



MADISON CHRISTIAN  
SCHOOLS

## Non-Instructional Staff Application

Your interest in **Madison Christian Schools** is appreciated. We invite you to fill out this application and return it to our school office or email it to [dcook@mcs-wi.com](mailto:dcook@mcs-wi.com). If an opening occurs for which you may qualify, we will notify you. We will also contact your references. If we have continued interest in your candidacy, we will arrange for a personal interview with the Madison Christian School Committee.

We realize that the key to a successful 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.

We look forward to receiving your application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

### **A. APPLICANT'S NAME AND ADDRESS**

Full name: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Present Address: \_\_\_\_\_  
street city state zip

Length of time at this address? \_\_\_\_\_

Phone-Days (\_\_\_)\_\_\_\_\_ Evenings (\_\_\_)\_\_\_\_\_ Best time to call? \_\_\_\_\_

Permanent address and phone if different than present address:

\_\_\_\_\_   
street city state zip phone

### **B. POSITION DESIRED**

\_\_\_\_\_ Full time \_\_\_ Part time \_\_\_

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

Can you submit verification of your legal right to work in the US? Yes \_\_\_ No \_\_\_

### **C. CHRISTIAN BACKGROUND**

**\* On separate paper, briefly give your Christian testimony.**

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

\_\_\_ I fully support the Statement as written without mental reservations.

\_\_\_ I support the Statement except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

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?

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What other Christian service have you done since becoming a Christian?

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To what extent do you believe you should become involved in Sunday and other weekday ministries of High Point Church or the church of which you are a member?

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Describe your routine of personal Bible study and prayer.

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What books have you read recently that have helped you spiritually?

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#### **D. EMPLOYMENT HISTORY**

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may follow the same format on the reverse.

**1.** Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

street

city

state

zip

Supervisor's Name and Phone Number \_\_\_\_\_

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

**2.** Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

street

city

state

zip

Supervisor's Name and Phone Number \_\_\_\_\_

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

**3.** Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

street

city

state

zip

Supervisor's Name and Phone Number \_\_\_\_\_

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

**4.** Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

street

city

state

zip

Supervisor's Name and Phone Number \_\_\_\_\_

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

5. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_  
street city state zip

Supervisor's Name and Phone Number \_\_\_\_\_

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

Have you ever worked under a different name for any of the employers you have listed? If so, what was the name or names?

Have you served in the military? Yes \_\_\_ No \_\_\_. If yes, what type of training or education did you receive?

**E. PERSONAL REFERENCES**

Do not list family members or relatives for references. You will also need to sign the **Reference Release 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 supervisor first.**

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

**F. PERSONAL INFORMATION**

*[If you answer "Yes" to any of the questions in the following section, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition or other appropriate explanation. A conviction record will not automatically be a bar to employment. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job relatedness, and subsequent rehabilitation will be considered.]*

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer? Yes \_\_\_ No \_\_\_

Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave a job or volunteer position on the grounds of any unlawful sexual behavior, or violation of an employer's sexual misconduct or harassment policy?

Yes \_\_\_ No \_\_\_

Have you ever been charged in **civil** or **criminal** proceedings with improprieties regarding children? Yes \_\_\_ No \_\_\_

Have you ever entered a plea of guilty, a plea of "no contest" (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense? Yes \_\_\_ No \_\_\_

Have you ever been suspended, discharged, or resigned in lieu of discharge from any position? Yes \_\_\_ No \_\_\_

You have read the job description and essential functions for this position. Is there any reason why you might be unable to perform the essential duties and responsibilities of the position for which you are applying? Yes \_\_\_ No \_\_\_ If yes, please explain.

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If you answered "yes" to above question, is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position?

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Do you have any personal responsibilities or other commitments that may prevent you from meeting this position's requirements for on-time arrival, attendance, or work schedules?

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Our school welcomes employees, volunteers, and students of different nationalities, races, and denominations. How have you demonstrated an ability to work with others that may be different from you or have beliefs different from yours? Please describe any difficulties that you may have encountered.

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List any experience, skills, or qualifications that you believe would especially fit you for work with our school.

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Do you belong to any professional groups or other organizations that you consider relevant to your ability to perform this job?

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**G. ADDITIONAL QUESTIONS**

You have read our Statement of Faith. Do you strongly hold any doctrines that are not in that statement [e.g., instrumental music should not be a part of a worship service, you should not eat pork]? If yes, please list and describe.

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How well do you feel that you get along with your peers?

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If married, is your spouse supportive of you working in a Christian school?

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

I understand that **Madison Christian Schools** 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 **Madison Christian Schools** 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 around children, I understand that 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 are necessary for such an investigation. I authorize the school to conduct a criminal records check. 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