



TRINITY

CHRISTIAN SCHOOL

Employment Application

(Non-Teaching)

TRINITY CHRISTIAN SCHOOL | 1212 WARRIOR WAY | PRESCOTT, AZ

Phone: 928-445-6306 Fax: 928-445-7210 Email: office@trinitychristianaz.com Website: www.trinitychristianaz.com



Dear Applicant,

Thank you for your interest in employment at Trinity Christian School. Leadership on the part of our staff is essential for us to carry out the Trinity Mission:

*Trinity Christian School partners with parents to provide Christ-centered,
biblically based classical education that nurtures the whole child.*

We seek and are grateful for people who, by the pattern of their lives exemplify Christ; people who love and know children, and who are equipped to fill our openings. We look forward to receiving your completed application. If it appears that you are qualified for one of our current openings, a personal interview will be arranged.

For consideration, please return completed application with requested documents to:

Trinity Christian School
1212 Warrior Way
Prescott, AZ 86305

Phone: 928-445-6306 Fax: 928-445-7210 Email: office@trinitychristianaz.com

In His Love,
Trinity Leadership Team

Employment at Trinity Christian School is open to qualified individuals who are Christians of good character, without regard or reference to race, gender, national or ethnic origin, color, age, or disability. Trinity Christian School is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with Trinity Christian School's mission statement, and they must be willing to conduct their lives in conformity with Trinity Christian School's statement of faith and declaration and agreement to ethical and moral integrity.

Statement of Faith

The following is the foundation of beliefs on which Trinity Christian School (TRINITY) is based. They are also the key elements of Christianity that will be unapologetically taught in various ways through all grade levels. The substance of these statements is that which will be considered primary doctrine in TRINITY. All board members and staff of TRINITY must adhere to these foundational principles. Secondary or divisive doctrines and issues will not be presented as primary doctrine. When these types of doctrine or issues arise, they will be referred back to the family and local churches for final authority.

- We believe the Bible (containing 66 books Old and New Testament) to be the only inspired, inerrant, authoritative Word of God. (II Tim. 3:16)
- We believe that there is one God, creator of all things, eternally existent in three Persons: Father, Son, and Holy Spirit. He is omnipotent, omniscient, and omnipresent. (Deut. 6:4; Gen. 1:1, I John 5:7)
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal visible return in power and glory. (John 10:30; Matt. 1:18; Heb. 4:15; John 10:32; Rom. 3:25; Matt. 28:6; Rom. 8:34; Luke 21:27)
- We believe that for the salvation of all lost and sinful men, regeneration by the Holy Spirit is absolutely necessary. (John 3:3-8)
- We believe that salvation is by grace through faith alone. (Eph. 2:8)
- We believe that faith without works is dead. (James 2:17)
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. (Gal. 5:16)
- We believe in the resurrection of both the saved and the lost, they that are saved to the resurrection of life, and they that are lost to the resurrection of condemnation. (I Thes. 4:16,17; II Thes. 1:9)
- We believe in the spiritual unity of all believers in our Lord Jesus Christ. (John 17:20-23)

Concerning Human Sexuality:

- We believe that the term marriage has only one meaning: the uniting of one man and one woman (whose genders were determined at birth) in a single, exclusive union, as delineated in Scripture (Genesis 2:18–25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corin-thians 6:18, 7:2–5; Hebrews 13:4). We believe that God’s command is that there be no sexual inti-macy outside of or apart from marriage between a man and a woman.
- We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex, as determined at birth. These two distinct yet complementary genders to-gether reflect the image and nature of God (Genesis 1:26–27).

Applicant Name	Applicant Signature	Date
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1. Personal Information

Application Date		Date Available	
Applicant Full Name (First, Middle, Last)		Social Security Number	
Current Street Address		Length of time at current address:	
City	State	Zip Code	
Please list any additional addresses where you have resided at any time during the past 5 years:			
Home Phone Number		Cell Phone Number	
Email Address			
Best time to reach you? <input type="checkbox"/> Morning (7:30-10:00am) <input type="checkbox"/> Afternoon (12:00-2:00pm) <input type="checkbox"/> Evening (4:00-5:30pm)			
Are you at least 18 years of age? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Can you submit verification of your legal right to work in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Have you ever been convicted of a misdemeanor or felony offense? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(If YES, please explain below.)</i>			
Do you have an Arizona Fingerprint Clearance Card? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(If YES, please attach a copy.)</i>			

2. Position Desired

Please indicate your top 3 choices in order of preference and provide any additional grade/subject preference below:	
<input type="checkbox"/> Administrative Assistant/Secretary/Receptionist	<input type="checkbox"/> Elementary Classroom/Recess Aide
<input type="checkbox"/> Bookkeeper/Financial Records	<input type="checkbox"/> Upper School Classroom Aide
<input type="checkbox"/> Substitute Teacher <input type="checkbox"/> Grades K-6 <input type="checkbox"/> Grades 7-12	<input type="checkbox"/> Janitorial/Cleaning
<input type="checkbox"/> Substitute Classroom/Recess Aide	<input type="checkbox"/> Other:
What hourly commitment are you looking to fulfill? <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Substitute <input type="checkbox"/> Other:	
How did you learn about the position for which you are applying?	
Please list any activities or sports you would be capable and willing to direct, sponsor, or coach:	



4. Education & Skills

List all diplomas and/or degrees held.

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

	School Name	Location	Diploma/Degree	Year
High School				
College				
Other				

Have you had any other course work or special training not listed above? YES NO

If YES, please describe below including location and date.

Do you have computer knowledge/skills? YES NO *If YES, please explain below:*

What software programs have you used in the past?

Please summarize any additional education, skills, or information regarding your candidacy for this position:

5. Personal Philosophy, Interests, & Goals

Approximately how much time do you spend per week reading for pleasure (vs. required)?

Please list your hobbies, interests, and membership in any clubs or organizations:

Personal Goals: Where do you see yourself in five years, Lord willing?



6. Employment Experience

**Please start with your current or most recent employer and work backwards for the last ten years.
If necessary, continue on the back.**

Employer (1)		Dates of Employment
Employer Address		
Position	Supervisor Name	Supervisor Phone Number
Reason for Leaving		

Employer (2)		Dates of Employment
Employer Address		
Position	Supervisor Name	Supervisor Phone Number
Reason for Leaving		

Employer (3)		Dates of Employment
Employer Address		
Position	Supervisor Name	Supervisor Phone Number
Reason for Leaving		

Have you served in the military? __YES __NO If YES, what type of training did you receive?

Have you ever worked under a different name? __YES __NO If YES, what name?

Are you holding/have you signed a contract for next year with any other educational institution? __YES __NO

Describe any experiences or training you have that you believe would enhance your ability to carry out the duties of your desired position:

7. Personal References

Please do not list any family members or relatives as personal references. See Applicant Certification and Agreement form on page 9 for reference release and return it with this application.

A) Spiritual References

List 3 references who are qualified to speak of your spiritual experience and Christian service with your *current pastor listed first*.

Reference Name (1)	Relationship	
Complete Address	Phone Number	
Reference Name (2)	Relationship	
Complete Address	Phone Number	
Reference Name (3)	Relationship	
Complete Address	Phone Number	

B) Professional References

List 3 references who are qualified to speak of your professional training and experience with your *current or most recent supervisor listed first*.

Reference Name (1)	Position	
Complete Address	Phone Number	
Reference Name (2)	Position	
Complete Address	Phone Number	
Reference Name (3)	Position	
Complete Address	Phone Number	



APPLICANT CERTIFICATION AND AGREEMENT

I understand that employment at Trinity Christian School is open to qualified individuals who are Christians of good character, without regard or reference to race, gender, national or ethnic origin, color, age, or disability. Trinity Christian School is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with Trinity Christian School's mission statement, and they must be willing to conduct their lives in conformity with Trinity Christian School's statement of faith and declaration and agreement to ethical and moral integrity.

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 any applicable benefits only through the day of release.

I authorize Trinity Christian 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 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 my references given to the school.

Since I will be working with children, I understand that I may be asked to submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in the 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 conditional 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 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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