Christian school? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Why do you want to work in a Christian school? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you already signed an employment contract for next year with any other institution?    Yes     No

Have you ever broken an employment contract?    Yes     No     If so, please explain and give name and address of the school.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_