



NON-TEACHING EMPLOYEE APPLICATION

Nebraska Christian Schools is an Equal Opportunity Employer. Discrimination on the basis of race, color, sex national origin, age or disability is prohibited. Because Nebraska Christian Schools is a religious institution, it exercises those rights afforded to religious institutions which allow the use of religious qualifications and tenets in personnel actions.

NOTE TO APPLICANTS

Nebraska Christian Schools is a Christian school committed to providing a Christian educational environment in which children, preschool through high school can grow in academic knowledge, Bible knowledge and spiritual maturity. Because of the nature of our school, we consider for employment only those who:

- have acknowledged they are spiritually lost, have received Christ as Savior, and have made a personal commitment to follow Him;
- are active participants in a local Protestant church

Because all the positions in our school require working in close sensitive contact with minors (children under the age of 18), we request your authorization for us to check references, driver’s records, and criminal records. We realize this procedure along with some of the “personal” questions we ask in this application may seem threatening. Nevertheless, we have a moral and legal obligation to make all reasonable efforts to protect the children entrusted into our care. We assure you we will treat this information with high standards of confidentiality.

If you meet the preliminary qualifications above and desire to be considered for employment, please complete all the questions in this form and return it to the office.

Name _____ Date _____
Last First Middle

Address _____
Street City State Zip

Home phone _____ Work phone _____

E-mail address _____

Positions(s) for which you are applying _____

How did you learn of this opening? _____

Are you a U.S. citizen? Yes No

If not a U.S. citizen, are you authorized to work in the U.S. on an unrestricted basis? Yes No

Have you ever applied or been employed here before? Yes No If yes, give date(s) _____

Relatives employed by Nebraska Christian (name/relationship/department) _____

Do you personally subscribe without reservation to Nebraska Christian’s doctrinal statement (see page 5)? Yes No

If you answered “no” above, please explain any reservations you may have.

Are you willing to adhere to Nebraska Christian’s lifestyle policies (see page 5)? Yes No

EDUCATION AND TRAINING

| SCHOOL | NAME AND LOCATION | COURSE OF STUDY | DEGREE/DIPLOMA EARNED |
|---------------------------|-------------------|-----------------|-----------------------|
| College/ University | | | |
| College/ University | | | |
| Graduate/ Professional | | | |

Describe specialized training, apprenticeships, skills: _____

Please list any special honors, achievements, professional and community activities and offices: _____

EMPLOYMENT HISTORY

Please begin with your present or most recent employment.

| | | | |
|-----------------------------------|--|--------------------|-----------------|
| Company Name | | Telephone | |
| Address | | From (month/year) | To (month/year) |
| Name of supervisor | | Starting salary | Ending salary |
| State job title and describe work | | Reason for leaving | |
| Company Name | | Telephone | |
| Address | | From (month/year) | To (month/year) |
| Name of supervisor | | Starting salary | Ending salary |
| State job title and describe work | | Reason for leaving | |
| Company Name | | Telephone | |
| Address | | From (month/year) | To (month/year) |
| Name of supervisor | | Starting salary | Ending salary |
| State job title and describe work | | Reason for leaving | |
| Company Name | | Telephone | |
| Address | | From (month/year) | To (month/year) |
| Name of supervisor | | Starting salary | Ending salary |
| State job title and describe work | | Reason for leaving | |

May we contact your present employer? Yes No

CHRISTIAN LIFE

Have you accepted Jesus Christ as your Lord and Savior? Yes No Uncertain

If yes, when? _____ On what do you base your claim of salvation? _____

Name and address of your church _____

Pastor's name _____ Phone number _____ Email _____

Pastor's address _____

Do you attend weekly? Yes No List any church/Christian work or ministry in which you have been involved _____

Please give a brief personal testimony, including the circumstances of your conversion.

Briefly describe your present practice concerning Bible study and prayer.

BACKGROUND CHECK INFORMATION

The information we request below is necessary for doing background checks. Thank you for your cooperation.

Name _____
Last First Middle

Address _____
Street City State Zip

List any other names by which you have been known (including maiden name) _____

Date of birth _____ Driver's license # _____ State _____ Expiration date _____

How long have you resided at your present address? _____ Social Security # _____

Please give your previous addresses for the last five years:

| | | | |
|--------|------|------|-----|
| Street | City | Sate | Zip |
| Street | City | Sate | Zip |
| Street | City | Sate | Zip |
| Street | City | Sate | Zip |

Please respond to the following questions:

- 1. Has your driver's license ever been suspended or revoked? Yes No
- 2. Do you use illegal drugs? Yes No
- 3. Have you been convicted of a criminal offense or do you have criminal charges pending? Yes No
- 4. Have you ever been charged with neglect, abuse or assault? Yes No
- 5. Have you ever been convicted or accused of mistreatment, neglect, abuse, or attempted or actual sexual molestation of a minor? Yes No
- 6. Have you ever been disciplined, discharged or asked to resign from any job? Yes No

If you answered "yes" to any of these questions, please explain (attach an extra sheet of paper if necessary). _____

Conviction of a crime does not automatically bar you from employment. All circumstances will be reviewed, including the nature of the offense, when it was committed, and its relevance to the position for which you are applying.

DOCTRINAL STATEMENT

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe 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.
4. We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

LIFESTYLE POLICIES

Because Nebraska Christian is a Christian school dedicated to providing a Christian educational environment and propagating biblical Christianity, we expect all our employees to conduct themselves according to the high moral, ethical and behavioral standards taught in Scripture. These standards prescribe Christ-like behavior such as loving one another, obeying God's word, submitting to those in authority and practicing self-control (Rom. 12:9-13:7, Gal. 5:26, Col. 3:12-17). These standards also identify unacceptable conduct. While all unacceptable conduct cannot be listed here, some of the most obvious examples include stealing, lying, cheating, accepting bribes, use of profanity, vulgarities and obscenities, sexual immorality, pornography, the use of illegal/illicit drugs and non-medically prescribed narcotics, the abuse of alcohol or tobacco, occult involvement, and rebellion.

As part of our lifestyle policies we expect our employees to be faithful participants in a local church and to have a consistent practice of personal prayer and Bible reading.

APPLICANT'S CERTIFICATION AND AGREEMENT

Please carefully read the following statements before signing.

I understand and certify by my signature that:

- The facts I have given in this application are true and complete to the best of my knowledge.
- If I am employed, any false or misleading statement may result in dismissal.
- I am authorizing Nebraska Christian to investigate any of the facts and contact any individuals, schools, organizations, employers or other references I have given in this application.
- I am authorizing a criminal records check and a driver's records check to be conducted on me. I am also authorizing the release of any information which pertains to any record of conviction in police files or any criminal files maintained on me whether state or local.
- I am authorizing any individuals, schools, organizations, law enforcement agencies, employers or other references to release the information requested by Nebraska Christian for verifying the facts I have given about my background. I further release from any liability Nebraska Christian for requesting the information and any person or organization for providing the information requested. I also waive any right I may have to inspect any information provided about me by any person or organization identified by me in this application.
- If employed, I will abide by all of Nebraska Christian's standards and regulations.

Applicant's name (please print) _____

Applicant's signature _____ Date _____

If you cannot sign the above certification and agreement, please explain:

Please return your application in an envelope marked **CONFIDENTIAL**. We also request that you please send the following if you have a copy; your resume, college or university transcripts and teaching certification. Send all to:

Nebraska Christian Schools
1847 Inskip Avenue
Central City NE 68826