



## APPLICATION FOR EMPLOYMENT Administrative Assistant

*Please complete application, save to your computer, then attach to an e-mail to the designated administrator, along with answers to **G. Spiritual Life**, transcripts, licenses, references, etc.*

### A. Applicant's Name and Address

Full name:

Application date:

Date Available:

E-mail:

Phone: Home

Cell

Present address:

Length of time at this address?

Permanent address if different than present address:

### B. Position: Administrative Assistant

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

Can you submit verification of your legal right to work in the U.S.?    Yes            No

### C. Christian Background

Please carefully read **I. Declaration of Faith** and indicate your degree of support.

**I fully support the Declaration** as written without mental reservations.

**I support the Declaration except for** the area(s) listed and explained below. The exceptions may 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

What is your local church affiliation?

Are you presently a member in good standing?    Yes                  No

How long have you attended?

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

## **D. Professional Qualifications**

**\* Should you be offered a position, copies of your transcripts must be provided to the school for inclusion in your personnel file.**

What degree or degrees do you hold?

Degree:

Date Received:

Issuing Institution:

Degree:

Date Received:

Issuing Institution:

Major(s):

Minors(s):

Endorsement(s):

## **E. Employment History**

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

### **1. Employer Name**

Position

Dates of employment:    From                                  to

Supervisor's name

Supervisor's e-mail

Reason for leaving

**2. Employer Name**

Position

Dates of employment: From \_\_\_\_\_ to \_\_\_\_\_

Supervisor’s name

Supervisor’s e-mail

Reason for leaving

**3. Employer Name**

Position

Dates of employment: From \_\_\_\_\_ to \_\_\_\_\_

Supervisor’s name

Supervisor’s e-mail

Reason for leaving

**4. Employer Name**

Position

Dates of employment: From \_\_\_\_\_ to \_\_\_\_\_

Supervisor’s name

Supervisor’s e-mail

Reason for leaving

Have you served in the military? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what type of training or education did you receive?

**F. References (Do not list family members or relatives for references.)**

Give two references who are qualified to speak of your spiritual experience and Christian service. **List your current pastor first.** (If you do not have a personal relationship with your pastor, please list someone under whom you’ve served or studied – e.g. Ministry or Bible Study leader).

**1. Name**

Position

E-mail

**2. Name**

Position

E-mail

Give two references who are qualified to speak of your professional training and experience.

**List your current or most recent supervisor first.**

**1. Name**

Position

E-mail

**2. Name**

Position

E-mail

## **G. Spiritual Life**

**Open a new document and succinctly respond to each of the following – document to be attached along with other application materials.**

1. Tell how you came to know Jesus Christ as your personal Savior and Lord.
2. Describe your present relationship with the Lord and any other significant spiritual experiences.
3. Tell us about your habit of personal Bible study and prayer.
4. What experiences, skills, or qualifications do you have that will lead to successfully carrying out the duties and responsibilities of the position applied for?
5. Why are you seeking a position at WCGS?

## **H. Applicant's Certification and Agreement**

I understand that **Wheaton Christian Grammar School** 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 **Wheaton Christian Grammar School** 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 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.

I authorize the school to conduct a criminal history 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 hereby certify that I have never been: (1) convicted of a felony, a crime of moral turpitude, or any offense involving sexual molestation, physical or sexual abuse or rape; and (2) have never been the subject of a founded case of child abuse and neglect.

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

**Signature of Applicant:**

**Date:**

## **I. Declaration of Faith**

The school subscribes to the following declaration of faith and all its educational programs are to be in harmony with it.

We believe in the Scriptures of the Old and the New Testaments as verbally inspired by God and inerrant in the original writing, and that they are of supreme and final authority in faith and life.

We believe in one God, eternally existing in three Persons: Father, Son, and Holy Spirit.

We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.

We believe that man was created in the image of God; that he sinned, and thereby incurred, not only physical death, but also that spiritual death which is separation from God; and that all human beings are born with a sinful nature, and, in the case of those who reach moral responsibility, become sinners in thought, word, and deed.

We believe that the Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the ground of His shed blood.

We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for us as High Priest and Advocate.

We believe in "that blessed hope," the personal, premillennial and imminent return of our Lord and Savior, Jesus Christ.

We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God.

We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.