**Employment Application**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | | |  | |
| Last Name    Current Address: | First Name | | |  | Middle | | | |  |
|  |  |  |  |  |  | |  |  |  |
| No. & Street    Permanent Address (if different): |  | City |  |  |  | | State |  | Zip Code |
|  |  |  |  |  |  | |  |  |  |
| No. & Street |  | City |  |  |  | | State |  | Zip Code |
|  |  |  |  |  |  | |  |  |  |
| Home Phone | Cell Phone | | |  |  | |  | |  |

Email Address

## Position Desired

Position for which you are applying:

Preschool       Elementary

Full Time       Part Time       Substitute

What days are you available for work (sub only): Mon.       Tues.       Wed.       Thurs.       Fri.

What hours are you available to work (sub only):

If hired, what date can you start?       Salary Desired:

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

## Personal Information

Have you ever applied or worked for CHCA? Yes       No

If yes, when?

Do you have friends or relatives working for Cheyenne Hills Church (CHC) or CHCA?

If yes, state name(s) and relationship(s)

     

Name Relationship

     

Name Relationship

Why are you applying for work at CHCA?

If hired, would you have reliable means of transportation? Yes       No

Are you legally authorized to work for any employer in the United States? Yes       No

(If hired, proof of employment authorization status will be required.)

Are you able to perform the essential functions of the job for which you are applying,

either with or without reasonable accommodation? Yes       No

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? Yes       No

If yes, state nature of the crime(s), when and where convicted, and disposition of the case.

A CONVICTION RECORD WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT. Factors such as age at the time of the offense, type of offense and relevance to the job for which you are applying, seriousness and nature of the offense and rehabilitation will be taken into account.

Are you employed now? Yes       No

May we contact your current employer? Yes       No

## Education, Training, and Experience

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Institution** | **City, State** | **Degree(s)/Certificate Earned** | **Major** | **Minor** |
|  |  |  |  |  |
|  |  |  |  |  |

## General Information

Do you have a valid Wyoming teaching license (not required for employment)? Yes       No

Briefly describe your philosophy of Christian education.

## Employment History

Please begin with your current or most recent employer and work backwards for the past ten years. If necessary, you may continue the same format with an attached sheet. You must complete this section even if providing/attaching a resume.

     

Name of Employer Phone Number

     

Type of Business Supervisor’s Name

                 

Address & Street City State Zip Code

Dates of Employment:      

From To

     

Your Position and Duties Reason for Leaving

Name of Employer Phone Number

Type of Business Supervisor’s Name

Address & Street City State Zip Code

Dates of Employment:

From To

Your Position and Duties Reason for Leaving

Military Service

Have you obtained any special skills or abilities as the result of service in the military? Yes       No

If so, describe:

## Professional References

List below three persons not related to you who have knowledge of your work performance within the last three years.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Address & Street | City | State | Occupation | No. of Years Acquainted |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Our Mission

As a ministry of Cheyenne Hills Church, Cheyenne Hills Christian Academy partners with parents to provide a community where students experience God’s love, are encouraged to fulfill God’s unique call and purpose, and excel in their God-given gifts through academics, arts, and athletics.

# Our Values

As we experience God’s unique love for us, we learn to love one another and to:

1. **Live Biblical Truth**

Holding to and living out the unchanging Word of God in an ever-changing world (Matthew 24:35)

1. **Honor Relationships**

Valuing and cultivating relationships, recognizing everyone's unique role in the body of Christ (1 Corinthian 12:25-26)

1. **Model Sonship and Servant Leadership**

Living as God's sons and daughters and leading by Christ's example as shepherd, placing the interests of others before our own. (Romans 8:14-17, 1 Peter 5:2-4)

1. **Seek Unity**

Pursuing oneness of spirit through humility and selflessness, as Christ modeled for us (Philippians 2:2-11)

1. **Pursue Excellence**

Whole-heartedly seeking excellence in everything (Colossians 3:23)

We believe that in order to become a Christian and inherit eternal life, one must first recognize and confess that he is sinner, (Romans 3:10 & 23); believe that Jesus died for his sins, (John 3:16, Romans 10:9-10); and ask Jesus Christ to come into his life and take away his sins, (John 1:12, 1 John 1:9).

Do you believe these steps are necessary for salvation? Yes       No

Do you believe there is anything additional a person must do in order to receive salvation?

Please provide any additional information that you think would assist us in the in the consideration of this applicant.

# APPLICANT’S CERTIFICATION AND AGREEMENT

***Please carefully read and initial each paragraph (or type in initials).***

      I understand that **Cheyenne Hills Christian Academy** (CHCA) does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, disability, or any other basis protected by applicable federal, state, or local law.

      I hereby certify that the facts set forth in this initial application are true and complete 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.

      I authorize **CHCA** to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

      I authorize references and my former employers to disclose to the school 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 **CHCA,** my former employers, references, and all other parties from 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 **CHCA.**

      Since I will be working with children, I understand that I must submit to a fingerprint check by the Department of Criminal Investigation (DCI) and the Federal Bureau of Investigation (FBI). I agree to fully cooperate in providing and recording as many sets of my fingerprints as is necessary for such an investigation. Before I can start working, I understand that I will need clearance from the appropriate State and Federal Agency. I authorize **CHCA** to conduct a criminal records check.

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

      I understand that my employment is at-will which means that either I or Cheyenne Hills Christian Academy has the right to terminate employment at any time, for any reason, with or without prior notice or cause.

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

           

Print Name Signature (Type in name as signature) Date

# Statement of Faith

Thank you for your interest in employment with Cheyenne Hills Christian Academy. The following are the school’s Statements of Faith. If these Statements of Faith reflect your basic Christian convictions as well, please indicate this by your signature. If, however, you disagree with any specific Statement of Faith, please state your differing belief on the reverse side of this form. Your support for these statements is required for employment consideration.

**Statement of Faith**

1. The Word of God. We believe that the Bible is the Word of God, fully inspired and without

error in the original manuscripts, written under the inspiration of the Holy Spirit, and that it has supreme authority in all matters of faith and conduct.

2. The Trinity. We believe that there is one living and true God, eternally existing in three persons; that these are equal in every divine perfection, and that they execute distinct but harmonious offices in the work of creation, providence, and redemption.

3. God the Father. We believe in God the Father, an infinite, personal spirit, perfect in holiness, wisdom, power, and love. We believe that He concerns Himself mercifully in the affairs of men, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ.

4. Jesus Christ. We believe in Jesus Christ, God's only begotten son, conceived by the Holy Spirit We believe in His virgin birth, sinless life, miracles, and teachings. We believe in His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people, and personal visible return to earth.

5. The Holy Spirit. We believe in the Holy Spirit who came forth from the Father and Son to convince the world of sin, righteousness, and judgment, and to regenerate, sanctify, and empower all who believe in Jesus Christ We believe that the Holy Spirit indwells every believer in Christ, and that He is an abiding helper, teacher, and guide.

6. Regeneration. We believe that all men are sinners by nature and by choice and are, therefore, under condemnation. We believe that those who repent of their sins and trust in Jesus Christ as Savior are regenerated by the Holy Spirit.

7. The Church. We believe in the universal church; a living spiritual body of which Christ is the

head, and all regenerated persons are members. We believe in the local church consisting of a company of believers in Jesus Christ, baptized on a credible profession of faith, and associated for worship, work, and fellowship. We believe that God has laid upon the members of the local church the primary task of giving the Gospel of Jesus Christ to a lost world.

8. Christian Conduct. We believe that a Christian should live for the glory of God and the well-being of his fellow men; that his conduct should be blameless before the world; that he should be a faithful steward of his possessions; and that he should seek to realize for himself and others the full structure of maturity in Christ.

9. The Ordinances. We believe that the Lord Jesus Christ has committed two ordinances to the local church, baptism, and the Lord's Supper. We believe that Christian baptism is the immersion of a believer in water into the name of the triune God. We believe the Lord's Supper was instituted by Christ for commemoration of His death. We believe that these two ordinances should be observed and administered until the return of the Lord Jesus Christ.

10. Religious Liberty. We believe that every human being has direct relations with God and is responsible to God alone in all matters of faith; that each church is independent and must be free from interference by an ecclesiastical or political authority; therefore, Church and State must be kept separate as having different functions, each fulfilling its duties free from dictation or patronage of the other.

11. Church Cooperation. We believe that local churches can best promote the cause of Jesus Christ by cooperating with one another in a denominational organization. Such an organization, whether it is the Conference or a district conference, exists and functions by the will of the churches. Cooperation in a conference is voluntary and may be terminated at any time. Churches may likewise cooperate with inter-denominational fellowships on a voluntary, independent basis.

12. The Last Things. We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His Kingdom. We believe in the resurrection of the body, the final judgment, the eternal felicity of the righteous, and the endless suffering of the wicked.

I believe in the above Statement of Faith:

           

Print Name Signature Date

# AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position with **Cheyenne Hills Christian Academy.** I have authorized the school to thoroughly investigate my references, work records and evaluations, education and all other matters related to my suitability for employment**.**

**I authorize references and former employers to disclose to the school 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 **Cheyenne Hills Christian Academy,** 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 understand letters of reference from former employers are to be kept confidential.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

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

Applicant’s Printed Name

Applicant’s Signature

Date

## Christian Testimony

If more space is needed to continue testimony, please use a separate sheet of paper.

Name:

In your own handwriting: