



Grove Christian School

535 BF Goodrich Rd. Marietta, OH 45750
Office 740.336.5041

Website: www.oakgrovechristianschool.com
Email: oakgrovechristianschool@yahoo.com

Melody Hoskinson, Director

Employment Application

We appreciate your interest for employment at Oak Grove Christian School. We invite you to fill out this application and return it to our school office. If an opening occurs for which it appears you may qualify, we will arrange for a personal 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. We look forward to receiving your application, and we thank you for your interest in our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

TEACHER / TEACHER ASSISTANT APPLICATION

Application Date: ____/____/____

Date Available: ____/____/____

PERSONAL INFORMATION

Full Name _____ Birthday: Month _____ Day _____

Street Address _____

City _____ State _____ Zip _____

Email _____ Soc. Sec. # _____

Phones: Daytime _____ Evening _____ Cell _____

Best time to call _____ I would also be available to Substitute: Yes No

How long have you lived at the above address? _____

Additional addresses where you have resided at any time during the past two years:

Address _____ City _____ State _____ # years _____

Address _____ City _____ State _____ # years _____

Optional Information: Marital Status _____ Spouse's Name _____

Children's Names and Ages _____

POSITION DESIRED

Full time Part time

Days and Hours Available _____

Position Applying For _____

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EDUCATION

High School: _____ Address: _____

Number of years attended: _____ Did you graduate? _____

College: _____ Address: _____

Number of years attended: _____ Did you graduate? _____ Degree: _____

Please list any additional training or certification pertaining to early childhood education and development.

CHURCH

Oak Grove Christian School is a Christian organization whose purpose is to provide quality, Christ-centered education and care for young children. The role of our staff is active involvement in the lives of students to encourage and nurture solid spiritual growth and development. Our staff must be committed to Christian values and exhibit a Christ-centered lifestyle. Please take a moment to answer the following questions which will help us evaluate the compatibility between Oak Grove Christian School and you as a potential employee. Thank you for sharing your thoughts with us.

What church do you attend regularly? _____

Member: Yes No # of Years? _____ Denomination _____

Pastor of church attending: _____

Do you profess to be a Christian and have a personal relationship with Jesus Christ? _____

If yes, please share a brief testimony including how and when you became a Christian, how you nurture your relationship with Jesus Christ, and God's call on your life to work with young children.

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Church/Community Involvement List activities, leadership positions, volunteer work, etc. that you participate in on a regular basis.

Description _____ Dates _____

Description _____ Dates _____

Description _____ Dates _____

DECLARATION OF MORAL INTEGRITY

As an applicant for employment at Oak Grove Christian Preschool, I recognize, understand, and agree to live by the moral standards of God's Holy Word. I further declare that with regard to my personal moral character and conduct as of this date, I am not, nor have been in the past engaged in inappropriate conduct toward minors, nor do I have inclinations toward such conduct. Inappropriate conduct includes the following: verbal, physical, or sexual abuse as defined by Scripture and state law. I do declare that the above statement is factual and true. By affixing my signature, I declare that I meet the moral standards of Oak Grove Christian School.

Signature _____ Date: _____

REFERENCES

Please list three personal / professional references.

Full Name: _____ Relationship/Position: _____

Company/School/Church: _____ Phone: _____

Address: _____ City, State, Zip Code: _____

Full Name: _____ Relationship/Position: _____

Company/School/Church: _____ Phone: _____

Address: _____ City, State, Zip Code: _____

Full Name: _____ Relationship/Position: _____

Company/School/Church: _____ Phone: _____

Address: _____ City, State, Zip Code: _____

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EMPLOYMENT

(Provide accurate, complete employment record. Start with present or most recent employer)

1	Employer Name	Telephone	Employed Dates
			From To
	Address		Pay
			Start Last
Name of Supervisor		Reason for Leaving	
State job title and describe your work			

2	Employer Name	Telephone	Employed Dates
			From To
	Address		Pay
			Start Last
Name of Supervisor		Reason for Leaving	
State job title and describe your work			

3	Employer Name	Telephone	Employed Dates
			From To
	Address		Pay
			Start Last
Name of Supervisor		Reason for Leaving	
State job title and describe your work			

Permission	Administration may contact the employers listed above unless indicated below.		
	DO NOT CONTACT:		
	1. Employer Name _____	Reason _____	
	2. Employer Name _____	Reason _____	
3. Employer Name _____	Reason _____		

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APPLICANT'S CERTIFICATION, AGREEMENT, AND AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I understand that Oak Grove 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 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 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.

I authorize Oak Grove Christian School to thoroughly investigate references, employment records, evaluations, education, police records, and other matters related to my suitability for employment.

I authorize those given as references and my former employers to disclose to the school any and all employment records, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure.

In addition, I hereby release Oak Grove Christian School, my former employers, 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 Oak Grove Christian School.

Since I will be working with children, I understand that I must submit a fingerprint check by the FBI and possibly other federal and state authorities. I agree to cooperate fully in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize Oak Grove Christian School 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: _____ Date: _____

"Train a child in the way he should go, and when he is old he will not turn from it." Proverbs 22:6

Administration will review your completed file. If a position is open and qualifications are met, the office will contact you to schedule an interview.

Interview time set _____

Post Interview – You will be notified in writing of the decision regarding the status of your employment.

CONFIDENTIAL PERSONAL INFORMATION

This application is to be completed by all applicants for any position at Oak Grove Christian School.
It is used to help provide a safe and secure environment for the children of our school.

PERSONAL INFORMATION

Full Name _____ Birthday: Month _____ Day _____

Street Address _____

City _____ State _____ Zip _____

Email _____ Soc. Sec. # _____

Phones: Daytime _____ Evening _____ Cell _____

1. Have you ever been investigated for, accused, suspected, indicted, or convicted of any crime involving child abuse, child sexual abuse, attempted sexual abuse of a minor, or any other crime involving children? Yes No

If yes, please explain _____

2. As an adult, have you ever abused or molested a minor in any way, regardless of whether there was any criminal investigation or conviction? Yes No

If yes, please explain _____

3. Have you ever been convicted of a D.U.I. offense? Yes No

If yes, describe all convictions in the past five years _____

4. Has your driver's license ever been revoked or suspended? Yes No

If yes, describe all occurrences in the past five years _____

5. Have you ever been convicted of felony? Yes No

If yes, please explain detail. Use a separate sheet of paper if necessary _____

Signature _____ Date _____

A Request for Criminal Records Check and Authorization

Oak Grove Christian School

I hereby request the Washington County Sheriff's Department to release any information which pertains to any record of convictions contained in its files or in any criminal file maintained on me whether local, state, or national. I hereby release said Police Department from any and all liability resulting from such disclosure.

Signature: _____

Print Name: _____

Print maiden name if applicable: _____

Print all aliases: _____

Date of birth: _____

Place of birth: _____

Social Security Number: _____

Today's date: _____

Please send record to:

Oak Grove Christian School
Attn: Melody Hoskinson
535 BF Goodrich Road
Marietta, OH 45750

Oak Grove Christian School

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Melody Hoskinson, Director

CONFIDENTIAL - PERSONAL REFERENCE

Thank you for agreeing to complete this reference form on my behalf. Upon completion, please send it to the school at the above address.

Name of Applicant (Print) _____ Date _____

Street Address _____ Phone _____

City _____ State _____ Zip _____

1. How long have you known the applicant? _____

2. What is your relationship to him/her? _____

3. Please comment on the following areas:

Spiritual Depth _____

Love of Children _____

Enthusiasm _____

Personality _____

Cooperation _____

Adjustment to New Circumstances _____

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4. Describe briefly the best qualities and abilities of the applicant. _____

5. Describe briefly the weakest qualities and abilities of the applicant. _____

6. Do you feel these weak qualities are significant enough to warrant attention? _____

7. Please comment (favorably or unfavorably) on any other area not mentioned in regard to the applicant for employment at our school. _____

8. Would you employ this person to teach/care for your children? _____

Printed Name _____ Telephone _____

Signature _____ Position _____

Date _____ May I contact you by phone? _____