



# GREATER PORTLAND CHRISTIAN SCHOOL

## APPLICATION Non-Instructional Staff

Date: \_\_\_\_\_

### Dear Applicant:

Greater Portland Christian School provides a distinctively Christian education which complements the home and church, brings a biblical perspective to every subject, and helps parents prepare their children for a God-glorifying life. Your interest in being a part of such a ministry at GPCS is appreciated. We invite you to fill out this application and return it to our school office along with your résumé. If we have continued interest in your candidacy, we will send you some follow-up questions and arrange for a personal interview. A successful background check through the State of Maine and the Department of Child Protective Services must be conducted before a position will be offered to any candidate.

We realize that the key to a successful Christian school is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models (Luke 6:40).

We look forward to receiving your application materials. You may email them to [head@gpcs.net](mailto:head@gpcs.net) or mail to: *Head of School, Greater Portland Christian School, 1338 Broadway, South Portland, ME 04106*. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

### Applicant's Contact Information

Name \_\_\_\_\_  
Last First Middle

Current Address \_\_\_\_\_  
Street

City State Zip

E-Mail Address \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Best time to call? \_\_\_\_\_ Length of time at this address? \_\_\_\_\_

Permanent address and phone number if different from current address \_\_\_\_\_

### Position Information

1. Position(s) Desired in order of preference: \_\_\_\_\_

2. Are you currently employed?  Yes  No If so, may we inquire of your present employer?  Yes  No

3. Date Available: \_\_\_\_\_

4. How did you learn about the position for which you are applying? \_\_\_\_\_

5. Can you perform the essential functions of this position  with or  without a reasonable accommodation?

### Christian Background

1. If you have come to personal faith in Jesus Christ as your Savior, please briefly describe your Christian testimony:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

3. What is your local church affiliation? \_\_\_\_\_

4. Are you currently a member in good standing? \_\_\_\_\_ # Years? \_\_\_\_\_

### Professional Qualifications

Names & Locations of Schools/Colleges/Universities	Dates Attended From / To	Date of Graduation	Degree Earned	Major	Minor
High School					
Location					
College/University					
Location					
College/University					
Location					
Post-Graduate					
Location					

1. List any certificates you hold that may help qualify you for employment.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. List any job-related skills you possess that may help qualify you for employment.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Employment History

Please start with your current or most recent employer and work backward for the past ten years (all months must be accounted for). If your résumé contains this information, you may list below only the information not in your résumé.

1. Dates of employment \_\_\_\_\_ Position \_\_\_\_\_  
 Employer \_\_\_\_\_ Address \_\_\_\_\_

Supervisor's name: \_\_\_\_\_ Phone \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

2. Dates of employment \_\_\_\_\_ Position \_\_\_\_\_  
 Employer \_\_\_\_\_ Address \_\_\_\_\_

Supervisor's name: \_\_\_\_\_ Phone \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

3. Dates of employment \_\_\_\_\_ Position \_\_\_\_\_  
 Employer \_\_\_\_\_ Address \_\_\_\_\_

Supervisor's name: \_\_\_\_\_ Phone \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

4. Dates of employment \_\_\_\_\_ Position \_\_\_\_\_  
 Employer \_\_\_\_\_ Address \_\_\_\_\_

Supervisor's name: \_\_\_\_\_ Phone \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

5. Dates of employment \_\_\_\_\_ Position \_\_\_\_\_  
 Employer \_\_\_\_\_ Address \_\_\_\_\_

Supervisor's name: \_\_\_\_\_ Phone \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

*If necessary use a separate paper and follow the same format for additional positions.*

## References

Please provide contact information for your pastor and for three individuals who can discuss your current or past work performance. You will also need to complete the attached *Authorization to Release Reference Information* form and return it with this application.

Name & Contact Information	School/Organization & Position	Relationship	Years Known
1. Pastor:			
Phone:			
2. Name:			
Phone:			
3. Name:			
Phone:			
4. Name:			
Phone:			

## Background Data

If you answer “Yes” to any of the questions in this section, please attach a separate sheet indicating briefly the nature of the issue, date(s), location, disposition or other appropriate explanation. A conviction record will not automatically be a bar to employment. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job-relatedness, and subsequent rehabilitation will be considered.

1. Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer? Yes No
2. 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
3. Have you ever been charged in civil or criminal proceedings with improprieties regarding children? Yes No
4. Have you ever entered a plea of guilty, a plea of “no contest” (nolo contendere), 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
5. Have you been convicted of a felony or misdemeanor? Yes No
6. Are you currently released on bail, bond, or your own recognizance while awaiting trial for a criminal offense? Yes No

## Applicant's Certification and Agreement

I understand and acknowledge the following:

I have not knowingly withheld any information that might adversely affect my chances for employment, and that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize Greater Portland Christian School to thoroughly interview the primary references that I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize my former employers and any other references 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. In addition, I hereby release the school, my former employers, all other 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 the school.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities and to a background check with Maine Child Protective Services (CPS/DHHS). I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditional until the school has received the background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

I understand that this is only an application for employment and that no employment or employment contract is being offered at this time.

I understand that failure to complete any portion of this application or to sign this application will result in rejection of my application.

I certify that I have carefully read and do understand everything on this application.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

***The following documents should accompany this application if not already submitted:***

Résumé

### **Non-discrimination Hiring Policy**

Greater Portland Christian School is a distinctively Christian institution dedicated to biblical principles of fairness and equality (Proverbs 24:23; Acts 17:26; Galatians 3:28). The school, therefore, does not discriminate on the basis of sex, race, color, or ethnic origin in the hiring, compensation, promotion, or any other employment decisions of its faculty, staff, or administration. It is the policy of the school that an individual's sex, race, color, disability, age, or national origin are not and will not be considered in any personnel or management decisions.



## GREATER PORTLAND CHRISTIAN SCHOOL

# MISSION STATEMENT THEOLOGICAL BASIS STATEMENT OF FAITH

### Mission Statement

Greater Portland Christian School provides a distinctively Christian education which complements the home and church, brings a biblical perspective to every subject, and helps parents prepare their children for a God-glorifying life.

### Theological Basis of the School

The basis of the Greater Portland Christian School Association is the teaching of the Bible that man was made in the image of God to be a steward of His creation, and that parents are responsible to train their children to know and serve God. The basis rests further on the belief that such training can most effectively be carried on in a school where every area of knowledge is related to God: e.g., science is recognized as the investigation and use of God's eternal purpose; and the arts are viewed as reflections of God's creatures.

The theological basis which unites the members of The GPCS Association and binds the teachers of this School includes the following particular truths of Scripture:

### Statement of Faith

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, and 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 salvation of lost and sinful man, 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.

#### **Applicant:**

**Please read carefully our *Mission Statement, Theological Basis of the School, and Statement of Faith* and indicate the degree to which you agree with these statements:**

I fully support the Statements as written without mental reservation:

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

I support the Statements except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



## GREATER PORTLAND CHRISTIAN SCHOOL

## REFERENCE RELEASE

### Authorization to Release Reference Information

I have made application for a position with Greater Portland Christian School. I authorize the school and/or its agents to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews.

I authorize the release and giving of any information requested by Greater Portland Christian School such as employment records, performance reviews, and personal references whether such information is favorable or unfavorable to me.

I release any person, organization, or company from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

I further waive the right to ever personally view any references given to Greater Portland Christian School.

I further certify that I have carefully read and do understand the above statements.

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Applicant's Name (print)

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Applicant's Signature

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Date