



## Mansfield Christian School

500 Logan Road  
Mansfield, OH 44907  
419.756.5651 Phone 419.756.7470 Fax  
[www.mcsflames.org](http://www.mcsflames.org)

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

### **NON-TEACHER APPLICATION**

#### **I. PLACEMENT DATA**

For what position are you applying? \_\_\_\_\_

Grade or subject in order of preference:

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

#### **II. PERSONAL**

Full Name: \_\_\_\_\_ Phone: (H) \_\_\_\_\_ (C) \_\_\_\_\_

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

Email: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Spouse's Name: \_\_\_\_\_

No. of Children \_\_\_\_\_ Have your children had an opportunity to attend a Christian School? \_\_\_\_\_

Children's Names and Ages: \_\_\_\_\_  
\_\_\_\_\_

#### **III. WORK EXPERIENCE**

PLACE OF EMPLOYMENT	ADDRESS	DATES EMPLOYED	RESPONSIBILITIES	REASON FOR LEAVING

Explain any special abilities you have pertaining to the position desired:  
\_\_\_\_\_  
\_\_\_\_\_

Secretarial position (only):

What office machines can you use?  
\_\_\_\_\_  
\_\_\_\_\_

What computer skills/programs do you know? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Teacher's Aide Position (only):  
In what capacity have you worked with children before? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain your philosophy of discipline: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a valid teacher's license? \_\_\_\_\_ List State, Type, and Number: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

#### **PERSONAL BACKGROUND INFORMATION**

Have you ever been dismissed, resigned to avoid being dismissed, or been asked to resign from a position? If yes, please explain: \_\_\_\_\_

Have you ever been convicted of any offense involving dishonesty, breach of trust, child abuse, moral turpitude, or any other type of crime? If yes, please explain: \_\_\_\_\_

#### **IV. PERSONAL PHILOSOPHY AND TESTIMONY**

*On a separate paper, please label and succinctly answer each of the questions below.*

- Why do you wish to work at Mansfield Christian School?
- What are the main characteristics that distinguish a Christian school from a public school?
- What areas do you feel are your strengths?
- Briefly give your Christian testimony, detailing your conversion experience.
- Do you hold any doctrines that are not on our Statement of Faith? If yes, please list and describe.

#### **V. SPIRIATUAL PREPARATION AND BACKGROUND**

**Bible:** Do you believe the Bible to be the ONLY inspired and infallible Word of God, for final authority in all matters of faith, conduct and truth?    Yes    No   Signature: \_\_\_\_\_

**Statement of Faith:** Please carefully read our Statement of Faith and indicate below your degree of support.

\_\_\_\_\_ I fully support the Statement as written without mental reservations.

Signature: \_\_\_\_\_

\_\_\_\_\_ I support the Statement except for the area(s) listed and explained on the separate paper of Personal Philosophy and Testimony answers.   Signature: \_\_\_\_\_

**Church:** Denominational Affiliation: \_\_\_\_\_

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

**Service:** What other Christian service have you been involved with since becoming a Christian? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Devotional Life:** Describe your routine of personal Bible study and prayer. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What books have you read recently that have helped you spiritually? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **VI. EVALUATION OF WORKING IN A CHRISTIAN SCHOOL**

In what capacity have you worked around children? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How would your serving in a Christian school differ from your working in a non-Christian atmosphere?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please comment on the Lord's leading in your life toward serving in a Christian school.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **VII. CURRENT ISSUES**

We live in a pluralistic society with many conflicting beliefs and values. As an employee, you may be asked specific questions about controversial issues by students. Your answer will come from your personal convictions. We need to know the view of those that would be role models for our children. Please share your personal convictions as a Christian toward:

*Wine, beer, and other alcoholic beverages:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Smoking and chewing tobacco:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Marijuana and other drugs:* \_\_\_\_\_  
\_\_\_\_\_

*Premarital Sex:* \_\_\_\_\_  
\_\_\_\_\_

*Divorce and Remarriage:* \_\_\_\_\_  
\_\_\_\_\_

*Abortion:* \_\_\_\_\_  
\_\_\_\_\_

*Homosexuality:* \_\_\_\_\_  
\_\_\_\_\_

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

#### VIII. REFERENCES

NAME	ADDRESS	PHONE	CAPACITY IN WHICH YOU KNOW THE PERSON
			Spiritual Life
			Pastor
			Former Employer
			Friend

## **Lifestyle Statement and Agreement**

Mansfield Christian School is a religious, nonprofit organization representing Jesus Christ throughout the local community. Mansfield Christian School requires its employees to be born-again Christians, living their lives as Christian role models (Romans 10:9-10, 1 Timothy 4:12, Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the Biblical perspective of integrity and appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

The Mansfield Christian School Statement of Faith expects employees to maintain a lifestyle based on Biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity, homosexual behavior, sexual orientation, transgender identity, or any other violation of the unique roles of male and female (Romans 1:21-27, 1 Corinthians 6:9-20). Mansfield Christian School believes that Biblical marriage is limited to a covenant relationship between a man and a woman (Genesis 2:21-24, Ephesians 5:22-33). It is the goal of Mansfield Christian School that each employee will have a lifestyle in which “He might have the pre-eminence” (Colossians 1:18).

### **Applicant Declaration of Ethical and Moral Integrity**

As an applicant for a position at Mansfield Christian School and its ministries, I r e c o g n i z e , u n d e r s t a n d , a n d a d h e r e t o t h e m o r a l a n d e t h i c a l s t a n d a r d s a n d m a n d a t e s o f s a i d s c h o o l . I further declare that with regard to my personal, moral, and ethical character and conduct as of this date, I am not, nor have been in the past, engaged in inappropriate conduct toward minors, nor do I have inclinations toward such conduct. Inappropriate conduct includes, but is not limited to, the following: Homosexuality, verbal, physical or sexual abuse as defined by Scripture and state law. I do declare that the above statement is factual and true. By affixing my signature, I declare that I meet the moral and ethical standards of Mansfield Christian School.

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Applicant's Signature

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Date

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Administrator's Signature (after discussing the form with applicant)

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Date

\* \* \*

*We at Mansfield Christian School do not discriminate on the basis of age, race, color, and national and ethnic origin.*



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### AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position with Mansfield Christian School. I authorize Mansfield Christian School to inquire about my work and personal history and to verify all data given in an application for employment, related papers, and my oral interviews.

I authorize the release and giving of any information requested by Mansfield 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 Mansfield 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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Applicant's Social Security Number

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Date