



## CSAGH EMPLOYMENT APPLICATION

Thank you for your interest in Christian School Association of Greater Harrisburg. By filling out and signing this application you are giving CSAGH your express permission to contact your references. If we have continued interest in your candidacy, our Human Resources Department will contact you.

We realize that the key to a successful Christian school is our world class faculty and staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models and are "saved" according to the Christian Bible. John 3:16, Luke 6:40.

Thank you for your interest in the ministry of our school. CSAGH is an evangelical, Christian ministry based upon the tenets, teachings, and principles of the Christian Bible. As such, CSAGH reserves its legal right to exclusively employ confessing believers in Christ that are in full agreement with the school's Statement of Faith.

### 1. APPLICANT'S CONTACT INFORMATION

Full name: \_\_\_\_\_

Application date: \_\_\_\_\_ Date available: \_\_\_\_\_

Present address: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Best time to call you? \_\_\_\_\_

### 2. POSITION

Please specify which position you are applying for: \_\_\_\_\_

Check desired employment status:    Full-time    Part-time    Substitute

Which campus would you prefer to work at?

          HCS                    WSCA                    No preference

How did you learn about this position?

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



Please list any extracurricular activities such as sports, music, clubs, etc. that you would be interested in being a part of.

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**3. RELIGIOUS BACKGROUND**

Are you a Christian?      Yes      No

Denominational preference? \_\_\_\_\_

How frequently do you attend church?      Weekly      Monthly      Seldom

Please provide the name, location, and telephone number of the church you attend. If not attending write "n/a".

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In what church activities are you involved and with what degree of regularity?

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

**Personal Christian Testimony**

Please type your personal Christian testimony below.



**4. PROFESSIONAL QUALIFICATIONS**

**Please attach photocopies of all your postsecondary transcripts.**

Secondary/High School Information

School Attended: \_\_\_\_\_

City/State: \_\_\_\_\_

Graduation Date: \_\_\_\_\_

Undergraduate Institution #1

School Name: \_\_\_\_\_

Degree: \_\_\_\_\_

City/State: \_\_\_\_\_

Graduation Date: \_\_\_\_\_

GPA: \_\_\_\_\_

Undergraduate Institution #2

School Name: \_\_\_\_\_

Degree: \_\_\_\_\_

City/State: \_\_\_\_\_

Graduation Date: \_\_\_\_\_

GPA: \_\_\_\_\_

Graduate Institution #1

School Name: \_\_\_\_\_

Degree: \_\_\_\_\_

City/State: \_\_\_\_\_

Graduation Date: \_\_\_\_\_

GPA: \_\_\_\_\_

Graduate Institution #2

School Name: \_\_\_\_\_

Degree: \_\_\_\_\_

City/State: \_\_\_\_\_

Graduation Date: \_\_\_\_\_

GPA: \_\_\_\_\_

**7. TEACHER APPLICANTS ONLY**

Do you have a current ACSI Teaching Certificate? !!!!!Yes No

If yes, what is the type? \_\_\_\_\_

Do you have a current state teaching certificate? !Yes No Which State? \_\_\_\_\_

If you do not hold a teaching certificate, what requirements do you lack?

\_\_\_\_\_

Are you holding or have you already signed a contract for next year with any other educational institution? Yes No

If yes, please explain. \_\_\_\_\_



### **Christian Philosophy of Education (Teacher's Only)**

Please type your personal Christian philosophy of education and how you would implement it in the classroom.



**8. EMPLOYMENT HISTORY**

Complete employment history for past 3 positions held.

1. Present or Most Current Position \_\_\_\_\_

Dates of Employment (MM/YYYY)\_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor Phone & Email address: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

May we contact this employer? Yes No

2. Position Title\_\_\_\_\_

Dates of Employment (MM/YYYY)\_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor Phone & Email address: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

3. Position Title\_\_\_\_\_

Dates of Employment (MM/YYYY)\_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor Phone & Email address: \_\_\_\_\_

Reason for leaving \_\_\_\_\_



**9. SPIRITUAL/ PERSONAL REFERENCES**

Provide three references who are qualified to speak to your spiritual life and Christian service. **List your current pastor first.** Do not list family members or relatives for references.

- 1. Name \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Relationship to Applicant: \_\_\_\_\_
  
- 2. Name \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Relationship to Applicant: \_\_\_\_\_
  
- 3. Name \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Relationship to Applicant: \_\_\_\_\_

**10. PROFESSIONAL REFERENCES**

Give three references who are qualified to speak of your professional training and experience. **List your current or most recent supervisor and/or principal first.**

- 1. Name \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Title: \_\_\_\_\_
  
- 2. Name \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Title: \_\_\_\_\_
  
- 3. Name \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Title: \_\_\_\_\_



## **H. APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that **Christian School Association of Greater Harrisburg** does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability.

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that 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 and agree that I will be paid and receive benefits only through the day of release.

I authorize **Christian School Association of Greater Harrisburg** to thoroughly interview the primary references which 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 thoroughly investigate my work records and evaluations, 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 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.

Since I will be working with children, I understand that I must submit to the PA Child Abuse History Reference, PA State Police Criminal Records and the FBI Criminal History Record Information. If I am moving to Pennsylvania from another state I understand that I will have to submit to a fingerprint check by the FBI. 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 that it could reflect adversely on the school or on me as a Christian role model.

I understand that this is only an application for employment and that no employment contract is being offered at this time.

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

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**Signature of Applicant**

**Date**



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

**STATEMENT OF FAITH**

1. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
2. We believe that the Bible is the inspired, the only infallible authoritative Word of God.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return to power and glory.
4. We believe that for salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential.
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 damnation.
6. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.

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

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**Signature of Applicant**

**Date**





**STATEMENT OF CONDUCT**

Employees at **Christian School Association of Greater Harrisburg** agree to adhere to the following Statement of Conduct:

The employee agrees to faithfully live according to Titus 2:12 to the best of his/her ability, obeying God’s admonition of “denying ungodliness and worldly lusts, we should live soberly, righteously, and godly in this present evil world.” To this end the employee willingly submits to the following standard of Christian conduct:

I recognize that my ministry with **Christian School Association of Greater Harrisburg** holds a unique position within the world today or not only giving young people a superior education, but also of communication the Lordship of Christ in all areas of life. Since I am a Christian, functioning within a Christian organization, I realize that I have a responsibility to live out my faith as a good Christian witness before my family, the young people of the school, my co-laborers, and the community at large. Therefore, I will wholeheartedly devote myself to living a life of godliness and holiness by God’s grace and help. I will guard my heart by guarding what I put into my mind and my thoughts. I will endeavor to walk in the light and put to death the works of the flesh, as described in I Cor. 6:9-20, Colossians 3:1-10, Eph. 4:22-31, Gal. 5:16-21 and various other scriptures throughout the New Testament. I will endeavor to not only put away the behavior of the flesh, as described in the Scriptures cited above, but I will also make every effort, with prayer and God’s working in me, to walk by the Spirit as described in such scriptures as Gal. 5:22-25; Eph. 4:1-3, 32; Eph 5:1-33, and Col. 3:12-17.

I understand that as a staff member of CSAGH, I hold a unique position of representing the school. I Tim. 3:1-15 and Titus 1:5-9 set forth specific guidelines for those in leadership at a Christian school. I will endeavor to behave in such a manner as to bring glory to God and respect for the school and not cause others to doubt the integrity and Christian witness of the school.

I desire to be an example not only by avoiding sinful behavior, but also by wholeheartedly making every effort to show Christian love and patience to others, endeavoring to keep the unity of the Spirit among Bible-believing Christians, expressing my love for the Lord and looking for ways to serve my fellow man as the Lord leads me to do so. I will do all in my power, by God’s grace, to set before the young people of the school and the community, a godly example of a Christian walking in love and obedience to God’s Word.

Finally, and in accord with Romans 13 and Hebrews 12, I agree to humbly submit to the Board’s loving admonition and discipline in all matters concerning my conduct with these standards.

**Are you willing to abide by the Statement of Conduct if hired?**

**Yes      No      Initial \_\_\_\_\_**



## APPLICATION CHECK LIST & ATTACHMENTS

A completed application submitted to Christian School Association of Greater Harrisburg must include the following items:

- Completed Application
- Copies of all postsecondary transcripts
- Copies of any certificates held
- Personal Christian Testimony
- (Teachers Only): Personal Christian Philosophy of education and how you would implement it in the classroom
- Signed Applicant's Certification and Agreement Form
- Required Clearances
  - State Police Request for Criminal Records (PA PATCH)
  - Child Abuse History Clearance
  - FBI Criminal History Record (Fingerprinting)
    - Please provide UE ID: