

APPLICATION FOR SUPPORT STAFF POSITION

NorthPointe Christian Schools
3101 Leonard, NE
Grand Rapids, MI 49525
(616) 942-0363

Position Applied For: _____ Date _____

PERSONAL DATA

Name _____
Last First Middle Maiden

Address _____
Street City State Zip

Phone _____ Social Security Number _____

Birth Date _____

Marital Status: Married _____ Single _____ Divorced _____ Separated _____
Widowed _____ Remarried _____

Spouse's Name: _____ Spouse's Occupation _____

Name(s) and grade(s) of dependent children:

Would you enroll them in NCS if employed here? _____ If yes, when? _____

Where do they currently attend school? _____

Were you previously employed by us? _____ If yes, when? _____

List any friends or relatives currently working for us:

Name	Relationship	Name	Relationship
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HEALTH RECORD:

Do you have any impairments, physical, mental, medical, which would interfere with your ability to do the job for which you have applied? (Completion of this part of the application is optional and will not result in adverse treatment.) _____

Do you or any members of your household smoke or drink? _____

Why do you desire a change from your present position? _____

SECRETARIAL POSITION

Pay Rate Expected: _____ Typing Speed _____ Computer Skills _____

Other pertinent skills related to the position you are seeking:

CUSTODIAL / MAINTENANCE POSITION

Pay Rate Expected _____

- 1) Do you hold a valid boiler operators or engineer's license? _____
- 2) Are you familiar with scrubbers, waxers, etc.? _____
- 3) What other maintenance equipment are you familiar with ? _____
- 4) Are you familiar with air-condition or heating units? _____
- 5) Do you have any mechanical or carpentry skills? _____ Explain _____
- 6) Have you had any mechanical experience with bus repairing? _____
To what extent _____
- 7) Do you have a valid mechanic's license? _____
- 8) Could you assume the total responsibility for the general maintenance of a building? _____
- 9) List any other work skills which qualify you for this position.

CHRISTIAN EXPERIENCE

- 1) Give a brief, but adequate statement of your salvation experience (when, how, assurance of salvation, etc.).
Please attach another piece of paper
- 2) Church membership _____
- 3) Doctrine

Do you believe in the inspiration and inerrancy of the Bible?	Yes	No
Do you believe in the Trinity?	Yes	No
Do you believe in the virgin birth and incarnation of Christ?	Yes	No
Do you believe in salvation by grace through faith apart from all human works?	Yes	No
Do you believe in Christ's bodily resurrection and ascension?	Yes	No
Do you believe Christ will return for the believer at the rapture before the tribulation?	Yes	No
Do you believe in Christ's pre-millennial return to reign?	Yes	No
Do you believe or practice speaking in tongues?	Yes	No
Do you believe every believer in Christ should be baptized by immersion?	Yes	No
Have you read, and do you accept without reservation, the attached "Standard of Excellence"?	Yes	No

WORK EXPERIENCE

List below all present and past employment, beginning with your most **recent** employment.

1. Name and Address of Company Type of Business Years worked Supervisor

Describe the work you did. _____

Reason for leaving. _____

Pay scale when you started and when you left. _____

2. Name and Address of Company Type of Business Years worked Supervisor

Describe the work you did. _____

Reason for leaving. _____

Pay scale when you started and when you left. _____

3. Name and Address of Company Type of Business Years worked Supervisor

Describe the work you did. _____

Reason for leaving. _____

Pay scale when you started and when you left. _____

May we contact the employers listed above? Yes No

If no, indicate by number which one(s) you do not wish us to contact. _____

Military Service Record: Branch _____ Classification _____ Date of Discharge _____
Type of Discharge _____

PLEASE ATTACH A RESUME OF ANY ADDITIONAL INFORMATION YOU WOULD LIKE TO SHARE WHICH HAS NOT BEEN ASKED FOR ON THIS APPLICATION.

The facts set forth above in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal.

Signature of Applicant

Date

The NorthPointe Christian Schools does not discriminate on the basis of race, color, national or ethnic origin in the administration of its admission's policies.

PERSONAL REFERENCES

Please give three (3) references who are qualified to speak for your home background, Christian life, training and experience. (One should be your pastor.)

Name	Address	Phone	Position
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EDUCATION

High School _____ Years Attended _____
Name and Address of School

Circle last year completed. 9 10 11 12 Did you graduate? _____

College _____ Years Attended _____
Name and Address of College

Circle last year completed 1 2 3 4 Did you graduate? _____

Course of Study _____ List diploma or degree _____

Other (Specify) _____ Years Attended _____

Course of Study _____ Did you graduate? _____

List diploma and degree. _____

List any other interests and hobbies that you might have.