



# Maranatha Christian Schools

*Transformed lives..... Transforming the World*

## Employment Application

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

Present Address:

\_\_\_\_\_  
No. & Street City State Zip Code

Permanent Address (if different from present):

\_\_\_\_\_  
No. & Street City State Zip Code

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

\_\_\_\_\_  
Email address

### ***Division/Position Desired***

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*Please indicate 1st, 2nd, 3rd choice in the boxes. Then to the right please indicate the grades or subjects in order of preference:*

Position for which you are applying: \_\_\_\_\_

Preschool \_\_\_\_\_  Elementary \_\_\_\_\_  Junior High \_\_\_\_\_

High School \_\_\_\_\_  Administration \_\_\_\_\_

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Temporary (Substitute, Coach, Summer) \_\_\_\_\_

What days are you available for work?  Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

What hours are you available to work: \_\_\_\_\_ Are you available to work on weekends?  Yes  No

Would you be available to work overtime if necessary?  Yes  No

If hired, what date can you start? \_\_\_\_\_ Salary Desired: \_\_\_\_\_

If applying for temporary work, during what period of time will you be available? From: \_\_\_\_\_ To: \_\_\_\_\_

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

**Personal Information**

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Have you ever applied or worked for Maranatha Christian Schools?

Yes  No

If yes, when? \_\_\_\_\_

Do you have any friends or relatives working for the school?

Yes  No

If yes, state name(s) and relationships:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship

Why are you applying for work at Maranatha Christian Schools? \_\_\_\_\_

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

Please list activities or sports for which you would be capable and willing to direct, sponsor or coach. (Indicate grade or ability levels) \_\_\_\_\_

\_\_\_\_\_

If hired, would you have reliable means of transportation?

Yes  No  
 Yes  No

(If under 18, work permit or proof of graduation from high school or the equivalent will be required.)

Are you legally authorized to work for any employer in the United States?

Yes  No

(if hired proof of employment authorization status will be required)

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?

Yes  No

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)?

Yes  No

(In answering this question, the following convictions do not require a "yes" response:  
(1) a marijuana-related misdemeanor conviction that occurred more than two years ago,  
(2) an offense for which you were referred to, and participated in, a pre or post-trial Diversion program, (3) any conviction that has been sealed, expunged or eradicated By order of the court, or (4) any misdemeanor conviction for which probation has been Successfully completed or otherwise discharged and the case has been dismissed by the court.)

If yes, state nature of the crime(s), when and where convicted, and disposition of the case.

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

A CONVICTION RECORD WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT. Factors such as age at the time of the offense, type of offense and relevance to the job for which you are applying, seriousness and nature of the offense and rehabilitation will be taken into account.

Are you employed now?  Yes  No

May we contact your current employer?  Yes  No

### Education, Training, and Experience

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Please attach photocopies of all your postsecondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file. Please attached photocopies of any credentials/certificates held.

Name of Institution	City, State	Degree(s) Earned	Major	Minor

### General Information

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Do you have a valid California Teaching Credential?  Yes  No

If credentialed in another state, please indicate credential type and state issued: \_\_\_\_\_

**Check all that apply:**

Professional Clear     Preliminary     Intern     Pre-Intern     Emergency

**Check all that apply:**

Multiple Subject     Single Subject – List Subject \_\_\_\_\_     30-day substitute

**Tests Passed:**

CBEST     MSAT     RICA     PRAXIS/SSAT (List subject): \_\_\_\_\_

**If you hold an ACSI credential, please indicate the following:**

Level \_\_\_\_\_     Expiration Date \_\_\_\_\_

Briefly describe your philosophy of Christian education? \_\_\_\_\_

### Christian Background

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You will need to read and sign the **Statements of Faith, Mission and Core Values Form** of our school that is included and return it with this application. **In your own handwriting**, on the Christian Testimony sheet enclosed, briefly give your Christian testimony.

Name of the church you currently attend: \_\_\_\_\_

Pastor's Name: \_\_\_\_\_

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

Years attending current church? \_\_\_\_\_ Where did you fellowship before? \_\_\_\_\_

## Employment History

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Please begin with your current or most recent employer and work backwards for the past ten years. If necessary, you may continue the same format with an attached sheet. You must complete this section even if providing/attaching a resume.

\_\_\_\_\_  
Name of Employer

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

\_\_\_\_\_  
Type of Business

\_\_\_\_\_  
Your Supervisor's Name

\_\_\_\_\_  
Address & Street

\_\_\_\_\_  
City State Zip code

Dates of Employment: \_\_\_\_\_  
From To

\_\_\_\_\_  
Your Position and Duties

\_\_\_\_\_  
Reason for Leaving

\_\_\_\_\_  
Name of Employer

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

\_\_\_\_\_  
Type of Business

\_\_\_\_\_  
Your Supervisor's Name

\_\_\_\_\_  
Address & Street

\_\_\_\_\_  
City State Zip code

Dates of Employment: \_\_\_\_\_  
From To

\_\_\_\_\_  
Your Position and Duties

\_\_\_\_\_  
Reason for Leaving

\_\_\_\_\_  
Name of Employer

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

\_\_\_\_\_  
Type of Business

\_\_\_\_\_  
Your Supervisor's Name

\_\_\_\_\_  
Address & Street

\_\_\_\_\_  
City State Zip code

Dates of Employment: \_\_\_\_\_  
From To

\_\_\_\_\_  
Your Position and Duties

\_\_\_\_\_  
Reason for Leaving

## Military Service

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Have you obtained any special skills or abilities as the result of service in the military?

Yes  No

If so, describe:

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***Professional References***

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List below three persons not related to you who have knowledge of your work performance within the last three years.

Name	Phone Number

# APPLICANT'S CERTIFICATION AND AGREEMENT

*Please carefully read and initial each paragraph.*

\_\_\_\_\_ I understand that **Maranatha Christian Schools** does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, disability or any other basis protected by applicable federal, state or local law.

\_\_\_\_\_ 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 a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand that I will be paid and receive benefits only through the day of release.

\_\_\_\_\_ I authorize **Maranatha Christian Schools** to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

\_\_\_\_\_ 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 **Maranatha Christian Schools**, 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 **Maranatha Christian Schools**.

\_\_\_\_\_ Since I will be working with children, I understand that I must submit to a fingerprint check by the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). I agree to fully cooperate in providing and recording as many sets of my fingerprints as is necessary for such an investigation. Before I can start working, I understand that I will need clearance from the appropriate State and Federal Agency. I authorize **Maranatha Christian Schools** to conduct a criminal records check.

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

\_\_\_\_\_ I understand that my employment is at-will which means that either I or Maranatha Christian Schools has the right to terminate this employment at any time, for any reason, with or without prior notice or cause.

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Statement of Faith

Thank you for your interest in employment with Maranatha Christian Schools. The following are the school's Statements of Faith. If these Statements of Faith reflect your basic Christian convictions as well, please indicate this by your signature. If, however, you disagree with any specific Statement of Faith, please state your differing belief on the reverse side of this form. Your support for these statements is required for employment consideration.

**We believe** in one God, eternally existing in three persons: Father, Son, and the Holy Spirit.

**We believe** that Jesus Christ, the Son of God, is fully God and fully man, having been conceived of the Holy Spirit and born of the virgin Mary. He died on the cross as a sacrifice for our sins; He arose bodily from the dead and ascended to heaven, where, at the right hand of God the Father, He is now our High Priest and Advocate. Our supreme desire is to know Christ and to be conformed into His Image by the power of the Holy Spirit.

**We believe** the Bible, God's Holy Word, is our foundation, it is authoritative as the rule of faith and is the standard for living.

**We believe** worship is Spiritual.

Therefore: we remain flexible and yielded to the leading of the Holy Spirit to direct our school.

**We believe** worship of God should be inspirational.

Therefore: music is an integral part of our spiritual development.

**We believe** worship of God should be intelligent.

Therefore: chapel services and education programs are designed with great emphasis on the teaching of God's Word.

**We believe** worship of God is fruitful.

Therefore: we look for His love in our lives as evidence that we have truly been worshipping Him.

I believe in the above Statement of Faith:

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Print Name

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Signature

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Date



## Our Mission

A ministry of Maranatha Chapel, Maranatha Christian Schools partners with parents to provide a community where students experience God’s love, are encouraged to fulfill God’s unique call and purpose, and excel in their God-given gifts through academics, arts, and athletics.

## Our Values

As we experience God’s unique love for us, we learn to love one another and to:

### 1. Live Biblical Truth

Holding to and living out the unchanging Word of God in an ever-changing world (Matthew 24:35)

### 2. Honor Relationships

Valuing and cultivating relationships, recognizing everyone's unique role in the body of Christ (1 Corinthians 12:25-26)

### 3. Model Sonship and Servant Leadership

Living as God's sons and daughters and leading by Christ's example as shepherd, placing the interests of others before our own. (Romans 8:14-17, 1 Peter 5:2-4)

### 4. Seek Unity

Pursuing oneness of spirit through humility and selflessness, as Christ modeled for us (Philippians 2:2-11)

### 5. Pursue Excellence

Whole-heartedly seeking excellence in everything (Colossians 3:23)

## Our Vision

Transformed lives... Transforming the world

Please provide some example of ways you might integrate our school’s Mission Statement, our Values, and our Vision.

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## AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as a \_\_\_\_\_ with **Maranatha Christian Schools**. I have authorized the school to thoroughly investigate my references, work records and evaluations, education and all other matters related to my suitability for employment.

**I authorize references and 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 **Maranatha Christian Schools**, 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 understand letters of reference from former employers are to be kept confidential.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

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

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

# Disclosure and Authorization to Obtain Investigative Consumer Report

In connection with my application for employment or promotion or other job change, I understand that **Maranatha Christian Schools** intends to obtain an INVESTIGATIVE CONSUMER REPORT that will include information as to my character, general reputation, personal characteristics and mode of living. This report may reveal information about work habits, including oral assessments of my job performance, experiences and abilities, along with reasons for termination of past employment. Such a report may be requested by the School or on behalf of the School. Further, I understand and agree that the Company may request information from various federal, state, and other agencies, including public and private sources which maintain records concerning my past activities relating to my driving record, criminal record, civil matters, previous employment, educational background and professional licensing if any.

Report will be ordered from:

Name: State of California, Department of Justice  
Address: Sacramento, California  
Telephone: 800-952-5225  
Consumer Reporting  
Agency Internet Address: <http://oag.ca.gov/>

You have the right, upon written request made within a reasonable period of time (not to exceed 30 days) after receipt of this notice to receive a written disclosure of the nature and scope of any investigation. If a consumer investigative report is obtained and an adverse decision is made affecting your employment, the school will provide to you, before making the adverse decision, a copy of the investigative consumer report and a description in writing of your rights under the Fair Credit Reporting Act.

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## NOTICE TO CALIFORNIA APPLICANTS

You have a right to obtain a copy of any investigative consumer report obtained by Maranatha Christian Schools by checking the box provided below. The report will be provided to you within three business days after the report is provided to \_\_\_\_\_.

I request to receive a free copy of this report by checking this box.

Under section 1786.22 of the California Civil Code, you may view the file maintained on you by the consumer reporting agency named above during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services, by appearing at the Consumer Reporting Agency identified above in person or by mail.

You may also receive a summary of the file by telephone. The agency is required to have personnel available to explain your file to you and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification.

I acknowledge that a fax or copy of this Disclosure and Authorization bearing my signature shall be as valid as the original. This release is valid for all federal, state, county and local agencies and authorities. I acknowledge that I have received a copy of the Summary of Rights pursuant to the Fair Credit Reporting Act (FCRA).

\_\_\_\_\_/\_\_\_\_\_  
Name Home Telephone  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City State Zip  
\_\_\_\_\_  
Signature Date





# Maranatha Christian Schools

9050 Maranatha Dr. • San Diego, CA 92127  
Phone: (858) 759-9737 • HR Fax: (858) 759-0065

## Pre-Employment Pastor's Reference

(Please give to your Pastor to complete and request that it be faxed to H. R. at (858) 759-0065)

Position Applying For: \_\_\_\_\_

### To Be Completed By Applicant:

Applicant's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

No. & Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_

Phone \_\_\_\_\_

Signed Authorization by Applicant \_\_\_\_\_ Date \_\_\_\_\_

### To Be Completed By Pastor:

The above named individual has applied for a position at Maranatha Christian Schools. Please provide your answers and input regarding the applicant to the questions below.

How long have you known the applicant? \_\_\_\_\_

How well do you know the applicant? \_\_\_\_\_

Please describe Applicant's relationship to your church:

Member  Non-Member  Non-Active  Unknown

### **Church Attendance:**

Regular (3 or more times per month) \_\_\_\_ Occasional (1 or 2 times per month) \_\_\_\_ Seldom \_\_\_\_

Is the applicant a Born Again Christian? Yes  No  Unknown

What Christian service has the applicant rendered recently? \_\_\_\_\_

How would you evaluate this service? \_\_\_\_\_

Does the applicant have the respect of the young people and the children of the Church?

Yes  Somewhat  No  Unknown

Would you employ the applicant to teach your children?

Yes  No

Why or why not? \_\_\_\_\_

We believe that in order to become a Christian and inherit eternal life, one must first recognize and confess that he is sinner, (Romans 3:10 & 23); believe that Jesus died for his sins, (John 3:16, Romans 10:9-10); and ask Jesus Christ to come into his life and take away his sins, (John 1:12, 1 John 1:9).

Do you believe these steps are necessary for salvation?

Yes  No

Do you believe there is anything additional a person must do in order to receive salvation?

Yes  No  Comments: \_\_\_\_\_

Please provide any additional information that you think would assist us in the in the consideration of this applicant.

**Please provide your overall recommendation as to the applicant's qualifications for employment at Maranatha Christian Schools.**

Highly Recommend  Recommend  Hesitate to Recommend  Do Not Recommend

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Please return via confidential fax to: Maranatha Christian Schools  
Human Resources  
858-759-0065