



# Manheim Christian Day School

## Employment Application

for non-classroom positions

Please submit a copy of your cover letter, and resume with this application.

### Personal Information

Position for which you are applying:

Last Name:

First:

Date

Telephone:

E-mail:

Street

City

State

Zip

Church denomination:

Church you currently attend:

Marital Status: Are you separated, divorced, remarried, or married to a divorced person?

Yes No

If "yes" please explain: \_\_\_\_\_  
 \_\_\_\_\_

### Educational Background

High School

Address

Undergraduate College/University

Address

Degree:

Yes No

Major:

Minor:

GPA:

Graduate College/University

Address

Degree:

Yes No

Please list your relevant skills and qualifications for this position:

## Employment History

**Relevant Work Experience:** list all experience chronologically. (If necessary, include an enclosed sheet with additional listings)

Dates M/Yr to M/Yr	Employer	Address	Position Held

**Other Employment:** list all experience chronologically. (If necessary, include an enclosed sheet with additional listings)

Dates M/Yr to M/Yr	Employer	Address	Position Held

When and why did you leave your last position? \_\_\_\_\_  
 \_\_\_\_\_

Are you under contract at the time of application? \_\_\_\_\_

For the ensuing year? \_\_\_\_\_

What is the latest date by which you may resign without violating your contract? \_\_\_\_\_

May we contact your present employer?    Yes    No        If "no", explain \_\_\_\_\_  
 \_\_\_\_\_

Present Salary \_\_\_\_\_

Minimum Acceptable Salary \_\_\_\_\_

## Criminal History

Have you ever been dismissed or asked to resign from a job? <i>(If yes", please give details on a separate sheet of paper)</i>	Yes	No
Have you ever been convicted of, or are you currently charged with or under investigation for, any offense involving dishonesty, breach of trust, moral turpitude, or any other type of misdemeanor or felony? <i>(If yes", please give details on a separate sheet of paper)</i>	Yes	No

## References

List the names of your pastor and three (3) persons who know directly of your work professionally or of your qualifications for the position you are applying for.

Name	Position	Phone Number

## Certification

*I give the school and its designated representatives permission to contact the schools, employers, and references named in this application and to investigate the information I have provided and to seek and obtain any other information the school considers relevant. I release the school and its representatives and the persons and organizations who provide this information from any liability for doing so.*

*I further waive the right ever to personally view any references given to the school.*

*In addition, I declare all my statements and answers which are part of this application to be complete and correct to the best of my knowledge.*

Signature	Date
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## Statements of Christian Faith and Commitments

**(Please attach responses to questions 1-3 on separate sheets of paper.)**

1. Write a spiritual autobiography. Include your personal relationship to Christ, your present relationship to the church, and your philosophy of Christian life and commitment.
2. Describe how your Christian faith shapes your work.
3. Are you willing to be guided by the sponsoring board of trustees, the cooperating church conferences, supporting congregations, and the administration of the school.

*I have read and am in agreement with the school's mission statement, philosophy of education, and Statement of Doctrine. If there are any exceptions, please explain.*

Signature	Date
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