



W329 N4476 Lakeland Drive  
Nashotah, Wisconsin 53058  
Phone 414-367-3756  
Fax 414-367-4045

Mr. Bruce Reagan, Administrator

## NON-INSTRUCTIONAL STAFF APPLICATION

Date \_\_\_\_\_

Name \_\_\_\_\_

Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (area code) \_\_\_\_\_

Permanent Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (area code) \_\_\_\_\_

Position Desired \_\_\_\_\_

### I. PERSONAL BACKGROUND

Social Security Number \_\_\_\_\_ Years of Military Service \_\_\_\_\_

Marital Status: Single  Married  Widowed  Divorced  Divorced & Remarried

Spouse's Name \_\_\_\_\_

Children (Name and Age) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Church attending \_\_\_\_\_ Member? Yes  No

State briefly your personal testimony concerning your relationship to God. \_\_\_\_\_

\_\_\_\_\_

Why do you want to work for Country Christian School? \_\_\_\_\_

\_\_\_\_\_

What is your attitude toward tobacco, drugs and alcohol? \_\_\_\_\_

\_\_\_\_\_

Describe your views concerning sexual immorality and homosexuality. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you subscribe without reservation to our statement of faith? (attached) Yes\_\_\_ No\_\_\_

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_

Have you ever worked on a computer?\_\_\_\_\_ If yes, what specific programs are you familiar with.\_\_\_\_\_

Have you ever worked with children before?\_\_\_\_\_ If yes, in what area?\_\_\_\_\_

Briefly state your educational history:

High School: From\_\_\_\_\_ To\_\_\_\_\_ Graduate?\_\_\_\_\_

College: From\_\_\_\_\_ To\_\_\_\_\_ Course of study\_\_\_\_\_

Graduate?\_\_\_\_\_ Degree or certificate?\_\_\_\_\_

List the names of people not related to you who we may contact for a reference.

Name\_\_\_\_\_ Phone\_\_\_\_\_ Relationship\_\_\_\_\_

Name\_\_\_\_\_ Phone\_\_\_\_\_ Relationship\_\_\_\_\_

Name\_\_\_\_\_ Phone\_\_\_\_\_ Relationship\_\_\_\_\_

Please give us any additional details concerning your abilities or qualifications.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. PREVIOUS EMPLOYMENT RECORD**

Beginning with current or last employer, list all previous employment:

From\_\_\_\_\_ To\_\_\_\_\_ Employer\_\_\_\_\_

Address\_\_\_\_\_

Position\_\_\_\_\_ Main Duties\_\_\_\_\_

Supervisor\_\_\_\_\_ Reason for leaving\_\_\_\_\_

Hourly wage/salary\_\_\_\_\_

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From \_\_\_\_\_ To \_\_\_\_\_ Employer \_\_\_\_\_

Address \_\_\_\_\_

Position \_\_\_\_\_ Main Duties \_\_\_\_\_

Supervisor \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Hourly wage/salary \_\_\_\_\_

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From \_\_\_\_\_ To \_\_\_\_\_ Employer \_\_\_\_\_

Address \_\_\_\_\_

Position \_\_\_\_\_ Main Duties \_\_\_\_\_

Supervisor \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Hourly wage/salary \_\_\_\_\_

**III. BACKGROUND INFORMATION**

1. Have you ever been convicted of a felony, misdemeanor, or other offense (other than a routine traffic offense), been less than honorably discharged, or placed on probation, fined, imprisoned, or paroled by any law enforcement or military authority?

\_\_\_\_\_  
If yes, please submit a separate statement containing the following information for each such conviction:

- a. Offense for which convicted.
- b. Brief description of facts regarding offense for which convicted.
- c. Date of conviction.
- d. Applicant's age at time of conviction.
- e. Name and (if known) address of convicting entity, (court, law enforcement, or military authority).
- f. If placed on probation or parole, name and address of supervising officer.
- g. Extenuating circumstances, if any, regarding offense.
- h. Subsequent efforts at rehabilitation and results of same.

2. Is there currently pending against you any criminal charge? Yes or No (Circle One)

\_\_\_\_\_  
If yes, please submit a separate statement containing the following information for each such charge:

- a. Identity of charge.
- b. Name and (if known) address of charging entity.
- c. Brief description of facts regarding offense for which charged.
- d. Extenuating circumstances regarding offense.
- e. Subsequent efforts at rehabilitation and results of the same.

**IV. REFERENCES**

1. Spiritual - A spiritual leader who knows you well:

Name \_\_\_\_\_ Address \_\_\_\_\_

2. Pastoral - Pastor of the church you are now attending (if different from above).

Name \_\_\_\_\_ Address \_\_\_\_\_

3. Professional - Someone who has supervised your work, preferably in education.

Name \_\_\_\_\_ Address \_\_\_\_\_

4. Friend - A person who has known you for a number of years (not a relative).

Name \_\_\_\_\_ Address \_\_\_\_\_

Country Christian School does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

**Applicant's Certification And Agreement**

I understand that Country Christian School does not discriminate in its employment practices against any person because of sex, race, color, national or ethnic origin, gender, or handicap. I further understand that any offer of employment is conditioned on the proof of legal authority to work in the U.S.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or significant omission of fact during any phase of the hiring process may prevent me from being hired or if fired may subject me to immediate dismissal.

I authorize Country Christian School to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews. I authorize the release of any information requested by Country Christian School such as employment records, performance reviews, and my personal references. I release any person, organization, or company from liability of damage which may result from furnishing the information requested. I further waive the right to ever personally view any references given to Country Christian School.

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date