
Western Christian Schools

Classified Staff Application

Thank you for your interest in Western Christian Schools. The mission of WCS is to provide a Christ-centered community that integrates faith and quality education. WCS does not discriminate on the basis of race, age, gender, color, national and ethnic origin, status as a veteran or any other characteristic protected by law for a religious corporation. WCS is an Equal Opportunity Employer.

Please Print

Date _____ Last Name _____ First Name _____ Middle Name _____
Address _____ City _____ State and Zip _____
() _____ () _____
Home Phone _____ Message No. _____ Email _____

Employment Desired

Position applying for: _____

at: Little Lancers Preschool Claremont: K-5th Claremont: Middle School Upland: High School
 Eagles Nest Preschool

Are you applying for: Regular full time work Regular part-time work Temporary work

Days and Hours available: _____

If hired, on what date can you start work? ____ / ____ / ____

Personal Information

Have you ever applied to or worked for Western Christian Schools before? Yes Dates: _____ No

Do you have any friends or relatives working for Western? Yes No

If yes, state names and relationship: _____

How did you hear about the position: Newspaper ACSI Website Christian Teaching Jobs Online WCS Website

Other: _____

If hired, can you present evidence of a valid social security number and legal right to work in the United States? Yes No

Are you at least 18 years old? (If under 18, can you provide verification of minimum legal age?): Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No

If no, describe the functions that cannot be performed: _____

(Note: Western complies with the ADA and will consider reasonable accommodation measures necessary for eligible employees to perform essential functions. For certain positions, employment may be subject to passing a medical examination.)

Have you ever been convicted of a criminal offense other than a traffic violation or infraction? Yes No

If yes, state nature of the crime(s), when and where convicted, and disposition of the case on a separate sheet and attach to this application

(Note: All applicants eligible for hiring are required to participate in California's LIVESCAN fingerprinting program and undergo a criminal background check. As a California K-12 school, WCS is unable to employ any individual convicted of a serious or violent felony, or any crime listed in the California Education Code that precludes credentialing. However, no applicant will be denied employment solely on the grounds of conviction of any other type of criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may be considered.)

Are you currently employed? Yes No

If so, may we contact your current employer? Yes No

Education, Training, and Experience

	Institution Name, City & State	# of Years attended	Units	Graduated? Yes No	Degree/Diploma	GPA
High School:	_____	_____	_____	_____	_____	_____
College/University:	_____	_____	_____	_____	_____	_____
College/University:	_____	_____	_____	_____	_____	_____
College/University:	_____	_____	_____	_____	_____	_____
Trade/Vocational:	_____	_____	_____	_____	_____	_____

Do you have any other experience, training, qualifications, or skills which you feel make you especially suited for work at Western Yes No

If so, please explain: _____

Employment History

List below all present and past employment starting with your most recent employer (last five years is sufficient). Please account for periods of unemployment. You must complete this section even if attaching a resume.

Name of Present or most recent Employer _____		() Telephone	
Type of Business _____		Your Supervisor's Name _____	
Address _____		City _____	State & Zip _____
Dates of Employment: _____ - _____	From _____ To _____	Salary: _____	Starting _____ Ending _____
Your Position & Duties: _____			
Reason for Leaving: _____			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Name of Present or most recent Employer _____		() Telephone	
Type of Business _____		Your Supervisor's Name _____	
Address _____		City _____	State & Zip _____
Dates of Employment: _____ - _____	From _____ To _____	Salary: _____	Starting _____ Ending _____
Your Position & Duties: _____			
Reason for Leaving: _____			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Employment History (continued)

Name of Present or most recent Employer _____		() Telephone _____
Type of Business _____	Your Supervisor's Name _____	
Address _____	City _____	State & Zip _____
Dates of Employment: _____ - _____ From To	Salary: _____ Starting	Ending _____
Your Position & Duties: _____ _____		
Reason for Leaving: _____		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Note: You may attach additional page(s) if needed

References

Please list three persons not related to you who have knowledge of your teaching, work performance and character. Western will contact each of these references by phone, mail or FAX for verification. One references must be a pastor, elder, or other church leader where you attend church.

Reference #1:

Pastor/Elder/Church Leader:			
_____	_____	_____	
First Name	Last Name	Phone No.	
Church Name _____			
_____	_____	_____	_____
Address	City	State	Zip

Reference #2:

_____	_____	_____	
First Name	Last Name	Phone No.	
_____	_____	_____	_____
Address	City	State	Zip
Position _____			Yrs acquainted _____

References (continued)

Reference #3:

First Name	Last Name	Phone No.
Address	City	State Zip
Position	Yrs acquainted	

Spiritual History

Are you in agreement with Western Christian's Mission, Statement of Faith, and Statement of Ethics (page 5): Yes No

Are you a member of or regularly attend a church? Yes No If yes, name: _____

Are you actively involved in your church? Yes No If so, please describe: _____

Required: Please describe briefly your personal relationship with Jesus Christ and your Christian testimony on a separate sheet and attach to this application.

Signature

Please Read Carefully, Initial Each Paragraph and Sign Below:

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my changes for employment and that the answered given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery. I hereby authorize Western Christian Schools to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I hereby certify that I am in full agreement with Western Christian's Mission, Statement of Faith, and Ethics.

_____ Date Applicant's Signature

If conditionally employed, you will be required to submit official transcripts, credentials, and be fingerprinted through LIVESCAN.

Western Christian Schools
Human Resources
3105 Padua Ave
Claremont, Ca 91711

Mission Statement

Western Christian Schools exists to provide a Christ-centered community that integrates faith and quality education.

Statement of Faith

We believe ...

- * The Bible to be the inspired, the only infallible, authoritative Word of God.
- * That there is one God, eternally existent in three persons: Father, Son and Holy Spirit
- * 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 return in power and glory.
- * That for the salvation of lost and sinful people, regeneration by the holy Spirit is absolutely essential.
- * In the present ministry of the Holy Spirit by whose indwelling the Christian in enabled to live a godly life.
- * In the resurrection of both the saved and the lost; they that saved unto the resurrection of life and they that ate lost unto the resurrection of damnation.
- * In the spiritual unity of believers in our Lord Jesus Christ.

Ethics and Spiritual Values

While Western does not seek to interfere with a faculty member's off-duty and personal conduct, certain types of off-duty conduct may interfere with our school community's legitimate spiritual, educational or business interests. For this reason, we ask that you are aware of the following policies:

You are requested to conduct your personal affairs in a manner that reflects biblical and ethical standards. This includes not adversely affecting WCS's or your own integrity, reputation or credibility. Illegal, immoral, unethical or unscriptural on-duty or off-duty conduct on your part may result in disciplinary action.

As part of the qualifications for a teaching position at Western, all faculty members affirm a "Born Again" Christian experience and knowledge of the Lord Jesus Christ as Savior. (John 3:3, 1 Peter 1:23). All faculty members are required to be actively involved in a local church. (Hebrews 10:25)

Faculty will manifest by precept and example Christian virtue and personal decorum, serving as a Christian role model (1 Timothy 4:12) both in and out of school to pupils (Luke 6:40), and as an example to parents and fellow staff and faculty members in judgment, dignity, respect, and Christian living. This includes, but is not limited to, refraining from such activities as intoxication the use of illicit drugs and the use of abusive, vulgar or profane language (Colossians 3:17 KJ, Titus 2:7-8 TLB, 1 Thessalonians 2:10 TLB, 1 Thessalonians 5:18, 22-23 KJ, and James 3:17-18).

The Bible dictates standards for sexual behavior. Sexually activity apart from marriage is forbidden by scripture, and as such violates the bona fide occupational requirement of being a Christian role model. The unique roles of the male and female are clearly defined in Scripture (Romans 1:24-32). Departure from Scriptural standards is grounds for termination (Romans 12:1-2; 1 Corinthians 6:9-20; Ephesians 4:1-11. 5:3-5; 1 Thessalonians 4:3-8; 1 Timothy 4:12. II Timothy 2:19-22; 1 Peter 1:15-16, 2:15-17; 1 John 3:1-3).