

# Open Door Christian Schools

## Support Staff Application



Your interest in Open Door Christian Schools is appreciated, and we invite you to complete and submit this application. We will review your application and determine if there are openings for which you may qualify. If we have continued interest in your candidacy, we will arrange for a personal interview. Subject to the United States Constitution, and all applicable state and federal laws, Open Door Christian Schools does not discriminate in its employment practices.

We realize that the key to a successful Christian School is its staff. We are seeking applicants who are born again (John 3:3), who are professionally qualified, who have a call to Christian Education, and who adhere to biblical principles in their lives.

We look forward to receiving your application. Thank you for your interest in our school whose mission is to equip disciples through exemplary education. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

### A. APPLICANT'S NAME AND ADDRESS

Full Name: \_\_\_\_\_

Application date: \_\_\_\_\_ Date available: \_\_\_\_\_

Present address: \_\_\_\_\_

\_\_\_\_\_

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

### B. POSITION DESIRED

Position(s) applying for: \_\_\_\_\_

☐ Full-time      ☐ Part-time      ☐ Temporary (i.e. summer help)

☐ Substitute for Lunchroom, Aides, or Office Assistance: \_\_\_\_\_

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

Can you submit verification of your legal right to work in the U.S.? ☐ Yes ☐ No

### **C. CHRISTIAN BACKGROUND**

Provide a written description of your Christian experience and testimony.

What is your denominational preference? \_\_\_\_\_

What local church do you currently attend? \_\_\_\_\_

Are you a member or regular attendee in good standing? \_\_\_\_\_ Years? \_\_\_\_\_

In what ministries have you been a participant?

What other areas of Christian service have you participated in since becoming a Christian?

As a follower of Christ, describe how you commit to “train yourself for godliness” (1 Timothy 4:7) by seeking to know and enjoy Christ through an intentional and routine implementation of Bible intake, prayer, worship, evangelism, serving, stewardship, fasting, and learning.

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

#### **D. EDUCATIONAL/PROFESSIONAL TRAINING AND QUALIFICATIONS**

Name of last high school attended: \_\_\_\_\_

Diploma Received? ☐ Yes ☐ No

Name of Business School, Trade  
School, College, or University Attended:

Type of Certificate, Diploma,  
or Degree: BA, MA, other \_\_\_\_\_

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Are you specifically trained or have you had experience in the following? Check all that are applicable.

Experience:

- ☐ School secretary
- ☐ Teacher aide
- ☐ Bookkeeping
- ☐ Administrative assistant
- ☐ Receptionist
- ☐ Lunch service operations
- ☐ Childcare worker
- ☐ Other \_\_\_\_\_

Special Skills:

- ☐ Scheduling
- ☐ Event organization
- ☐ Proofreading
- ☐ First aid certification
- ☐ CPR certification
- ☐ Google Suite (i.e. Docs, Sheets, Forms, etc)
- ☐ Publishing Software (MS Publisher, Canva, Adobe Creative Cloud)
- ☐ Other \_\_\_\_\_

List any other software applications with which you have experience.

## E. EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards to cover your employment history for the last 10 years:

1. Job Title \_\_\_\_\_ Date of employment \_\_\_\_\_

Name of company \_\_\_\_\_

Work performed \_\_\_\_\_

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

\_\_\_\_\_

2. Job Title \_\_\_\_\_ Date of employment \_\_\_\_\_

Name of company \_\_\_\_\_

Work performed \_\_\_\_\_

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

\_\_\_\_\_

3. Job Title \_\_\_\_\_ Date of employment \_\_\_\_\_

Name of company \_\_\_\_\_

Work performed \_\_\_\_\_

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

\_\_\_\_\_

4. Job Title \_\_\_\_\_ Date of employment \_\_\_\_\_

Name of company \_\_\_\_\_

Work performed \_\_\_\_\_

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

\_\_\_\_\_

Are you holding or have you already signed a contract for next year with any other educational institution? ☐ Yes ☐ No If yes, please explain and indicate any restrictions.

## F. PERSONAL REFERENCES

Do not list family members or relatives for references. References will be contacted with your consent.

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

Name	Position	Email / Address / Phone
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1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

Does ODCS have permission to contract all of the above references? ☐ Yes ☐ No  
If no, please explain and indicate any restrictions.

Give three references who are qualified to speak of your professional training and experience.  
**List your current or most recent supervisor first.**

Name	Position	Email / Address / Phone
1. _____		
_____		
2. _____		
_____		
3. _____		
_____		

Does ODCS have permission to contract all of the above references? ☐ Yes ☐ No  
If no, please explain and indicate any restrictions.

## G. PERSONAL INFORMATION

List other experiences, skills, or qualifications that you believe would benefit our school.

List memberships to any professional groups or other organizations that you consider relevant to your ability to perform this job.

You have read the job description and essential functions for this position. Is there any reason why you might be unable to perform the essential duties and responsibilities of this position?  
☐Yes ☐No If yes, please explain and share anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position?

Do you have any personal responsibilities or other commitments that may prevent you from meeting this position's requirements? ☐ Yes ☐ No If yes, please explain.

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer? ☐Yes ☐No

Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave a job or volunteer position on the grounds of any unlawful sexual behavior, or violation of an employer's sexual misconduct or harassment policy? ☐Yes ☐No

Have you ever been charged in civil or criminal proceedings with improprieties regarding children? ☐Yes ☐No

Have you ever entered a plea of guilty, a plea of "no contest," or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense?  
☐Yes ☐No

Have you ever been suspended, discharged, or resigned in lieu of discharge from any position?  
☐Yes ☐No

## **H. CURRENT ISSUES**

As an employee you may be asked specific questions about current issues by students or their families. Please share your personal convictions as a Christian toward:

Wine, beer, and other alcoholic beverages -

Smoking and chewing tobacco -

Please click on the link below to read our Sexuality and Moral Purity Policy.

[Sexuality and Moral Purity Policy.pdf](#)

Do you affirm and accept without verbal or mental reservations our Sexuality and Moral Purity Policy? ☐ Yes ☐ No ☐ If no, please explain.

What are your personal views on divorce and marriage?

Knowing that the image of God is one of the most important elements of biblical worldview, what is your opinion on the issue of abortion?

Please click on the following link to read our Employee Lifestyle Statement.

[Employee Lifestyle Statement.pdf](#)

Do you affirm and accept without verbal or mental reservations our Employee Lifestyle Statement? ☐ Yes ☐ No ☐ If no, please explain.

Do you have a personal testimony regarding any of the above items that you would like to share?



## STATEMENT OF FAITH

**The basis of Open Door Christian Schools shall be the Word of God as interpreted by the following Statement of Faith:**

### **BIBLE**

We believe in the Scriptures, comprised of the 66 books in the Old and New Testaments, as being the verbally inspired Word of God and inerrant in the original writings. In the Scriptures God reveals Himself to us, and by them, we can come to a saving knowledge of His Son, Jesus Christ. We believe the Scriptures are complete, sufficient, and clear in all things essential, true in all they affirm, and are the supreme and final authority in all matters of faith and life.

Psalm 19:7-11, 119:105; Proverbs 3:5-6; Isaiah 55:11; Matthew 5:18; John 17:17;  
2 Timothy 3:14-17; Hebrews 4:12; 2 Peter 1:19-21.

### **GOD**

We believe in the Trinity, one God eternally existing in three equal yet distinct Persons, the Father, the Son, and the Holy Spirit. God is holy, loving, and just. He is the sole creator and absolute ruler over everyone and everything. He is eternal, all-knowing, all-powerful, and all-present. He is worthy of praise, and all things exist for His glory alone!

Genesis 1:1; Leviticus 11:44-45; Deuteronomy 6:4; Psalm 33:6, 147:5; Isaiah 40:28, 43:1-7;  
Jeremiah 32:17; John 1:14, 15:26; Acts 4:24; 1 Corinthians 8:6; Ephesians 1:3-7; 1 John 4:19;  
Revelation 4:11.

We believe in God the Father, the First Person of the Trinity. He is the giver of every perfect gift and purposed from the beginning to redeem a people for His own by giving His Son Jesus Christ and by sending the Holy Spirit to all who are redeemed. He is powerfully directing all things for the good of those who love Him and are called according to His purpose.

John 15:26; Romans 8:28; 1 Corinthians 8:6; Ephesians 1:9-10, 17; 2 Timothy 1:9; Titus 1:2;  
James 1:16-17; 1 John 4:14.

We believe in God the Son, Jesus Christ, the Second Person of the Trinity. Conceived of the Holy Spirit through the Virgin Mary, He is fully God and fully man. He lived a sinless life and is the example of how we should live. Jesus bore humanity's punishment as their substitute through His death on the cross and was physically resurrected three days later. He thus accomplished salvation, and triumphed over sin, death, and the devil. Christ physically ascended to the right hand of the Father and is currently interceding on our behalf as He rules and reigns over all creation.

Deuteronomy 6:4; Isaiah 53:3-7; Luke 1:35, 24:5-7; John 1:1; Acts 1:9-10; Romans 3:23-25; 2 Corinthians 5:21; Hebrews 2:17, 7:25; 1 John 2:6.

We believe in God the Holy Spirit, the Third Person of the Trinity. He is the author of Scripture and empowers godly people, which is seen most perfectly in the life of Jesus Christ. He convicts the world of sin and persuades people to repent of their sins and confess Jesus Christ as Lord. He works in God's people by saving, regenerating, sanctifying and transforming them into the image of Christ. He gives spiritual gifts to believers empowering them to witness, to serve people

and to build up the Church. He fills and indwells followers of Jesus enabling them to love and become more like Christ. He illuminates the Scriptures, helping people to understand and apply the Word of God to their lives.

Genesis 1:1-2; Psalm 33:6; Luke 4:1, 14; John 14-16; Acts 1:8, 5:3-5, 10:38; Romans 8:1-17; 1 Corinthians 2:10-16, 12:1-11; Galatians 5:16-25; Ephesians 5:18; 2 Timothy 3:16; Titus 3:5-6.

## **HUMANITY**

We believe that human beings are the crowning work of God's creation, created as male and female, and originally innocent of sin. God created human beings in His own image to reflect His glory, enjoy His fellowship, and accomplish His purposes in the world. He created all people to know Him, love Him, live with Him, glorify Him, and care for His world. However, due to the sin of disobedience, we lost our innocence and incurred the penalty of spiritual and physical death. Therefore, it is only through God's saving work in Jesus Christ that we can be rescued, reconciled and redeemed.

Genesis 1:26-30, 3:1-22; Psalm 8:3-6; Isaiah 43:7; John 3:36; Romans 3:23, 6:23; 1 Corinthians 2:14, 10:31; Ephesians 2:1-3; 1 Timothy 2:13-14; James 3:9; 1 John 1:8; Revelation 4:11.

## **SIN**

We believe that all human beings have sinned and fallen short of the glory of God and have failed to reflect the goodness and love of God as His image bearers. Sin is missing the mark of God's moral character and good design for our lives, which includes rebellion against His rightful rule and Law. Though sin was not created by God, sin has infected all of God's creation. The consequence of this failure and rebellion is not only physical death but also spiritual death, which is separation from God.

We believe that all humanity was represented by Adam when he sinned and shares his guilt, falling under God's wrath. All human beings since Adam, with the exception of Jesus, are born with both a sinful nature and an inclination toward sin; we all sin in thought, word, and deed. The result is that all people are hopelessly lost apart from God, who graciously makes provision for the curse of sin and death in the cross of Jesus Christ.

Genesis 2:17; Deuteronomy 32:4; Psalm 51:5; Romans 1:18-20, 3:10-23, 5:12-19, 6:23, 8:19-23; Ephesians 2:1-3; James 4:17; 1 John 3:4.

## **SALVATION**

We believe salvation is a free gift of God, based in His grace alone, received by faith alone, and made possible only by the substitutionary death of Christ on the cross. We believe that all who repent of their sin, place their faith in the finished work of Christ alone, and humbly ask God for salvation receive forgiveness for their sin, are reconciled to God, freed from the penalty of sin, and are kept by God. We believe those who are truly redeemed are a new creation in Christ and are empowered by the indwelling Holy Spirit to grow in holiness, becoming more and more like Christ.

Isaiah 52:1-12; John 1:12, 14:6; Romans 6:23, 10:9-10; 1 Corinthians 15:3-6; 2 Corinthians 3:18, 5:17; Ephesians 1:7, 2:8-10, 4:13; Titus 3:5; 2 Peter 1:4-10.

## ETERNITY

We believe in the eternal existence of God, and that humans, being made in the image of God, will all be resurrected to live forever. Our current life on earth is but a vapor, a miniscule moment in light of eternity. When Jesus Christ returns to this earth, He will judge the living and the dead, and each of us will be judged based upon how we responded to the Person and work of Christ in this life. Those who are in Christ will spend eternity in the manifest presence of God in the New Heaven and New Earth. Those who have rejected Christ will be separated from the presence of God by their sin and will spend eternity apart from Him in Hell.

Psalms 93:1-2; Ecclesiastes 3:11; Matthew 25:31-46; John 11:25-26, 14:3; Acts 1:11; Romans 14:10-12; 2 Corinthians 5:10; 1 Thessalonians 4:16; Hebrews 9:27-28; James 4:14; Revelation 20:11-15, 22:20.

## CHURCH

We believe the local church is a body of believers commissioned by Christ to make disciples of all nations and to represent Him in the world. The ordinances, observed in the local church and given by our Lord, are Baptism and Communion. In its universal aspect, the Church is comprised of all who have been redeemed through Jesus. He is the Head of the Church, and we are His bride.

Matthew 16:18, 28:18-20; 1 Corinthians 11:23-26, 12:12; Ephesians 1:22-23, 4:15, 5:25-32; Colossians 1:18; Revelation 19.

I HAVE READ THE ABOVE AND UNDERSTAND AND AGREE WITH THIS DOCTRINE.

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Applicant Signature

Print Name

Date

(Use Adobe Reader's Fill & Sign tool to draw your signature, or print, sign, and scan the document after signing.)

## **APPLICATION SUBMISSION CHECKLIST**

Email the following to the contact person listed in the job posting:

- Completed application
- Resume
- College transcripts (if issued)
- High school diploma (if college transcripts not provided)