



For Office Use Only	
References Requested:	_____
References Received:	_____
Interview Scheduled:	_____

3075 Shimmons Road, Auburn Hills, Michigan 48326 (248) 373-2700

Staff Application Form

Applying for the position of _____
 Part Time Full Time

Date _____

Full Name _____

Date Available _____

Present Address _____

Home Phone _____

Cell Phone _____

Email Address _____

Permanent Address and Phone Number if different than present address _____

EDUCATION

Schools Attended	Name of School	City, State	Yr. Graduated	Diploma/Degree
Secondary			XXXXXXX	
College				
Graduate Program				

WORK EXPERIENCE - Begin with most recent experience.

Company	Address	From	To	Position Held

SPIRITUAL PREPARATION

- 1. State briefly your personal relationship with Jesus Christ: _____

- 2. Church in which you actively participate: _____
Address: _____ Pastor: _____
- 3. In what ways would you set a positive Christian example for students? _____

DECLARATION OF ETHICAL AND MORAL INTEGRITY

- 1. Have you ever been dismissed, resigned to avoid being dismissed, or been asked to resign from a position?
Yes _____ No _____ If yes, please explain. _____
- 2. Have you ever been charged, convicted, or pled no contest or pled guilty to indecent exposure, child abuse or other crime involving actual or attempted criminal sexual conduct, sexual abuse of a minor or any lesser included offense?
Yes _____ No _____ If yes, please explain. _____
- 3. Are you currently listed on the Michigan Department of Social Services Central Registry for persons under suspicion or investigation? Yes _____ No _____
- 4. Have you ever been charged, convicted, or pled no contest or pled guilty to any offense involving dishonesty, breach of trust, stealing, any type of moral impropriety, or any type of felony? Yes _____ No _____ If yes, indicate the nature of offense, date, court and disposition. _____

OAKLAND CHRISTIAN SCHOOL STATEMENT OF FAITH

- 1. WE BELIEVE the Bible to be verbally inspired in its original form, the only infallible authoritative Word of God (II Timothy 3:16-17, II Peter 1:20-21).
- 2. WE BELIEVE that there is one God, eternally existent in three persons: Father, Son and Holy Spirit (Matthew 28:19).
- 3. WE BELIEVE in the Deity of Christ, (John 1:1-14, John 14:9, Colossians 1:15-17); in His conception by the Holy Spirit (Luke 1:35); in His virgin birth (Matthew 1:18-25); in His sinless life (II Corinthians 5:21); in His miraculous works (John 11:47); in His substitutionary death through His shed blood (I Peter 2:24); in His literal, bodily resurrection (John 20:20-29); in His bodily ascension to the right hand of the Father. (Mark 16:19, I Timothy 2:5); in His bodily return (Acts 1:11, Revelation 20:1-9, Matthew 24:26, I Thessalonians 4:13-17); and in establishment of Christ’s final consummated kingdom (Revelation 21).
- 4. WE BELIEVE that man was created in the image and likeness of God, but through Adam, man has inherited a sinful nature and is unable in his own power to remedy his lost condition (Jeremiah 17:9, Romans 3:23); and in salvation by grace through faith in the Lord Jesus Christ wholly apart from works. (Ephesians 2:8-10, John 3:3-7, John 1:12-13, Titus 3:5-7); the evidence of which is works of righteousness.
- 5. WE BELIEVE that all who receive, by faith, the Lord Jesus Christ as personal Savior are born again of the Holy Spirit and thereby become children of God (John 3:5, 15; Romans 3:21-30; Galatians 4:4-7).
- 6. WE BELIEVE in the personality of the Holy Spirit and in His present ministry of conviction, regeneration, indwelling, enlightening, and guiding (John 17:7-11, John 3:5, I Corinthians 6:19, John 14:26, John 16:13).
- 7. WE BELIEVE in the resurrection of both the believer and the unbeliever; they that believe unto the resurrection of life (John 5:28-29, I Corinthians 15:12-58).
- 8. WE BELIEVE in the spiritual unity of all believers in Christ (John 17:11, Ephesians 4:13).

ROLE MODEL GUIDELINES

The guidelines listed below are included in the contract with Oakland Christian School. We believe it is essential that the employee manifest by precept and example the highest Christian virtue and personal decorum, serving as a role model (I Timothy 4:12) both in or out of school to pupils (Luke 6:40) and as an example to parents and fellow staff members in personal judgment, respect, and Christian living.

If you have any questions or doubts about any of the statements listed below, please inquire about them before or during your interview with OCS. We trust you will seek God's guidance as you continue to allow Him to direct your life.

1. The Employee affirms that, as part of the qualifications for this ministry, that he or she is a "born again" Christian who knows the Lord Jesus Christ as Savior and Lord (John 3:3, I Peter 1:23).
2. The Employee agrees to be present and in the building during the agreed upon work hours unless the business need arises for being offsite. The Employee also agrees to remain after school for such meetings and conferences as may be called by the administration.
3. The Employee agrees to abide by the regulations set forth in the Employee Handbook and any additions made during the year and agrees to cooperate with the school administration. The Employee will maintain a quiet, dignified, well-disciplined, and professional workspace.
4. Insofar as employee-student relationships are concerned, the Employee agrees to at all times, conduct themselves in strict accordance with State and Federal law as well as biblical principles. There shall be no extracurricular involvement between employees and students except in furtherance of the educational and spiritual mission of the School. Under no circumstances shall an Employee become sexually or romantically involved, to any degree, with any student. Employees shall conduct themselves at all times so as to avoid even the hint of impropriety.
5. The Employee understands the inexorable link that exists between the School, home, and the church. Understanding this, the Employee agrees to faithfully support a local Christian church of his or her choosing by attendance and service (Hebrews 10:24-25).
6. Since all "born again" believers are members together of the Body of Christ, and are to demonstrate unity at all times, the Employee agrees to avoid contention over highly controversial subjects to the fullest extent possible, especially as they relate to denominational issues. Issues such as the use of spiritual gifts, sequence of events of the last times, mode of baptism after conversion, are to be avoided and referred to the individual's local church.
7. The Employee agrees to adhere to abstinence in the use of tobacco, illicit drugs, and profanity.
8. OCS understanding of Scripture includes a belief that sexual intimacy is to take place only within the bounds of marriage between a woman and a man. Our Understanding of Scripture also affirms that all humans are created in the image of God, regardless of all variables, including sexual orientation, and all have inestimable worth and must be treated with love, dignity, and respect.
 - To experience God's intent for human sexuality, sexual experience is to be fulfilled between a woman and a man within their covenant union (Genesis 2:22-24; Proverbs 5:18-19; Matthew 19:4-6; I Corinthians 7:1-16).
 - Same gender or opposite gender orientation and/or attraction is not sinful. Sexual intimacy outside of the covenant of a marriage between a woman and a man is contrary to God's instruction in the Bible and is sinful (Matthew 5:28; I Corinthians 6:18-20; Ephesians 5:1,2; Leviticus 20:10,13; Proverbs 5; Hebrews 13:4; Leviticus 18:22; Romans 1:26-27).
 - Through Christ, we can find grace, forgiveness, and restoration from all sin including sexual sin (Romans 6:23; Ephesians 2:8-10).
 - As a Christian educational ministry, OCS has the obligation to communicate with its students (in an appropriate manner) God's standards for sexual behavior and marriage with grace, mercy, and equity (Philippians 2:1-5; Ephesians 5:1-2).
9. The Employee agrees to at all times, conduct themselves in accordance with all rules, regulations, policies and procedures of the School, whether now existing or as may hereafter be adopted from time to time, and to comply with any and all State and Federal statutes or regulations including, by way of example, but without limitation, the obligation imposed by Section 3 of the Michigan Child Protection Law (MCLA 722.623) to report cases of suspected child abuse or neglect.

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as _____ with Oakland Christian School. I have authorized the school 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 Oakland Christian 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 certify that I have carefully read and do understand the above statements.

Applicant's Name (Print)

Applicant's Signature: _____

Date: _____

PERSONAL REFERENCES

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

- 1. Name _____ Occupation _____
Address _____ Telephone () _____
City _____ State _____ Zip _____
How many years have you known reference? _____ Relationship to reference _____
- 2. Name _____ Occupation _____
Address _____ Telephone () _____
City _____ State _____ Zip _____
How many years have you known reference? _____ Relationship to reference _____
- 3. Name _____ Occupation _____
Address _____ Telephone () _____
City _____ State _____ Zip _____
How many years have you known reference? _____ Relationship to reference _____

PROFESSIONAL REFERENCES

Give three references that are qualified to speak of your professional training and experience. List your most current employer first.

- 1. Name _____ Occupation _____
Address _____ Telephone () _____
City _____ State _____ Zip _____
How many years have you known reference? _____ Relationship to reference _____
- 2. Name _____ Occupation _____
Address _____ Telephone () _____
City _____ State _____ Zip _____
How many years have you known reference? _____ Relationship to reference _____
- 3. Name _____ Occupation _____
Address _____ Telephone () _____
City _____ State _____ Zip _____
How many years have you known reference? _____ Relationship to reference _____

Certification and Agreement

As an applicant for employment or for a volunteer position at Oakland Christian School and its ministries, I recognize, understand, and agree to live by the moral and ethical standards of the school. 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, nor do I have inclinations toward such conduct. Inappropriate conduct includes the following: homosexuality, verbal, physical or sexual abuse as defined by Scripture and state law. Furthermore,

1. I hereby represent that each answer to a question herein and all other information otherwise furnished is true and correct. I further represent that such answers and information constitute a full and complete disclosure of my knowledge with respect to the question or subject to which the answer or information relates. I understand that any incorrect, incomplete, or false statement or information furnished by me are grounds for dismissal.
2. Pursuant to Act 397, PA 1978, I agree that Oakland Christian School may investigate and review my past education, employment (character, ability, and performance), activities and statements contained in this application. I hereby release from liability all persons (employers, educational institutions or references) supplying such information. I understand that such information may include a record of disciplinary action, and hereby release such persons from an obligation to provide me with written notification of such disclosure.
3. 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. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize Oakland Christian School to conduct a criminal records check.
4. I understand that this is only an application for employment and that no employment contract is being offered at this time.
5. If accepted for employment, I understand that this application will become a permanent part of my personnel record.
6. I certify that I have carefully read and do understand the above statements. NOTE: A photocopy of this statement shall be as valid as the original.

I do declare the above statements to be factual and true. By affixing my signature, I declare that I meet the moral and ethical stands of Oakland Christian School. Furthermore, I certify that I have carefully read and do understand each section of this application.

Applicant's Name (Print)

Applicant's Signature

Date: _____