



TREE OF LIFE CHRISTIAN SCHOOLS
 935 Northridge Rd. Columbus, OH 43224
 (614) 263-2688

NON-TEACHING EMPLOYMENT APPLICATION

Position desired _____ Application Date ____/____/____

Full time _____ Part time _____ Date available ____/____/____

Your interest in Tree of Life Christian Schools is appreciated. We invite you to fill out this application and return it to our school office. We plan to contact your references. If we have continued interest in your candidacy, we will arrange for a personal interview.

We realize that the key to a successful Christian School is its staff. We are seeking applicants with a passion for Christ, who by the pattern of their lives exemplify Him and have a compassion for His people, as well as a commitment to Christian education.

We look forward to receiving your application. Thank you for your interest in the ministry of Tree of Life Christian Schools. 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 _____

Present Address _____

Phone: Days _____ Evenings _____

How long have you lived at the above address? _____

Permanent Address and Ph. No. if different than present address.

Phone: Days _____ Evenings _____

Email Address _____

B. CHRISTIAN BACKGROUND

Statement of Faith Please carefully read our Statement of Faith (pg. 5-6) and indicate below your degree of support.

I fully support the Statement as written. Yes___No___

I support the Statement 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. Yes___No___

I have been baptized into Christ by immersion? Yes___No___

Church What is your local church affiliation? _____
How long? _____

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

Devotional Life Tell about your personal Bible study and prayer time.

Christian Testimony On a separate paper, briefly give your Christian testimony.

C. EDUCATIONAL BACKGROUND

School	Degree/Courses	Date Received	Honors/Scholarships
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

D. WORK EXPERIENCE (include Military Service)

Employer	Location	Position	Dates
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

E. QUALIFICATIONS FOR POSITION

Briefly describe the areas of training and/or experience that you have had for the position for which you are applying.

F. PERSONAL REFERENCES

You will need to sign the **Reference Release Form** that is attached and return it with this application. Do not list family members or relatives for reference.

Spiritual Give three references who are qualified to speak of your spiritual life and Christian service. List your pastor first.

Name	Complete Address	Phone No.	Position
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Supervisory Give three references who are qualified to speak of your training and experience. List your current or most recent supervisor first.

Name	Complete Address	Phone No.	Position
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Explain why you would like to work in a Christian school. (Attach separate sheet.)

G. PERSONAL BACKGROUND INFORMATION

Your present occupation _____

What is your most recent annual salary? _____

If married, is your spouse supportive of your working in a Christian school? Yes ___ No ___

(If you answer "yes" to any of the questions in this section, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition or other appropriate explanation.)

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 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 involved in the occult or satanic worship? Yes____ No____

Have you ever been charged in *civil or criminal* proceedings with improprieties regarding children? Yes____ No____

Have you ever entered a court plea of guilty, or a court plea of "no contest" (nolo contendere), for any crime other than a minor traffic offense? Yes____ No____

Has any court ever deferred further criminal 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 a prior position? Yes____ No____

Do you have any personal responsibilities or other commitments that may prevent you from meeting this position's requirements for on-time arrival, attendance, or work schedules? _____

Tree of Life welcomes employees and students of different nationalities, races and denominations. How have you demonstrated an ability to work with others that may be different from you or have different beliefs from yours? Describe any difficulties that you may have encountered. _____

H. ABILITY TO PERFORM

Have you read the enclosed job description? Yes____ No____

Is there any reason why you might be unable to perform the essential duties and responsibilities of the position for which you are applying? Yes____ No____
If yes, please explain.

If you answered "yes" to the above question, is there 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?

If you are offered a position, will you be able to verify that you are legally permitted to be employed in the United States? Yes____ No____

DECLARATION OF MORAL INTEGRITY

Tree of Life Christian Schools expects all of its employees with unsupervised access to children to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for a position, I (print name) _____ recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that in the past I have not engaged in, at the current time I am not engaging in, and promise that I will not during the term of my employment, engage in inappropriate sexual conduct. Inappropriate sexual conduct includes, *but is not limited to*, such behaviors as the following: heterosexual activity outside of marriage, (e.g. premarital sex, cohabitation, extramarital sex), homosexual or lesbian sexual activity, sexual harassment, use or viewing of pornographic material or websites, or sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I do declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of Tree of Life Christian Schools.

Applicant's Signature

Date

Superintendent's Signature after discussion with applicant

Date

"Honor marriage, and guard the sacredness of sexual intimacy between wife and husband. God draws a firm line against casual and illicit sex." Hebrews 13:4 (The Message)

STATEMENT OF FAITH

1. THE BIBLE: The only divinely inspired and infallible Word of God, our final authority in all matters of faith, conduct, and truth (II Timothy 3:16; II Peter 1:20-21).
2. THE ONE TRUE GOD: Existing eternally as three persons - the Father, the Son and the Holy Spirit (Luke 3:22; Matthew 28:19; II Corinthians 13:14).
3. THE LORD JESUS CHRIST: His pre-existence and deity (John 1:1-3), incarnate by virgin birth (John 1:14; Matthew 1:18-23), sinless life (Hebrews 4:15), substitutionary death (II Corinthians 5:21), bodily resurrection (Luke 24:36-43), ascension into heaven and present ministry (Hebrews 4:14-16), and coming again (Acts 1:11).
4. THE HOLY SPIRIT: His personality (John 16:7-15) and deity (Acts 5:3-4), and His work in each believer (Romans 8:9), and filling (Ephesians 5:18) to empower for Christian life and service (Ephesians 3:16), Acts 1:8, Galatians 5:22-23).
5. MAN: His creation in the image of God (Genesis 1:26-28), but man sinned and all are sinners (Romans 3:23), in need of salvation (John 3:3-5).
6. SALVATION: We are saved by grace of God, received as the gift of God through personal faith in Jesus Christ (Ephesians 2:8-9), we come repenting of our sins, confessing Him as Lord before men, and receiving baptism into Him (Matthew 16:16; Acts 2:38; Acts 8; Acts 16; Romans 10:10).

7. **THE CHURCH:** The Church is the body and bride of Christ (Ephesians 1:22-23; 5:25-32), composed of all believers (I Corinthians 12:12-13), growing together in fellowship and ministry (Ephesians 4:11-16, Acts 2).
8. **CHRISTIAN LIFE:** A lifestyle that strives for righteousness, good works and separation unto God from the evil ways of the world (Romans 12:1-2), manifested by speaking the truth (James 5:12), maintaining the sanctity of the home (Ephesians 5:22, 6:4), settling differences between Christians in accordance with the Word of God (I Corinthians 6:1-8), exhibiting the fruit of the spirit (Galatians 5:22-23), and maintaining a life of prayer (Ephesians 6:18; Philippians 4:6).
9. **ORDINANCES:** The Christian should observe the ordinances of our Lord, which are 1) baptism of believers by immersion (Matthew 28:19; Mark 16:16; Acts 2:38; Romans 6:1-6) and 2) the Lord's Supper (I Corinthians 11:20-34; Acts 2:42; Acts 20:7).
10. **SATAN:** His existence and personality as the great adversary of God and His people (Revelation 12:1-10), his judgement (John 12:31), and final doom (Revelation 20:10).
11. **FUTURE LIFE:** The conscious existence of the dead (Philippians 1:21-23; Luke 16:19-31), the resurrection of the body (John 5:28-29), the judgement and reward of believers (Romans 14:10-12; II Corinthians 5:10), the judgement and condemnation of unbelievers (Revelation 20:11-15), the eternal life of the saved (John 3:16), and the eternal punishment of the lost (Matthew 25:46; Revelation 20:15).

MISSION STATEMENT OF TREE OF LIFE CHRISTIAN SCHOOLS

In partnership with the family and the church, the mission of Tree of Life Christian Schools is to glorify God by educating students in His truth and by discipling them in Christ. ***“A cord of three strands is not easily torn apart.” (Ecclesiastes 3:12)***

CHRISTIAN PHILOSOPHY OF EDUCATION OF TREE OF LIFE CHRISTIAN SCHOOLS

A Christian Philosophy of Education calls for an educational process that puts the Bible at the center and asks the student to evaluate all he/she studies through the lens of God's Word. Because God is Truth, He brings a unity of truth to all of his creation. No subject can be taught in its totality if the Creator is ignored or denied.

“ Jesus said to him, ‘I am the way, and the truth, and the life. No one comes to the Father except through me.’” (John 14:6)

“ ... all things were created through him and for him. And he is before all things, and in him all things hold together.” (Colossians 1:15-17; 16b-17)

“All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness, that the man of God may be competent, equipped for every good work.” (II Timothy 3:14-17; 16-17)

Christian education elicits learning that is integrated with the eternal rather than segmented and temporal. Knowledge becomes purified by the recognition of God's place in it; emerging from such knowledge comes wisdom.

“For the Lord gives wisdom; from his mouth come knowledge and understanding...” (Proverbs 2:6)

“Wisdom is a tree of life to those who take hold of her.” (Proverbs 3:18)

In addition to an integrated approach to knowledge, a Christian philosophy of education calls for the whole child to be educated for life – spiritually, mentally, socially, and physically. Jesus admonished His disciples, **“Permit the little children to come to me for of such is the Kingdom of heaven.” (Matt. 18:3)** In Christian schools, students can come to know Jesus on a daily basis, as they are discipled as complete creations in Him. Spiritual mentoring and modeling, godly self-discipline and Christ-like expectations of how to treat one another can be woven into the fabric of each child’s life.

“...You shall love the Lord your God with all your heart and with all your soul and with all your mind...You shall love your neighbor as yourself.” (Matthew 22:37- 40; 37,39)

“For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them.” (Ephesians 2:10)

The Word of God is clear in making parents responsible for the education of their children. **“You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise.” (Deut. 6:4-9;7)** In entrusting the church and school to help them in this task, parents rightly ask, “What is to be the end result of learning?” John Milton, in 1644 wisely answered, “The end, then, of learning is to repair the ruins of our first parents by regaining to know God aright, and out of that knowledge to love Him, imitate Him, to be like Him.”

VISION STATEMENT OF TREE OF LIFE CHRISTIAN SCHOOLS

As students are led to spiritual, intellectual, social and physical maturity, they become disciples of Jesus Christ, walking in wisdom, obeying His Word and serving in His Kingdom.

I support the statements of Tree of Life Christian Schools’ Christian Philosophy of Education, Mission and Vision. Yes_____ No_____

APPLICANT'S CERTIFICATION, AGREEMENT AND AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I understand that Tree of Life Christian Schools recruits and admits students of any race, color, gender or ethnic origin to all its rights, privileges, programs and activities. In addition, I also understand that the school does not discriminate on the basis of race, color, gender, national or ethnic origin, age, or qualified disability in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.

The Tree of Life Christian School will not discriminate on the basis of race, color, gender, national or ethnic origin, age, or qualified disability in the hiring of certified or non-certified personnel.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or significant omission of fact may prevent me from being hired or if hired may subject me to immediate dismissal. 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 Tree of Life Christian Schools to thoroughly interview the primary references which 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 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. In addition, I hereby release the school, my former employers, 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. I also understand that if any occasion should arise post-employment in which another consumer report is desired by the school, I authorize the school to obtain information without further pre-report notice and consent.

Since I will be working with children, I understand that I must submit to a fingerprint check by the BCI and/or FBI and possibly other federal and state authorities. 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 conditioned upon the receipt of 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 is being offered at this time.

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

Signature of Applicant _____ Date _____

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