

**\*\* PLEASE READ CAREFULLY \*\***

**ACCEPTANCE OF TERMS TO APPLY FOR A POSITION AT CIRCLE CHRISTIAN SCHOOL**

The acceptance of this application shall not be construed as an offer of employment, nor shall it entitle the applicant to any benefit from Circle Christian School except that Circle Christian School may review the application for the consideration of hiring decisions of positions that are open at the time and date of application. Circle Christian School is not required to retain this application for any length of time past its initial review.

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or any other Circle Christian School practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Circle Christian School, or otherwise to change in any respect the employment at will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by an authorized representative of Circle Christian School.

If an employment relationship is entered into; the undersigned and Circle Christian School may end that relationship at any time, without specified notice or reason. Circle Christian School may unilaterally change or revise benefits, policies and procedures and such changes may include a reduction in benefits and compensation.

**Understanding of Verification of Facts**

As part of the application process, Circle Christian School may conduct an investigation of all statements contained in this application. The misrepresentation or intentional omission of facts in this application may result in refusal to hire or subsequent termination if discovered after hire. Your signature below acknowledges that Circle Christian School may contact schools, previous employers (unless otherwise noted), references and others, and hereby releases Circle Christian School from any liability as a result of such contact.

**Understanding of Background Check**

As part of the application process, Circle Christian School, may request from a consumer reporting agency an investigative consumer report including information as to your credit records, character, general reputation, person characteristics, and mode of living. Circle Christian School may also conduct a personal background check through law enforcement agencies which may include a review of sex offender registries, child abuse, and criminal history records. Written authorization to release this information will be required before Circle Christian School will consider your application for employment.

**Understanding of Introductory Period**

If you are hired by Circle Christian School; such employment shall be introductory for a period of 90 days, and at any time during the introductory period or thereafter, your employment with Circle Christian School is terminable at will for any reason by either you or Circle Christian School.

**Certification**

I am aware that any omissions, falsifications, misstatements, or misrepresentations above may disqualify me for employment consideration and, if I am hired, may be grounds for termination at a later date. I understand that any information I give may be investigated as allowed by law. I consent to the release of information about my ability, employment history, and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staff, and other authorized employees for employment purposes. This consent shall continue to be effective during my employment if I am hired. I certify that to the best of my knowledge and belief all of the statements contained herein and on any attachments are true, correct, complete, and made in good faith.

My signature affirms that I have read, understand, and agree to the terms of this application.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Applicant: \_\_\_\_\_

Thank you for your interest in CCS.



# APPLICATION FOR NON TEACHING STAFF POSITION

Circle Christian School  
 2134 Kentucky Avenue  
 Winter Park, Florida 32789  
[www.circlechristianschool.org](http://www.circlechristianschool.org)



NOTE: If you are submitting a resume that provides the information requested on this page, you do not need to complete those items. Provide any information not supplied in your resume.

Date \_\_\_\_\_ Position/Program of Interest \_\_\_\_\_

Name \_\_\_\_\_ Email Address \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

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

## EDUCATION

	Degree	Date Received	School	Major/Minor
High School				
College				
Other				

## WORK EXPERIENCE (Be sure to list any current employment)

Dates	Company	Position	Address	Phone

## PERSONAL REFERENCES

Name	Address	Phone	Relationship



**APPLICATION RELATED RESPONSES**

Please provide additional documentation for any responses below which cannot be adequately expressed on this page.

If you are currently employed, do you plan to remain in that position if you are offered a position with Circle?  No  Yes

Please explain.

Reason for leaving previous position:

Do you have any prior teaching or coaching experience?  No  Yes If so, please provide some information.

Have you ever been convicted of any crime including sex-related or child-abuse-related offenses?  No  Yes

All personnel are required to have a complete criminal background check and fingerprints, do you have any objections?

No  Yes

Office only	Interview 1	Interview 2	Reference Check	Background Check



## **PERSONAL BACKGROUND AND BELIEFS**

(Please attach a separate document with responses to the following)

1. Why are you interested in serving in this position? How did you hear about the opportunity?
2. Describe how and when you came to a personal relationship with Jesus Christ.
3. Provide information regarding your current church involvement. Include your denominational preference, local church affiliation, and years of attendance.
4. If you have not done so, please read Circle's "What We Believe" statement (below). Do you have any objections or questions regarding the views expressed in the statement? Please expand upon your personal view of any section of the statement if you feel convicted to do so.
5. Have you identified your personal strengths (through Gallup)? If so, what are your top five themes? How well do you think they describe you?
6. List any other abilities or talents that may be of value to your position if you are hired by Circle Christian School.
7. Will you uphold the Biblical standard of sexual purity outside of marriage and heterosexual monogamy within it?
8. Will you refrain from gossip and slander concerning other staff or school policies, especially in front of students, parents, or other teachers in accordance with Christ's teachings? Will you bring any reservations you have about official school policy, requests, or other staff before school leadership out of respect for their authority, and in a spirit of cooperation and Godly conflict resolution?

## **WHAT WE BELIEVE**

We believe the Bible is the verbally inspired Word of God and is inerrant and infallible in its original writings. We believe it is the only and final authority for faith and conduct. (2 Tim. 3:16, 2 Pet. 1:21)

We believe in one God who is Creator of all things by a direct act, infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit. (Gen 1:1, John 10:30, 37, 38)

We believe by the miracle of the virgin birth that the Lord Jesus Christ, eternal Son of God, became man without ceasing to be God, in order to reveal God and to redeem man, that He died for our sins as a substitutionary sacrifice and rose bodily from the dead for our justification. We believe that He is now exalted at the right hand of God, that He is the Head of the Church, the Lord of the individual believer, that He is ministering as our Great High Priest and Advocate, and that we are awaiting His bodily return. (Isa. 7:14, Matt. 1:23, Luke 1:35, Heb. 4:15, 7:25, 9:12, John 2:11, 11:25, Acts 1:11, Rev. 19:11-16)

We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ and that He convicts the world of sin, regenerates the believing sinner, and baptizes him into the Body of Christ. We believe in the continuing ministry of the Holy Spirit in the life of the believer by whose indwelling the Christian is enabled to live a Godly life which is the believer's holy calling. (Eph. 5: 18, 4:1, 30, 1 Cor. 3:16, 6:19, 20)

We believe that salvation is the free gift of God (neither merited nor secured in part or in whole by any virtue or work of man) to be received only by personal faith in the Lord Jesus Christ, in whom all true believers have, as a present possession, the gift of eternal life, a perfect righteousness, sonship in the family of God, deliverance and security from all condemnation, every spiritual resource needed for life and godliness, and the divine guarantee that they shall never perish. (John 3:16-19, 5: 24, Rom. 3:19, Eph. 2: 8-19, Tit. 3: 5, 6)

We believe that man was created in the image of God, but that he sinned, incurring not only physical death, but also spiritual death which is separation from God and inherited by every member of Adam's race. (Rom. 5: 12-21)

We believe that the true Church is composed of all who have been regenerated by the Holy Spirit and, thereby, constitutes a spiritual unity of believers, the Body of Christ. (Rom. 8: 9, 1 Cor. 12: 12-13, Gal. 3: 26-28)

We believe in the resurrection of both the saved and the lost: those who are saved unto eternal life and those who are lost unto eternal damnation. (John 5: 28, 29)



## STAFF AFFIRMATION OF COMMITMENT

Staff positions are important because they impact the lives of others. Given the importance of the role that staff members play and the fact that Circle seeks to encourage and compensate its instructors fairly, there are personal standards and practices that we believe are essential in order for staff members to function at the highest level.

As a Circle staff member, I commit to the following:

I will intentionally seek to grow in my personal walk with Christ.

I will seek to personally grow in the role for which I have been hired.

I will enthusiastically participate in ALL team meetings, knowing that what comes from these meetings will help me be a strong and excellent staff member.

I will engage in positive conversations with staff members, parents, and children.

I will seek to lead by serving others.

I will cultivate a heart of gratitude and responsibility and I will demonstrate appreciation by saying THANK YOU to other staff members.

I will pay close attention to uphold the standards that have been set by the Circle administration and leadership teams.

My children will show respect and leadership while on campus and will cheerfully comply with ALL codes of dress and conduct.

I understand that my personal character, as well as the character of my family, is essential in promoting Circle's core values.

I will seek to be fully engaged and do my job with integrity and excellence.

I will steward well the role I play to influence, encourage, and support families, recognizing all the while that this influence is a direct result of the platform I have been given by the Circle administration when I was hired.

By signing this agreement, I demonstrate my full support and desire to be an integral part of the Circle Christian School community.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## WORLDVIEW SURVEY

Because the success of Circle Christian School is dependent on the values and investment of all participating parties, we desire to enroll families with a worldview that complements the position of Circle Christian School and the student's classroom experience. All incoming faculty, staff, parents and students (grades 6–12) will complete this survey in the application process.

1. Which statement comes closest to what you believe?

- God exists in the minds of some individuals only for the purpose of creating meaning and value
- God is a being who designed the universe and "set it in motion" but who remains uninvolved or, at best, a distant observer
- God is the Creator of the universe. He has concern for and is closely involved with His creation

2. Which statement comes closest to what you believe?

- I believe that the Bible is a great piece of literature written by men, not inspired by the Holy Spirit.
- I believe that the Bible is open for interpretation and contains some discrepancies.
- I believe that the Bible is the infallible, Word of God and is accurate in all of its teachings.

3. Which statement comes closest to what you believe?

- I believe that Jesus Christ was a real person, but not the Son of God.
- I believe that Jesus Christ was simply a great teacher.
- I believe that Jesus Christ is the Son of God and lived a sinless life on earth.

4. Which statement comes closest to what you believe?

- I believe that there are no absolute standards, therefore, each person develops their own moral standard.
- I believe that morality is relative to each individual and situation – what may be wrong for one person may not be wrong for another person.
- I believe that there is a set of absolute moral guidelines established by God that applies to all cultures and times.

5. Which statement comes closest to what you believe?

- I believe that salvation is granted by God to those who achieve a certain level of perfection.
- I believe that eternal salvation can be earned through belief and good works.
- I believe that salvation is a free gift from God through Jesus Christ and cannot be earned.

6. Which statement comes closest to what you believe?

- I believe that I am a product of evolution and God did not create mankind individually.
- I believe that our origin is a mystery and we won't ever know our true source of existence.
- I believe in the story of creation and rely on God to work out His plan for mankind.

7. Which statement comes closest to what you believe?

- At death, one ceases to exist – there is no life after death, no heaven or hell.
- I am not sure whether there is a heaven or hell.
- At death, everyone will spend eternity in either heaven or hell.

8. Which statement best describes your personal faith?

- My faith is a personal matter and does not necessarily include a belief in Jesus Christ.
- I don't know exactly how to describe my faith, but I want to know more about being a follower of Jesus Christ.
- I have accepted Christ as my Lord and Savior and believe He is the only way to heaven.

I have answered honestly and forthrightly this worldview survey as part of the application process at Circle Christian School.

Signature \_\_\_\_\_

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

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

