



# APPLICATION FOR EMPLOYMENT

2211 Woodruff Road | Simpsonville, SC 29681-5440  
 T (864) 234-7595 F (864) 234-7048

\_\_\_\_\_  
 Position(s) for which you are applying

\_\_\_\_\_  
 Date of Application

PLEASE PRINT

## PERSONAL INFORMATION

_____ Last Name	_____ First Name	_____ Middle Name	_____ Social Security Number	
_____ Address		_____ City	_____ State	_____ Zip
_____ Home Phone	_____ Mobile	_____ Other	_____ Email Address	

Have you ever applied for employment with or been previously employed with SCS?  No  Yes, year \_\_\_\_\_

Are you a US Citizen?  Yes  No

If not, do you have the necessary authorization to work in the U.S.?  Yes  No

Why do you want to serve at SCS? \_\_\_\_\_

Names of friends or relatives currently working at SCS: \_\_\_\_\_

Date available for work: \_\_\_\_\_ What is your desired salary range? \$ \_\_\_\_\_

Available to work:  Full-time  Part-time  Temporary - Dates: \_\_\_\_\_

## EDUCATION

Name, City, and State of School	Course of Study	Diploma/ Degree
High School	N/A	
College Undergraduate		
College Graduate/ Professional		
Other Education		

Employment at Southside Christian School is open to qualified individuals who are Christians of good character, without regard or reference to race, gender, national or ethnic origin, color, age, genetics, or disability. Southside Christian School is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with Southside Christian School's mission statement, and they must be willing to conduct their lives in conformity with the school's *Statement of Faith* and *Statement of Christian Life Commitment*.

## WORK EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities.

Employer	Phone
Address	email
Job Title	Supervisor
Work Performed	
Reason for leaving	
Dates Employed: From ____/____ To ____/____	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Phone
Address	email
Job Title	Supervisor
Work Performed	
Reason for leaving	
Dates Employed: From ____/____ To ____/____	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Phone
Address	email
Job Title	Supervisor
Work Performed	
Reason for leaving	
Dates Employed: From ____/____ To ____/____	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Phone
Address	email
Job Title	Supervisor
Work Performed	
Reason for leaving	
Dates Employed: From ____/____ To ____/____	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

## SPECIALIZED SKILLS

List specific skills, training, or achievements that qualify you for this position.

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## CHRISTIAN LIFE INFORMATION

Have you accepted Jesus Christ as your Lord and Savior?  Yes  No  Uncertain If yes, when? \_\_\_\_\_

On what do you base your claim of salvation? \_\_\_\_\_

Please give a brief personal testimony, including the circumstances of your conversion:

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Briefly describe your present practice concerning Bible study and prayer:

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Name and address of your church \_\_\_\_\_

Pastor's Name \_\_\_\_\_

Church Denomination \_\_\_\_\_

Are you a member?  Yes  No

Do you regularly attend services?  Yes  No

Do you understand that employees of Southside Christian School are expected to maintain faithful involvement in a local church that agrees with the SCS *Statement of Faith*?  Yes  No

List any Christian work or ministry in which you are (or have recently been) involved.

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Do you ascribe, without reservation, to the *Statement of Faith* of Southside Christian School?  Yes  No

Do you have any habits or practices (see *Statement of Christian Life Commitment*) that would hinder you from serving others in the Christian life?  Yes  No

Explain \_\_\_\_\_

Do you understand that employees of Southside Christian School are expected to enroll all qualified school-aged children at Southside Christian School?  Yes  No—All exceptions must be approved by the Superintendent prior to employment.

## PERSONAL/PROFESSIONAL REFERENCES

Please include a pastor and an employer. Do not include family members. All information must be complete for mailing purposes.

Name	Complete Address	Phone	E-mail	Relationship
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

## COMPLETE IF APPLYING FOR TEACHING POSITION

What is the definition and purpose of Christian education? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you had any courses in the Christian Philosophy of Education?  Yes  No

Have you recognized any leading of the Lord in your life toward teaching in a Christian school?  Yes  No

## APPLICANT'S STATEMENT

*I certify that answers given herein are true and complete. I authorize investigation of all statements contained in the application for employment as may be necessary in arriving at an employment decision. Falsification or omission of required information can lead to refusal to hire or to discharge if hired.*

*This application for employment shall be considered active for a period of time not to exceed 45 days (six months for faculty). Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.*

*I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause.*

*In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that I am required to abide by all rules and regulations of the employer.*

*I acknowledge that this application is neither a contract of employment nor a legal document.*

*We, the employer, have the right to request in writing, references concerning your past employment history. We, the employer, reserve the right to respond in writing to future employers concerning your employment record here at Southside Christian School.*

*I agree to allow Southside Christian School to perform a background check.*

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