##

## Jenison Christian School Application for Employment

**Basic Information**

**Date:** **Position applying for:**

**Name:**  **Phone:**

 **Address**:

 (Street, City, Zip)

**Church Affiliation:**

1. Why are you interested in this position at Jenison Christian School?

1. Please share who Jesus Christ is to you and how you aim to reflect that relationship in all aspects of your life:

3. Is there any reason you could not perform all of the essential job functions of this job?  [ ]  Yes [ ]  No

 If yes explain:

4. Do you have the legal right to work in the U.S.? [ ]  Yes [ ]  No

5. Have you ever been convicted of a crime or are there current criminal charges pending? [ ]  Yes [ ]  No

 If yes explain:

6. Have you ever participated in, been accused of, or convicted of, or pleaded guilty or no contest to any abuse or sexual

 misconduct? [ ] Yes [ ]  No

 If yes explain:

7. Are you willing to give consent to a criminal history check? [ ]  Yes [ ]  No

*By answering yes to the above question, I (the applicant) expressly consent, agree and understand that as part of the employment screening process, Jenison Christian School may obtain a criminal history report of any felony convictions, as well as a background check from the Department of Human Services regarding child abuse and neglect. I further understand that my appointment to an employment position at Jenison Christian School is not final until the school is satisfied with the criminal information and other requirements are satisfied.*

**X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Signature of Applicant Date**

**Educational History**

Is the name used on this application the same name you used while attending school? [ ]  Yes [ ]  No

 If no, please give name:

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | **Name** | **Years Completed** | **Degree obtained and area of focus** |
| High School | Name: City: State  | [ ] 1 [ ]  2 [ ] 3 [ ] 4Did you graduate? [ ] Yes [ ]  No |  |
| Trade School  or College | Name: City: State | [ ] 1 [ ]  2 [ ] 3 [ ] 4Did you graduate? [ ] Yes [ ]  No |  |
| GraduateSchool | Name: City: State | [ ] 1 [ ]  2 [ ] 3 [ ] 4Did you graduate? [ ] Yes [ ]  No |  |

**Employment History**

Is the name used on this application the same name you used in your employment? [ ] Yes [ ]  No

 If no, please give name:

1. Employer: Phone :

Address:

 (Street, City, State, Zip)

 Job Title: Duties:

 Specific years employed: Reason for leaving:

2. Employer: Phone :

Address:

 (Street, City, State, Zip)

 Job Title: Duties:

 Specific years employed: Reason for leaving:

3. Employer: Phone :

Address:

 (Street, City, State, Zip)

 Job Title: Duties:

 Specific years employed: Reason for leaving:

**REFERENCES**

List at least four people, two that can speak to your work experience and two that can speak to your character. If possible, please include a pastor.

Work Experiences References:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Email Address** | **Phone #** |
|  |  |  |  |
|  |  |  |  |

Character/Personal References:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Email Address** | **Phone #** |
|  |  |  |  |
|  |  |  |  |

**What experiences have you had that help qualify you for this position?**

**APPLICANT’S CERTIFICATION AND AGREEMENT**

In consideration of the receipt and evaluation of this application by Jenison Christian School I agree and represent that:

1. I understand that Jenison Christian School does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.
2. The information contained in this application is correct to the best of my knowledge. 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 day of release.
3. I authorize any references, current or former supervisors, whether or not identified in this application, to give you any information (including opinions) regarding my character and fitness for employment.
4. I authorize my current or former employer or employers to disclose to Jenison Christian School any unprofessional conduct by me (the applicant) and to make available to Jenison Christian School copies of all documents in my personnel record maintained by any of my current or former employers relating to that unprofessional conduct.
5. I further release my current or former employer and any employees acting on behalf of my current or former employers, from any and all liability for providing information described in the preceding paragraph and expressly waive any written notice that may be required by law.
6. I waive the right to ever personally view any references given to Jenison Christian School.
7. I have read and agree with the Jenison Christian School Faith Statement on the following page.
8. I certify that I have carefully read and do understand the above statements.

**X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Signature of Applicant Date**

 (*This statement must be signed for your application to be considered.)*

**Jenison Christian School Statement of Belief:**We believe the scriptures of the Old and New Testaments to the Word of God, the only infallible rule of faith and practice, and that this divine Word of God has been most clearly and consistently interpreted in the Reformed creeds, namely the Heidelberg Catechism, the Cannons of Dordt, and the Belgic Confession.

Jenison Christian School Phone: (616) 457-3301

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