

Bangor Christian Schools – Staff Employment Application

Please Submit to:

**Bangor Christian Schools
Attention: James Frost
1476 Broadway
Bangor, Maine 04401**

jfrost@bangorchristian.org

A. APPLICANT'S NAME AND ADDRESS

Full name: _____

Application date: _____/_____/_____ Date available: _____/_____/_____

Present Address _____

Phone: Days (_____) _____ Evenings (_____) _____

Best time to call you? _____ Soc. Sec. # _____

How long have you lived at the above address? _____

Permanent Address and Phone number if different than present address

B. POSITION DESIRED

() Secretary

() Classroom Aide

() Other _____

Please list activities you would be capable of and willing to direct, sponsor, or advise:

C. CHRISTIAN BACKGROUND

Bible Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth and conduct? Yes _____ No _____

Church _____ What is your local church affiliation?

Are you presently a member in good standing? _____ Years? _____

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

Devotional
Life

*** On separate paper briefly give your Christian testimony and describe your personal Bible study and prayer life.**

D. PROFESSIONAL QUALIFICATIONS

Formal
Training

What degree or degrees do you hold?

Degree

Date Received

Issuing Institution

Major(s)

Minor(s)

Cumulative grade point average BA _____ Graduate work _____

Experience
in Education

Sequentially list your experiences in education with most recent first.

School's Name

Position

Dates

E. PERSONAL PHILOSOPHY - On separate paper please answer the questions below.

A. Why do you wish to work in a Christian school?

B. What are the main characteristics that distinguish a Christian school from a public school?

C. Please add any information that you would like to present regarding your candidacy.

F. EMPLOYMENT HISTORY

Please provide a professional resume with your employment history. We ask that you give an explanation for any gaps in employment.

G. PERSONAL REFERENCES

*** Do not list family members or relatives for references.**

Reference Give three references who are qualified to speak of your spiritual experience and Christian service. **List your current pastor first.**

Name/Position/Phone/Complete Address/Email

1. _____

2. _____

3. _____

Give three references who are qualified to speak of your professional training and experience. **List your current or most recent supervisor first.**

Name/ Position/ School/Phone/Complete Address/Email

1. _____

2. _____

3. _____

H. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that **Bangor Christian Schools** does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability. 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 certify that I have carefully read and do understand the above statements.

Signature of Applicant

Date

Application Checklist

- _____ Completed Application
- _____ Christian Testimony and Devotional Life
- _____ Responses to Questions on Personal Philosophy – Section E (Items A, B, & C)
- _____ Professional Resume with Employment History
- _____ Letters of Reference (Optional)
- _____ Background Inquiry Release Form Completed and Signed

Bangor Baptist Ministries
1476 Broadway, Bangor, ME 04401

Disclosure and Release of Information Authorization
Consumer Report/Investigative Consumer Report
Important: Please read carefully

As an applicant for **employment** or an employee, you are a consumer with rights under the Fair Credit Reporting Act. When evaluating you for employment, promotion, reassignment, or retention as an employee, a consumer report or an investigative consumer report may be obtained from a consumer reporting agency and may be obtained at any time during the application process or during your employment.

I authorize **Bangor Baptist Ministries** and **Edge Information Management, Inc.**, a consumer reporting agency, to obtain information from all personnel, educational institutions, government agencies, companies, corporations, credit reporting agencies, law enforcement agencies at the federal, state or county level, relating to my past activities, to supply any and all information concerning my background. The information obtained may include, but is not limited to, academic, residential, achievement, previous employment verification and/or job performance, workers compensation, professional licenses, credit reports, driving history, and criminal history records.

I understand that a Consumer Report or Investigative Consumer Report may be prepared summarizing this information. The report may include information obtained through personal interviews regarding my character, general reputation, personal characteristics and/or mode of living. I may also have the right to request additional disclosures regarding the nature and scope of the investigation as well as a written summary of my rights under the Fair Credit Reporting Act. If requested, the consumer reporting agency will explain the contents of my file. I understand that proper identification will be required and that I should direct my request to: **Edge Information Management, Inc., 1682. W. Hibiscus Blvd., Melbourne, Florida 32901-4769. Phone 1-800-725-3343. FAX 800-780-3299.**

I understand that by requesting this information, no promise of employment is being made. I also understand that a photocopy of this authorization be accepted with the same authority as the original; and that if employed by **Bangor Baptist Ministries** this authorization will remain in effect throughout such employment. **I understand that the information requested below regarding date of birth, race and sex is for the sole purpose of gathering the above information accurately, and will not be used to discriminate against me in violation of any law.**

READ, ACKNOWLEDGED AND AUTHORIZED

I authorize Edge Information to contact me for clarification of any information provided.

Phone Number _____

Signature

Date

NOTE: I am providing the following voluntarily.

PLEASE PRINT CLEARLY

NAME _____

First

Middle (Full)

Last

Other Names Known By

SOCIAL SECURITY # _____ - _____ - _____ **SEX** _____ **RACE** _____

DATE OF BIRTH (for ID purposes only) _____ - _____ - _____
MO DAY YR

DRIVER'S LICENSE # _____ **STATE** _____

CURRENT ADDRESS _____ **CITY/STATE/ZIP** _____

PREVIOUS ADDRESS _____ **CITY/STATE/ZIP** _____

If you are applying for employment in California, Minnesota, or Oklahoma and would like a copy of any Consumer Report prepared on you please check **HERE**. ____ If you elect not to receive a copy please check this **HERE**. ____