



2205 West Second Avenue – Indianola, IA – 50125 – 515.962.5038
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EMPLOYMENT APPLICATION

A. APPLICANT’S NAME AND ADDRESS

Full Legal Name: _____ Date: _____
 Address: _____
 Phone (Home/Cell): _____ Phone (Work/Other): _____
 Email: _____
 Date of Birth: _____ Place of Birth: _____
 Social Security #: _____ Marital Status: _____
 Spouse’s Legal Name: _____

B. POSITION DESIRED

Which position are you applying for? _____ How did you learn about the
 position? _____

C. CHRISTIAN BACKGROUND

BIBLE:

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our sole authority in all matters of faith, trust and conduct? YES NO

CHURCH SERVICE:

Where do you attend church, and how are you involved?

D. EDUCATION (can be attached via resume)

Degrees/Certification s	Date Received	Issuing Institution	Major(s)/Minor(s)

F. EMPLOYMENT HISTORY: (can be attached via resume)

Start Date	End Date	Employer	Position	Reason for Leaving

G. NON-RELATIVE REFERENCES (can be attached via resume)

Give four references who are qualified to speak of your spiritual experience and Christian service.

- One Pastoral Staff Reference
- One Community Reference
- Two Professional References (Administrator/Coworker)

Name _____ Phone _____
Email _____
Relationship _____ Length of relationship _____

Name _____ Phone _____
Email _____
Relationship _____ Length of relationship _____

Name _____ Phone _____
Email _____
Relationship _____ Length of relationship _____

Name _____ Phone _____
Email _____
Relationship _____ Length of relationship _____

H. RESUME & TESTIMONY (Please attach a resume and testimony if you have not already.)

Are you willing to accept the leadership of the Board of Directors, Administrator, and Supervisory Leadership? YES NO

Do you agree to submit to a criminal background check as part of the approval process? Y N

Signed: _____ Date: _____

Thank you for applying to Strong Roots Christian School!

**Strong Roots Christian School does not discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

APPENDIX C.5 - OFFICE ASSISTANT SUPPLEMENTAL INFORMATION

Full Name: _____ Date: _____

Thank you for considering service as Office Assistant at Strong Roots Christian School (SRCS). Office Assistant duties and responsibilities are defined in the Human Resources Policy of SRCS.

The ministry of SRCS belongs to the Lord Jesus Christ. As a part of the ministry leadership, you serve as an under shepherd and steward to all that our Lord has placed under our care. The souls of our students, our staff, and their families is our most important trust. Following the Bible's instructions for discipleship and training of the next generation is the core of our educational philosophy. This Philosophy of Christian Education is described in our By-Laws Statement of Faith and expanded in our Human Resources Policy. A copy of each is included in this application.

To ensure that our joining together in ministry will be beneficial to attaining the goals of SRCS and in furthering your Christian walk, please answer the following questions as thoroughly as possible on a separate set of papers. Please repeat each question above your answer.

1. Please describe your salvation experience and your current Christian walk.
2. Please describe your current involvement in Christian service in your daily life and professional life.
3. Please describe your work experience.
4. What special skills and knowledge would you bring that will further the ministry of SRCS?
5. Do you fully agree with the Statement of Faith and Expanded Educational Philosophy of SRCS?
6. Do you believe that you will have sufficient time and interest to invest in the ministry of SRCS?
7. Please describe your view of Christian Education.
8. Why do you want to be a part of the ministry of SRCS?
9. What do you see as your role as Office Assistant of SRCS?
10. Please explain your decision making process for yourself, your family, and your work.
11. Please describe your best work memory and your worst work memory.
12. How would you describe others' view of your work and personal ethics?
13. Please explain how you balance daily operations and long range planning needs?