



Employment Application

Your interest in Christian School Association of Greater Harrisburg is appreciated. We invite you to fill out this application and return it to our school office. 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, we will arrange for a personal interview.

We realize that the key to a successful Christian school is its 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

We look forward to receiving your application. Thank you for your interest in the ministry of our schools. 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 Christian School Association of Greater Harrisburg's Statement of Faith.

A. APPLICANT'S NAME AND ADDRESS

Full name: _____

Application date: ____ / ____ / ____

Date available: ____ / ____ / ____

Present address: _____

Phone: Days (____) ____ - _____ Evenings (____) ____ - _____

Cell Phone: (____) ____ - _____ E-mail Address _____

Best time to call you? _____ Length of time at this address? _____

Permanent address and phone number if different than present address

B. POSITION DESIRED

Please indicate 1, 2, 3 choice in the parenthesis. Then to the right please indicate the grades or subjects in order of preference:

() Elementary School _____ () Middle School _____

() High School _____ () Staff _____

Full time ___ Part time ___ Substitute ___

How did you learn about the position for which you are applying?

Please list activities or sports for which you would be capable and willing to direct, sponsor, or coach. (Indicate grade or ability levels).

C. CHRISTIAN BACKGROUND

On separate paper, briefly give your Christian testimony.

Please carefully read our Statement of Faith (see website) and indicate your degree of support.

I fully support the Statement as written without mental reservations. Yes ___ No ___

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 ___

Denominational preference? _____

What is your local church affiliation? _____

Are you presently a member in good standing? _____ Years? _____

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

Have you ever been accused or adjudicated of a crime involving a minor child? Yes ___ No ___
If yes, please explain:

D. PROFESSIONAL QUALIFICATIONS

*** Please attach photocopies of all your postsecondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.**

What degree or degrees do you hold?

DEGREE	MAJOR	DATE RECEIVED	ISSUING INSTITUTION
BACHELOR			
MASTER			
DOCTORATE			
OTHER			

Cumulative grade point average Bachelor's _____ Graduate work _____

Total credits **after** date of Bachelor's degree _____

Sequentially list your teaching experience with most recent first.

School's Name	Grades or Subjects	Dates
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you have an ACSI Teaching Certificate? _____

What level? _____ Expiration date? _____

Do you have a state teaching certificate? _____ State? _____

What kind? _____ Expiration date? _____

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

Please attach photocopies of any certificates held.

Have you had any courses in the Christian Philosophy of Education? ____ Yes ____ No

If so, where and when? _____

If not, would you be willing to take such a course by correspondence or otherwise? _____

*** Attach a typed copy of your personal Christian philosophy of education (faculty positions) and how you would implement it in the classroom.**

E. BACKGROUND CLEARANCES

Please provide the following three background checks. They must have been completed within the last year.

1. State Police Request for Criminal Records
2. Department of Public Welfare Child Abuse History
3. Federal Criminal History Record Information
 - a. Please provide your COGENT Systems' Registration ID: _____

F. EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past ten years.

1. Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____

Reason for leaving _____

2. Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____

Reason for leaving _____

3. Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____

Reason for leaving _____

4. Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

G. PERSONAL REFERENCES

Do not list family members or relatives for references. You will also need to sign the **Applicant's Certification/Agreement Form** that is attached and return it with this application.

Give three references who are qualified to speak of your spiritual experience and Christian service. **List your current pastor first.**

Name/Complete Address	Phone	Position
1. _____ _____		
2. _____ _____		
3. _____ _____		

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

Name/Complete Address	Phone	Position
1. _____ _____		
2. _____ _____		
3. _____ _____		

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.

Signature of Applicant

Date



STATEMENT OF CONDUCT

Employees of the **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 CSAGH 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 system. 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 system and not cause others to doubt the integrity and Christian witness of the schools.

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

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

- Completed Application Form
- Personal Christian Testimony on a separate sheet of paper
- Photocopies of all your postsecondary transcripts
- Photocopies of any certificates held
- Personal Christian Philosophy of education and how you would implement it in the classroom (typed)
- Signed Applicant's Certification and Agreement Form
- Three Background Clearance Checks
 - State Police Request for Criminal Records
 - Child Abuse History Clearance
 - FBI Criminal History Record Information with Registration ID included on your application