



Revised 1.20.17

OCS Support Staff Application

Oostburg Christian School exists to provide a distinctly Christian, quality education which will equip God's children to function as Christians in society, church, and home. Your interest in being a part of such a ministry at Oostburg Christian School is appreciated. We invite you to fill out this application and return it to our school office.

Believing that the key to a successful Christian 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 (Luke 6:40). 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. Oostburg Christian School shall not deny employment based on race, sex, national or ethnic origin, disability, age, or veteran status. All employees of OCS will be subject to a background check.

PLEASE TYPE OR PRINT. Complete the entire application. Please attach a copy of your resume and at least three work related references.

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|---|--|---|--|--|--|--|--|
| Name (Last, First, Middle): | | | Other names under which you have attended school or been employed: | | | | |
| Street Address: | | City, State & Zip: | | | | | |
| Home Phone: | Cell Phone: | Other Phone: | | | | | |
| Position(s) applying for: | | | | | | | |
| Have you ever been convicted of a felony that would prevent you from working with children? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Date you can start: | | | | | |
| Are you eligible to work in the United States? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Desired Salary: | | | | | |
| Are you 18 years of age or older? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If NO, what is your current age? | | | | | |
| Have you ever been employed by Oostburg Christian School in the past? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If YES, dates of employment & reason for leaving: | | | | | |
| How did you learn about this employment opportunity? | | | | | | | |

EDUCATION

| Name of School | City/State | Did you graduate? | If No, # of years left to graduate | If Yes, date of Graduation | Degree received | Major |
|--|------------|--|------------------------------------|----------------------------|-----------------|-------|
| High School: | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| GED: | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| College: | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| Other: | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying. | | | | | | |

WORK EXPERIENCE: Please detail your work history. Begin with your current or most recent employer. Include full-time military or volunteer commitments. **PLEASE NOTE:** Oostburg Christian School reserves the right to contact all current and former employers for reference information. Please use additional paper if necessary.

| | | | |
|---|--|---------------------|---------------|
| Organization Name and Address: | | | |
| Dates Employed (most recent position) From: To: | <input type="checkbox"/> Full time <input type="checkbox"/> Part-time | Title: | Final Salary: |
| Primary duties: | | Reason for Leaving: | |
| Organization Name and Address: | | | |
| Dates Employed (most recent position) From: To: | <input type="checkbox"/> Full time <input type="checkbox"/> Part-time | Title: | Final Salary: |
| Primary duties: | | Reason for Leaving: | |
| Organization Name and Address: | | | |
| Dates Employed (most recent position) From: To: | <input type="checkbox"/> Full time <input type="checkbox"/> Part-time | Title: | Final Salary: |
| Primary duties: | | Reason for Leaving: | |

SKILLS: Please list specific skills that you possess that are relevant to this position. Include relevant computer systems of which you have a working knowledge, training that you have received to make you qualified for an administrator positions, life experience that has led to your qualification to take on this type of role.

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LICENSE: For van driver applicants, do you have a valid driver's license? _____

Christian Background

As a Christian organization, we require all of our employees to be practicing Christians. Federal law allows us to confine our hiring to members of our faith community. Please carefully read the school's statement of faith (which is attached) and indicate your degree of support.

£ I fully support the statement as written, without mental reservations.

£ I support the statement except for any areas listed and explained on a separate paper. These areas represent either disagreements or items for which I have not yet formed an opinion or a conviction.

What is your denominational preference?

Name and location of local church you attend:

Are you a member in good standing? £ Yes £ No

With what regularity have you attended during the past twelve months?

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

Applicant's Certification and Agreement

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?

Can you provide documents to prove that you are legally eligible for employment in the United States? £ Yes £ No

Can you perform the duties of this position without violating any obligations or proprietary information of a previous employer? £ Yes £ No

Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations)? You will need to answer yes if you have entered into a plea agreement, including a postponed sentence or postponed judgment arrangement, in connection with a criminal charge. (You need not disclose criminal convictions that are contained in sealed or deleted records.) £ Yes £ No

If you have been convicted of such an offense, please attach a statement of explanation, including the nature of offense, date, court where conviction was entered, and any other relevant information. 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.

Has any employer ever subjected you to disciplinary action, suspension, or termination or asked you to leave a paid or unpaid position on the grounds of any unlawful sexual behavior or violation of an employer's sexual misconduct policy or anti-harassment policy? £ Yes £ No If yes, please attach a statement or explanation.

Have you ever resigned a position to avoid termination or discharge? £ Yes £ No If yes, please attach a statement of explanation.

I understand that Oostburg Christian School 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 I have not knowingly withheld any information that might adversely affect my chances for employment, and 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 on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. 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 Oostburg Christian School to thoroughly interview the primary references that 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 my former employers and any other references 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, all other 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 with children, I understand that I must submit to a background check. 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 until the school has received the 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 application for employment is valid for no more than 120 days. After that, I must resubmit an application in order to be considered for positions at this school.

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

I understand that failure to complete any portion of this application or to sign this application will result in rejection of my application.

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

Applicant signature

Date



STATEMENT OF FAITH

A. Basis

The supreme standard of the Oostburg Christian School Association shall be the Scriptures of the Old and New Testament, herein confessed to be the infallible Word of God, as these are interpreted by the historical Reformed confessions.

Acknowledging that these Scriptures, in instructing us of God, ourselves, and God's creation, contain basic principles authoritative and relevant for education, we hold that:

1. The authority and responsibility for educating children resides in the parents or guardians of the children and not in the State or church. Parents, however, may seek help from those who can competently carry out this God-given right.
2. The primary aim of a Christian parent in securing the education of his child should be to give him a Christian education, that is, an education of which the goals are to develop the individual's God-given abilities and interests for the personal enrichment of his life, to equip him adequately and usefully as a Christian in contemporary society, and to aid him in joyful and faithful service in God's Kingdom as a redeemed person in Christ Jesus.
3. A Christian parent, when seeking help in the education of his child, should seek those individuals and institutions which can provide a Christian education for the child.
4. The covenant responsibility for maintaining such institutions rests on the entire Christian community.
5. Christ, as proclaimed in the infallible Scriptures, is the Redeemer and Renewer of our entire life, thus also of our teaching and learning. Consequently, in a school which seeks to provide a Christian Education, it is not sufficient that the teaching of Christianity be a separate subject in the curriculum, but the Word of God must be the all-pervading force in the entire educational process and program.

B. Objectives

1. To prepare students to fulfill their principle task in life; namely, to glorify God.
2. That this school shall be a living challenge by word and deed in this community whereby all students and teachers demonstrate that the Kingdom of God comes first in their lives.
3. To so teach that the Holy Bible becomes meaningful to the student in the time in which he lives.
4. That this school shall meet the academic standards of the State, both in respect to academic requirements for the faculty and administration and in terms of basic curriculum.