



APPLICATION FOR EMPLOYMENT

— CEDAR SPRINGS WEEKDAY SCHOOL

A NOTE TO THE APPLICANT

We appreciate you and the gifts and talents you would like to bring to the CSPC Weekday School in service of our Lord. As a ministry of Cedar Springs Presbyterian Church, we will endeavor to help you grow into and achieve excellence in service during your time with our ministry.

As an employee of CSPC Weekday School, you will be representing the Lord and CSPC in both your work and private life. As a result, you will be expected to be sensitive to others and their impressions of the Lord and CSPC as they interact with you. Our expectation is that you will daily abide with the Lord Jesus Christ and desire to bring Him glory by living a life and conducting yourself in such a way that others will perceive Him at work in and through you. Although only One is perfect, all CSPC Weekday School employees shall actively endeavor to bring honor to our Lord and the Church in their motivations, words, and actions. God has provided us with examples in His word.

EXPECTED CONDUCT FOR WEEKDAY SCHOOL EMPLOYEES

The Church expects all employees to conduct themselves in a way that honors the mission and values of the Church and to abide by all rules of conduct communicated to them from time to time, whether in writing or orally. Employees are expected to conduct themselves appropriately and with dignity and compassion, to show their love for God, and to love their neighbor as themselves. See *Matthew 22:36-40*. Upon employment, all employees are required to sign the Cedar Springs Weekday School Code of Conduct.

The Church recognizes the Bible as the ultimate source of truth and wisdom. Because of this, we ask that our employees recognize what the Bible teaches regarding family and lifestyle choices. If you are participating in any of the following lifestyles, we ask that you refrain from serving with Cedar Springs Weekday School:

- Living with a romantic partner outside of marriage;
- Participating in a homosexual relationship;
- Expressing a gender identity inconsistent with one's biological sex;
- Pursuing an affair outside of marriage;
- Excessive use of alcohol; or
- Use of illegal drugs.

The Church supports leadership by example. Therefore, employees are generally encouraged to look to their supervisor, members of the Executive Team, Ordained Ministers, Church elders and deacons, and members of the Session as examples of proper etiquette, conduct, conflict resolution, and modest attire. Even so, the Church recognizes that human beings remain vulnerable to flaws, error, and disunity at times, so all employees must be sure to abide by the terms of this handbook, even when others fail to uphold these standards.

The Church expects the Cedar Springs Weekday School employees to come under the direction of an overseer for the Christian Education Ministry. Employees are committed to teaching the material approved by the Session, Christian Education Committee, or overseers, which is consistent with the Westminster Standards. As such, employees are committed to working with a team of leaders, to regularly attending scheduled meetings, to continue teacher training and to attend conferences when professionally necessary.

CONTACT INFORMATION

Full Legal Name <i>Please print.</i>			
Residential Address			
	Street Name		
	City	State	Zip Code
Email Address		Phone Number	
Best Time to Contact	☐ Morning	☐ Afternoon	☐ Evening
Position Desired		Desired Start Date	
Days/Times Available to Work			

EDUCATION

List schools attended, beginning with High School.

School 1 Name

City

State

Highest Level Completed

Major

School 2 Name

City

State

Highest Level Completed

Major

CURRENT & PREVIOUS EMPLOYMENT (OVER LAST 5 YEARS)

List positions held, beginning with most recent employment.

Position 1	Employer			
	Address			
	Phone Number	Dates Worked		
	Reason for Leaving		Position Title	
Position 2	Employer			
	Address			

APPLICATION FOR EMPLOYMENT

Phone
Number

Dates
Worked

Reason for Leaving

Position
Title

Position 3

Employer

Address

Phone
Number

Dates
Worked

Reason for Leaving

Position
Title

Position 4

Employer

Address

Phone
Number

Dates
Worked

Reason for Leaving

Position
Title

TRAINING, EXPERIENCE, QUALIFICATIONS, AND ABILITIES

Please list any pertinent education, training or volunteer work with organizations that has prepared you to work with minors.

Do you have any physical or mental conditions that limit your ability to perform activities related to working with minors?

Yes

No

Are you legally authorized to work in the United States?

Yes

No

Are you First Aid/ CPR Certified?

Yes

No

If yes, provide date of expiration.

Are you 21 years or older?

Yes

No

If no, provide date you will turn 21.

Have you ever been convicted of a felony including any involving a suspended sentence?

Yes

No

If yes, explain.

Have you ever been reported for child abuse or neglect?

Yes

No

If yes, explain.

Have you ever participated in, been accused or convicted of, or pled guilty or no contest to any type of abuse or sexual misconduct?

Yes

No

If yes, explain.

REFERENCES

Please list five separate individuals over 18 years old who are not related to you. These references should be able to share personal observations of your interactions with minors in professional capacity. **References must have an active email address.**

Reference 1

Name

Relationship
to you

Address

Email Address

Phone
Number

Reference 2

Name

Relationship
to you

Address

Email Address

Phone
Number

Reference 3

Name

Relationship
to you

Address

Email Address

Phone
Number

Reference 4

Name

Relationship
to you

Address

Email Address

Phone
Number

Reference 5

Name

Relationship
to you

Address

Email Address

Phone
Number

CURRENT CHURCH INFORMATION

Name

Address

Length of Time or
Dates Attended

Are you a member? Yes

No

PERSONAL BELIEFSWhat is your
definition of a
Christian?How and when
did you become a
Christian?What is the Bible
to you?How do you live
out your faith in
Jesus in your
daily life?Briefly describe
where you have
seen God at work
in your life over
the past year.**ACKNOWLEDGMENT AND AUTHORIZATION**

The information contained in this application is correct to the best of my knowledge. I authorize any references or previous employers listed on this application to give you any information they may have regarding my character and fitness for work with minors or individuals with special needs. I release all such references from liability for any damage that may result from furnishing such evaluations to you and I waive any right that I may have to inspect references provided on my behalf.

Should I be accepted I agree to be bound by the policies of Cedar Springs Presbyterian Church and to refrain from unscriptural conduct in the performance of my services on behalf of the church. I acknowledge that these policies and forms do not constitute a contract between the church and myself and that CSPC is not responsible for the individual acts of any worker.

Signature

Date



CODE OF CONDUCT

— CEDAR SPRINGS WEEKDAY SCHOOL

Please carefully read the following Code of Conduct. By initialing beside each statement, you are acknowledging your understanding and agreement with each principle.

CODE OF CONDUCT FOR WEEKDAY SCHOOL EMPLOYEES

Being privileged to serve in a ministry that provides services to minors, I will join with my brothers and sisters on the Cedar Springs Weekday School staff in making the following commitments:

- ☐ I will cultivate and prioritize a consistent devotional life with God, understanding that apart from His working in and through me that my ministry is fruitless.
- ☐ I will attend worship weekly, be involved in community and look for ways to use my gifts to serve the Body.
- ☐ I will strive to demonstrate the heart of a servant, joyfully serving in whatever capacity I am needed week-by-week, following the example of Jesus who washed His disciples' feet.
- ☐ I will be transparent, open and accountable in regard to my time management, always being sensitive to the ministry's investment in me.
- ☐ I will seek to know and love my fellow staff members recognizing that they were made in the image of God and yet also imperfect and sinful people. I will give benefit of the doubt in disagreements; will speak face-to-face when I am frustrated, hurt or confused; and extend grace and forgiveness when it is asked for. If my issue remains unresolved after conversation, I will follow the procedure for conflict resolution.

I will be above reproach in my interaction with minors by:

- ☐ Avoiding situations where I am alone with minors.
- ☐ Using positive reinforcement rather than criticism, competition or comparison when working with minors.
- ☐ Refusing to accept expensive gifts from and/or give expensive gifts to minors or their parents, without prior written approval from the parents or guardians and the ministry director or business manager.
- ☐ Reporting suspected abuse to the ministry director, business manager, or appropriate supervisor and the local responsible agency (DHS or police). *I understand that failure to report suspected abuse to civil authorities is, according to the law, a misdemeanor.*
- ☐ Cooperating fully in any investigation of abuse of minors.
- ☐ Not smoking or using tobacco products in the presence of minors while working.

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I will be above reproach in my interaction with minors by:

- ☐ Not striking, spanking, shaking, or slapping any minor.
- ☐ Not humiliating, ridiculing, threatening or degrading any minor.
- ☐ Not touching any minor in a sexual or other inappropriate manner.
- ☐ Not using any discipline that frightens or humiliates minors.
- ☐ Not using any profanity in the presence of minors.
- ☐ Not inappropriately contacting minors through technology/social media.

I will be above reproach as an employee by:

- ☐ Refraining from living with a romantic partner outside of marriage.
- ☐ Refraining from participating in a homosexual relationship.
- ☐ Refraining from pursuing an affair outside of marriage.
- ☐ Not possessing, using or being under the influence of alcohol at any time while working.
- ☐ Not possessing, using or being under the influence of illegal drugs at any time.

ACKNOWLEDGMENT AND AUTHORIZATION

- ☐ I understand that as a employee working with minors I am subject to a thorough background check including criminal history.
- ☐ I understand that any action inconsistent with this Code of Conduct, or failure to take action mandated by this Code of Conduct, may result in my removal as an employee.
- ☐ I understand I may need to submit to a random drug test upon request.

Employee Name

Employee Signature

Date



BACKGROUND CHECK ACKNOWLEDGMENT & AUTHORIZATION

In connection with your employment or volunteer service with Cedar Springs Presbyterian Church (the "Church"), notice is hereby given that a consumer report and/or investigative consumer report may be obtained from a consumer reporting agency for employment/volunteer purposes with updated reports obtained every three years so long as you remain employed or volunteering in ministry. These reports may contain information about your character, general reputation, personal characteristics and mode of living, whichever are applicable. They may involve personal interviews with sources such as your neighbors, friends or associates. The reports may also contain information about you relating to your criminal history, credit history, driving and/or motor vehicle records, education or employment history, or other background checks. I authorize all persons; corporations; credit agencies; educational institutions; law enforcement agencies; city, state, county, and federal courts; and military services to release any such information about my background. Moreover, I authorize any person or entity conducting the investigation or compiling and/or processing such information to furnish the Church, and/or any third party acting on the Church's behalf, with such information. I further understand that the Church will provide me with written notice if any adverse employment action is to be taken based in whole or in part on information contained in a consumer report within the meaning of the Fair Credit Reporting Act.

CONTACT INFORMATION

Full Legal Name
Please print.

Other Names Used

Residential Address

Street Name

City

State

Zip Code

County

Email Address

Phone Number

BACKGROUND CHECK RELEVANT INFORMATION

Social Security Number

Full Date of Birth
For identification purposes only.

BACKGROUND CHECK RELEVANT INFORMATION [CONT]

Have you ever participated in, been accused or convicted of, plead guilty or no contest to any type of abuse or sexual misconduct?

Yes

☐

No

☐

What ministry will you be participating in?

ACKNOWLEDGMENT AND AUTHORIZATION

Signature

Date