



CEDAR PARK CHRISTIAN SCHOOLS

16300 112th Ave. NE
Bothell, WA 98011-1535
(425) 488-9778
FAX (425) 483-5765

EMPLOYMENT APPLICATION

(for Non-Teaching Positions)

A. APPLICANT'S NAME AND ADDRESS

Full name: _____

Application date: ____/____/____ Date available: ____/____/____

Present Address _____

Email: _____ Spouse's name (optional): _____

Phone: Home (____) _____ Cell (____) _____

How long have you lived at the above address? _____

Permanent address and phone number if different than present address:

- Please list any additional addresses during the past ten years on a separate sheet if necessary.

B. POSITION DESIRED

****CPCS has campuses in multiple locations. Please circle campus(es) of interest:**

All Bothell Bellevue Everett Lynnwood Mountlake Terrace Martha Lake

Specify position(s) desired:

Full time _____ Part time _____

How did you learn about the position for which you are applying?

FUTURE PLANS

What would you like to be doing five years from now?

C. PROFESSIONAL QUALIFICATIONS

**FORMAL
TRAINING**

What degree or degrees do you hold?

Degree Date Received Issuing Institution

Your Major(s) _____

Your Minor(s) _____

**SPECIAL
ABILITIES**

Please list any special training or experience for the position you desire:

Please list special licenses or certificates held:

D. EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may make copies of this page or following the same format, use the reverse side.

1. Employer _____

Position _____ Dates of Employment _____

Address _____

Supervisor's Name and Phone Number _____

Reason for leaving _____

2. Employer _____

Position _____ Dates of Employment _____

Address _____

Supervisor's Name and Phone Number _____

Reason for leaving _____

3. Employer _____
Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

4. Employer _____
Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

5. Employer _____
Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

Have you ever worked under a different name for any of the employers you have listed? If so, what was the name or names?

E. PERSONAL REFERENCES

Please sign the **Reference Release Form** that is attached and return it with this application. Do not list family members or relatives for references.

REFERENCES Give three references that are qualified to speak of your spiritual experience and Christian service. List your current pastor first.

	<u>Name</u>	<u>Complete Address</u>	<u>Phone</u>	<u>Position</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Give three references that are qualified to speak of your professional training and experience.

List your current or most recent principal or supervisor first.

<u>Name</u>	<u>Complete Address</u>	<u>Phone</u>	<u>Position</u>	<u>School</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

F. CHRISTIAN BACKGROUND

*** In your own handwriting on separate paper briefly give your Christian testimony.**

BIBLE

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 _____ Signature: _____

STATEMENT OF FAITH

Please carefully read our Statement of Faith and indicate below your degree of support.

1. We believe in the Bible as the inspired and infallible Word of God.
2. We believe in one God, eternally existent in three persons: Father, Son, and the Holy Spirit.
3. We believe in the virgin birth of Jesus Christ, His vicarious, atoning death, bodily resurrection and ascension.
4. We believe that man, by voluntary transgression, fell and thereby incurred physical death and separation from God.
5. We believe in salvation through the blood of Jesus Christ as man's only hope of redemption.
6. We believe in water baptism through immersion and the partaking of Holy Communion as a memorial of His suffering and death.
7. We believe in the power of the Holy Spirit to bestow spiritual gifts for use in life and service.
8. We believe in the baptism of the Holy Spirit with the initial evidence of speaking in other tongues.
9. We believe that sanctification is an act of separation from that which is evil and of dedication unto God.
10. We believe the Church is the Body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her great commission. All believers, born of the Spirit, are an integral part of the body of Christ, which are written in Heaven.
11. We believe the ministry is divinely called, scripturally ordained, and provided by our Lord for the evangelization of the world and the edification of the Body of Christ.

12. We believe in divine healing through the redemptive work of Christ on the Cross.
13. We believe in the resurrection of those who have fallen asleep in Christ and their translation together with those who are alive and remain unto the coming of the Lord in the imminent and blessed hope of the church.
14. We believe in the Second Coming of Jesus Christ to reign on the earth for one thousand years.
15. We believe there will be a final judgment, when those not found written in the Book of Life will be consigned to everlasting punishment with the devil and his angels, the beast, and the false prophet.
16. We, "according to His promise, look for the new heavens and a new earth, wherein dwelleth righteousness." (2 Peter 3:13; Rev. 21:22)

❶ *I fully support the Statement of Faith as written without mental reservations.*

Signature: _____

(or...)

❷ *I support the Statement of Faith except for the area(s) listed and explained below. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction. (Attach an additional page if more space is needed.)*

Signature: _____

Explanation: _____

**CHURCH
SERVICE**

Denominational preference? _____

What is your local church affiliation? _____

Are you presently a member in good standing? _____ Years? _____

In what church activities are you involved and with what degree of regularity?

What other Christian service have you done since becoming a Christian?

What is your attitude toward working with those of other races and those of other denominational beliefs?

DEVOTIONAL LIFE Describe your routine of personal Bible study and prayer.

What books have you read recently that have helped you spiritually?

H. APPLICANT'S CERTIFICATION AND AGREEMENT

My answers on this Application are true and correct and complete. I understand that if I am employed by Cedar Park Christian Schools (“Cedar Park”), it will be at the will of both parties and that my employment can be terminated at any time, with or without cause. I understand and agree that no offer or promise of employment has been made.

I authorize Cedar Park Christian Schools (“Cedar Park”) to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment. I authorize references and my former employers 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.

I authorize Cedar Park Christian Schools (“Cedar Park”) to request criminal background checks on me and copies of my driving record (if I may operate a commercial vehicle on behalf of Cedar Park) upon an offer of employment and during the course of my employment.

I understand that Cedar Park Christian Schools (“Cedar Park”) expects its employees to conduct their professional and personal lives in a manner that reflects Cedar Park’s evangelical Christian character. I understand that Cedar Park expects its employees to refrain from behavior that conflicts with evangelical Christian standards including, but not limited to, immoral cohabitation; alcohol or substance abuse including drunkenness and illegal drug use; and inappropriate speech such as vulgar or sexually suggestive words, gossip, and insubordination. If I am employed by Cedar Park, I agree to abide by these expectations.

I also have read and agree to the terms provided in the Release.

Signature

Date

I. CRIMINAL HISTORY INFORMATION

Please complete this Criminal History Information. Cedar Park Christian Schools (“Cedar Park”) may conduct a criminal history background check on you and request a copy of your driving record (if you may operate a commercial vehicle on behalf of Cedar Park). Further dissemination of any records obtained is prohibited without your written permission. You will be notified of the results of the background check within 10 days of receipt and provided with a copy upon request.

Name: _____

Alias/Maiden Name: _____

Social Security Number: _____ Date of Birth: _____

- 1. Have you ever been convicted of any crime? Yes No

If yes, specify _____

For purposes of answering this question, conviction shall include any conviction in any jurisdiction, including convictions by way of trial, plea (guilty, “Alford”, *nolo contendere*, or no contest even if they be later withdrawn), deferred prosecution, suspended sentence or stipulation. Conviction shall also include convictions that have subsequently been dismissed, expunged, vacated, reduced, mitigated, or otherwise stricken from official record. A conviction will not necessarily bar employment.

- 2. Have you ever had findings made against you in any civil adjudicative proceeding as defined in RCW 43.43.830? Yes No

If yes, specify _____

RCW 43.43.830 (3) “Civil adjudicative proceeding” is a judicial or administrative adjudicative proceeding that results in a finding of, or upholds an agency finding of, domestic violence, abuse, sexual abuse, neglect, or exploitation or financial exploitation of a child or vulnerable adult under chapter 13.34, 26.44, or 74.34 RCW, or rules adopted under chapters 18.51 and 74.42 RCW. “Civil adjudicative proceeding” also includes judicial or administrative orders that become final due to the failure of the alleged perpetrator to timely exercise a right afforded him or her to administratively challenge findings made by the department of social and health services or the department of health under chapter 13.34, 26.44, or 74.34 RCW, or rules adopted under chapters 18.51 and 74.42 RCW.

I declare, under penalty of perjury under the laws of the State of Washington, that the statements above are true and correct. I authorize Cedar Park Assembly of God to conduct a criminal background check on me and to obtain a copy of my driving record.

Signed this _____ day of _____, _____, at _____
(day) (month) (year) (city, state)

Applicant’s Signature: _____

J. Release

(INCLUDING AUTHORIZATION OF RELEASE OF INFORMATION, AND DEFENSE, INDEMNIFICATION AND HOLD HARMLESS OBLIGATIONS BY APPLICANT)

I, _____, have applied for employment at Cedar Park Christian Schools (“Cedar Park”).

I authorize Cedar Park, in its efforts to process my application and to check my background and contact references, to provide a copy of this release to any person or entity, and authorize Cedar Park and other parties to treat a facsimile copy of this release as if it were the signed original.

I authorize Cedar Park Christian Schools to contact any person or entity to obtain information about me, including the employers, organizations, supervisors, governmental agencies and references that I list in my application and others identified by Cedar Park. Without limiting the foregoing, I understand and agree that this release allows the Department of Social and Health Services, including Child Protective Services, to release information concerning me.

I hereby request, consent to, and authorize any current or former employer, person, firm, corporation, organization, education or vocational institution, or government agency to provide Cedar Park with information they have regarding me, including the release of information concerning my performance, qualifications, personal and work history, dates of employment, dates of volunteer service, job titles, reasons for leaving, salary, and opinions about me. The released information may be in the form of a letter of reference, a response to an evaluation form prepared by Cedar Park, telephone interviews or other interviews initiated by Cedar Park, or any other means deemed appropriate by Cedar Park. I understand that the information released may include facts and/or opinions that are unfavorable to me and/or with which I may disagree.

I hereby expressly waive any and all rights I may have of access to any letter of reference, to any response to an evaluation form, to anything discussed in telephone conversations or interviews, or information otherwise obtained by Cedar Park, including any right to inspect and review, any right to have a copy made for my use, and any right to request an amendment of or correction to any released information.

I hereby release and agree to defend, indemnify and hold harmless Cedar Park and its past, present and future pastors, elders, deacons, leaders, employees, directors, officers, volunteers, agents, successors and assigns, and insurers from any and all liabilities arising from or in any way related to requesting or receiving information about me. I also release and agree to defend, indemnify and hold harmless any person or organization or entity (whether listed in my application or not) and its respective directors, owners, officers, employees, volunteers and agents who provide information or references about me to Cedar Park from and against any and all liability arising from or in any way related to their disclosure of any information or opinions about me.

I hereby acknowledge that I have read, understand, and willingly sign and agree to this document.

THIS STATEMENT CONTAINS A RELEASE OF CLAIMS AND AN OBLIGATION TO DEFEND, INDEMNIFY AND HOLD HARMLESS CEDAR PARK ASSEMBLY OF GOD AND OTHERS. PLEASE READ IT CAREFULLY.

This **signed** Release must be a part of the application package. The Release must be mailed, faxed, or taken to Cedar Park for the application to be considered complete.

Applicant’s Signature: _____ Date: _____