

GOOD SHEPHERD SCHOOL & LEARNING CENTER

37 Province Lane, Barrington, NH 03825

(603) 664-2742 (School/ Learning Center) ** (603) 664-7196 (FAX)

INITIAL APPLICATION FOR EMPLOYMENT

Your interest in Good Shepherd School is appreciated. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which it appears you may qualify, we will pursue the application process by contacting your references and arranging for an interview.

We realize that the key to a successful Christian School is its staff. We are grateful for those who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models. (Luke 6:40)

We look forward to receiving your initial 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: _____

Application Date: _____ Date Available _____

Present Address: _____

Email Address: _____

Phone: Days (____) _____ Evenings (____) _____

Best time to call you? _____ Soc. Sec. No. _____

How long have you lived at the above address? _____

Permanent address and phone number if different than present address

On the reverse side please list any additional addresses where you have resided at any time during the past five years.

B. POSITION DESIRED

Headmaster/ Administrator ____ Learning Center Administrator ____ Teacher ____ Aide ____

For teachers and aides, please check your area of interest:

- | | | |
|---|---------------------------------------|---|
| <input type="checkbox"/> Toddlers | <input type="checkbox"/> Kindergarten | <input type="checkbox"/> School Age Before/After Care |
| <input type="checkbox"/> Two Year Olds | <input type="checkbox"/> Elementary | <input type="checkbox"/> Summer Day Camp |
| <input type="checkbox"/> Three Year Olds | <input type="checkbox"/> Junior High | |
| <input type="checkbox"/> Pre-Kindergarten | <input type="checkbox"/> High School | |

Future Plans: What would you like to be doing five years from now?

C. CHRISTIAN BACKGROUND

Bible 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 _____ Signature _____

Statement of Faith: Please read our Statement of Faith (attached) and indicate below your degree of support.

_____ I fully support the Statement as written without mental reservations.

Signature _____

_____ 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.

Signature _____

In your own handwriting on separate paper briefly describe your relationship with God.

Testimony

Church Service:

Denominational preference? _____

What church do you attend? _____

Are you presently a member? _____ For how many years? _____

In what church activities are you involved? _____

What is your attitude toward working with those of other races and those of other denominational beliefs?

Devotional Life:

Describe your routine of personal Bible study and prayer. _____

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

D. PROFESSIONAL QUALIFICATIONS

Educational Background

High School Education

School Name _____ Location _____ Years Attended _____ Diploma Received _____

College and Postgraduate Education (list most recent first)

College/University Received _____ Location _____ Years Attended _____ Degree/ Diploma Received _____

Your major(s) _____ Minor(s) _____

Please list additional course work or training received which is relevant to position for which you are applying.

E. EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may make copies of this page or following the same format, use the reverse side.

Work Background

1. Name of Business/Employer _____
Address of Business _____
Tel. # _____ Your Title/Position _____
Dates of Employment _____ Supervisor's Name _____
Reason for Leaving _____

2. Name of Business/Employer _____
Address of Business _____
Tel. # _____ Your Title/Position _____
Dates of Employment _____ Supervisor's Name _____
Reason for Leaving _____

3. Name of Business/Employer _____
Address of Business _____
Tel. # _____ Your Title/Position _____
Dates of Employment _____ Supervisor's Name _____
Reason for Leaving _____

4. Name of Business/Employer _____
Address of Business _____
Tel. # _____ Your Title/Position _____
Dates of Employment _____ Supervisor's Name _____
Reason for Leaving _____

Other Qualifications

What do you consider to be your major qualifications for this position?

What do you consider to be the most important responsibilities in this position?

What do you consider to be your most important achievement?

What do you consider to have been your greatest challenge?

Give us a brief understanding of your management style.

Have you ever served on a Board of Directors or have you ever reported to a Board of Directors?

F. REFERENCES

You will need to sign the Reference Release Form that is attached and return it with this application.

Personal References

Please list two (2) references; one **must be your pastor**, the other may not be a relative.

1. Name

Address

Telephone Number

2. Name

Address

Telephone Number _____

Professional References

Please list two (2) former employers

1. Name

Business/ Organization _____ Title

Address

Telephone Number _____

2. Name

Business/ Organization _____ Title

Address

Telephone Number _____

G. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that **Good Shepherd School, Inc.** does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age or disability.

I hereby certify that the facts set forth in this 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.

Since I will be working with children, I understand that I must be willing to submit to a fingerprint check by the FBI and possible 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 **Good Shepherd School, Inc.** 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 certify that I have carefully read and do understand the above statements.

Signature of Applicant

Date

Release of Reference Information

Good Shepherd School, Inc.

I have made application for a position as a _____ with **Good Shepherd School & Learning Center**. I authorize the school to thoroughly investigate references, work records, evaluations, education and other matters related to my suitability for employment.

I authorize and request all persons contacted by **Good Shepherd School, Inc.** 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 **Good Shepherd School, Inc.**, my former employers, references and all other persons contacted by **Good Shepherd School, Inc.** 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 have access to any references given to **Good Shepherd School, Inc.** or to be given any information concerning their existence and content.

I certify that I have carefully read and do understand the above statements. A copy of this form shall be as valid as the original. I intend that others rely upon the above statements.

Applicant's Name (Print) _____

Applicant's Signature _____

Applicant's Social Security Number _____ Date _____

Statement of Faith

Good Shepherd School & Learning Center

Scripture is the inspired word of God (II Timothy 3:16). With this attitude toward the written revelation, the following basic truths will be held up and taught:

1. There is a personal, infinite, omnipotent, omnipresent, holy, just, loving God, Creator of all, who is three persons: Father, Son and Holy Spirit. “Through Him all things were made; without Him nothing has been made that has been made.” (John 1:3; Revelation 1:8; Psalms 66:1-3; Psalms 139: 6-10; Revelation 15:4; Psalms 145:17; Genesis 1-2; Revelation 4:11; John 1:1-18; John 14:16-17; Isaiah 45:18; II Corinthians 3:17; Malachi 3:6).
2. We are each guilty of sin in the presence of a Holy God (Romans 3:23).
3. Jesus is Christ, the Son of God, and the expected Old Testament Messiah. He came in time, space and history, was born of a virgin, taught, performed miracles, and lived a sinless life. He was crucified, died and was buried. On the third day He arose for the dead in bodily form as a man’s ransom from sin and death. After forty days, He spoke a command to His followers to tell the world about Him. He then ascended into Heaven. (Luke 4:18-21; Matthew 5:17; Luke 1:30-35; Luke 2:16; I John 3:5; John 19-20; I Corinthians 15:3-5; I Timothy 2:5-6)
4. On Pentecost the Holy Spirit descended, imparting power and gifts to all Jesus’ followers. The same power is available to us today. It is given to the members of Christ’s body according to God’s grace for the work of the ministry and for building up, encouragement, and edification of the body. (Acts 2; Romans 11:29; John 14:16-17; Romans 12:6; I Corinthians 12:17; Ephesians 4:11-12)
5. Redemption and eternal life are accessible to all men by repentance and faith in the atoning work of Christ alone. Through this repentance and faith the fullness of God in three persons dwells within the heart of the believer. (Titus 3:5-7; Romans 6:23; Romans 10: 9-10; John 3:3,5,6; Mark 1:15; John 14:16-17; John 14:23)
6. God continually reveals Himself to us through His Word, prayer, each other, the world around us, the signs of the times, and the events of our lives. Awareness of this revelation enables us to determine His will for our lives.
7. This same Jesus is coming again to judge the wickedness and to reign in righteousness and peace forever. (Revelation 1:7 and 22:1-5; Acts 1:11)
8. Scripture is true; it is unchanging and it is complete. (Revelation 22:18-19)