



1300 19<sup>th</sup> Avenue SW, Willmar MN 56201-5010  
[www.willmarccs.org](http://www.willmarccs.org)

(320) 235-0592

## Non-Teacher Application

### Personal Information

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

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

Telephone Number at Permanent Address \_\_\_\_\_

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

Telephone Number at Present Address \_\_\_\_\_

Best time to call you \_\_\_\_\_ Application Date \_\_\_\_\_

Date available for employment \_\_\_\_\_ Position Desired \_\_\_\_\_

How did you learn about this position? \_\_\_\_\_

### Education and Training

High School attended \_\_\_\_\_ Date of Graduation \_\_\_\_\_

Colleges or Universities attended	Dates	Major(s)	Minor(s)	Degree
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Cumulative grade point average \_\_\_\_\_

List any skills that you believe that would help qualify you for the position for which you are applying

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Please list any conferences or seminars you have attended in the past two years

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List any books or articles you have recently read that have helped you grow professionally

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### Experience

Please furnish information on your employment history in sufficient detail to help us determine your qualifications for the position(s) available. Start with your PRESENT POSITION, if any, and work backwards. List each position you have had since receiving your most recent degree. Show each professionally relevant position prior to that.

If you were employed under a name other than the one used on this application, please indicate it under "Other Name".

Are you presently employed? \_\_\_\_\_ May we contact your present employer? \_\_\_\_\_

Date of employment \_\_\_\_\_ to \_\_\_\_\_  
month/year month/year

Name and address of employer \_\_\_\_\_

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Name and position of immediate supervisor \_\_\_\_\_

Title of your position \_\_\_\_\_

Description of work \_\_\_\_\_

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Reason for Leaving \_\_\_\_\_ Other Name \_\_\_\_\_

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Date of employment \_\_\_\_\_ to \_\_\_\_\_  
month/year month/year

Name and address of employer \_\_\_\_\_  
\_\_\_\_\_

Name and position of immediate supervisor \_\_\_\_\_

Title of your position \_\_\_\_\_

Description of work \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Other Name \_\_\_\_\_

Date of employment \_\_\_\_\_ to \_\_\_\_\_  
month/year month/year

Name and address of employer \_\_\_\_\_  
\_\_\_\_\_

Name and position of immediate supervisor \_\_\_\_\_

Title of your position \_\_\_\_\_

Description of work \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Other Name \_\_\_\_\_

Date of employment \_\_\_\_\_ to \_\_\_\_\_  
month/year month/year

Name and address of employer \_\_\_\_\_  
\_\_\_\_\_

Name and position of immediate supervisor \_\_\_\_\_

Title of your position \_\_\_\_\_

Description of work \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Other Name \_\_\_\_\_

\_\_\_\_\_

### **Spiritual Background**

Community Christian School was founded in 1978 by a group of parents who desired that their children's academic instruction be closely integrated with basic tenets of the Christian faith. The following questions are meant to help CCS understand your spiritual roots and determine if they align with the philosophy of the school.

#### Statement of Faith

After reading Community Christian School's Statement of Faith (Beliefs), do you find anything you cannot support? \_\_\_\_\_

If so, please explain \_\_\_\_\_

\_\_\_\_\_

If not, please indicate your support by your signature \_\_\_\_\_

#### Church Involvement

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

What is your church affiliation? \_\_\_\_\_

Pastor's Name and address \_\_\_\_\_

\_\_\_\_\_

In what capacity are you active in your church? \_\_\_\_\_

\_\_\_\_\_

Application Questions

What is your definition of a Christian? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In what ways do you provide for your own spiritual growth?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In your thinking, what would be some characteristics that would distinguish a Christian school from a public school? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Would you want your own children educated in a Christian School? \_\_\_\_\_ Why or why not? (If you do not have children, answer as if you did.) \_\_\_\_\_

\_\_\_\_\_

**References**

Pastoral – Pastor of the church you are now attending

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Professional – Someone who has supervised your work, preferably in education:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Friend – A person who has known you for a number of years, not a relative.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

**Personal Statement**

On a separate sheet, describe how your education, work, and life experience have helped prepare you for this position. Elaborate on any special qualifications you have for this position. Highlight your strengths and describe how you compensate for your weaknesses. Please limit this essay to no more than two pages.

**Criminal Activity**

Have you ever been convicted of any crime, other than a minor traffic violation? \_\_\_\_ Yes \_\_\_\_ No

If yes, what was the disposition of the case? \_\_\_\_\_

Conviction of a crime is NOT an automatic bar to employment. We will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

NOTE: If you have a placement transcript, it is your responsibility to have it sent directly to Community Christian School in time for consideration with your application.

“I certify that the facts contained in this application form are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal and otherwise, and release all parties from all liability for any damage that my result from furnishing the same to you.”

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Thanks so much for applying at Community Christian School. May the Lord direct both you and our school personnel in making the correct decision for this position.

Please return this application to: Mr. Del Brouwer, Administrator  
Community Christian School  
1300 19<sup>th</sup> Avenue SW  
Willmar MN 56201-5010