



# SARDIS

Classical Christian Community

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## Employment Application

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Your interest in SCCC is appreciated. *This is an application for office and support staff. If you would like to apply for a teaching or substitute position you will need to fill out a different corresponding application.* Leadership on the part of our staff is essential for us to carry out our mission. We seek people who by the pattern of their lives in and out of the classroom exemplify Christ, who love and know children, and who love the Athens area. Please submit your application and resume to admin@sardisccc.org or in person.

We look forward to receiving your application soon. If it appears that you may be qualified for one of our openings, a personal interview will be arranged.

### **Primary Information**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Social Security Number (for background checks only): \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

Current Address: \_\_\_\_\_

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

Email address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

What is the best way to contact you?

\_\_\_\_\_

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### **Position Applying For**

Title: \_\_\_\_\_

Salary Desired: \_\_\_\_\_ Date Available: \_\_\_\_\_

Referred by:

\_\_\_\_\_

### **Education**

Did you graduate or receive a GED? \_\_\_\_\_

High School (Name, City, State)

\_\_\_\_\_

What degrees do you hold? List the institution from which you have received degrees:

1. \_\_\_\_\_

Bachelor's \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_

Master's \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_

Doctoral \_\_\_\_\_ Field \_\_\_\_\_

2. \_\_\_\_\_

Bachelor's \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_

Master's \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_

Doctoral \_\_\_\_\_ Field \_\_\_\_\_

3. \_\_\_\_\_

Bachelor's \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_

Master's \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_

Doctoral \_\_\_\_\_ Field \_\_\_\_\_

List additional institutions attended, area of study, and degree received.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References**

List name and telephone number of the following three references (non-relatives). If not applicable, list three school or personal references (non-relatives).

**1. Supervisor Business/Work Reference**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Relationship: \_\_\_\_\_ Years Known: \_\_\_\_\_

**2. College/Co-worker Reference**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Relationship: \_\_\_\_\_ Years Known: \_\_\_\_\_

**3. Pastoral Reference**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Relationship: \_\_\_\_\_ Years Known: \_\_\_\_\_

**Employment History**

Please list employment history starting with most current to oldest.

1. Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Immediate Supervisor and title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact for a reference? \_\_\_\_\_ Dates employed: \_\_\_\_\_

Starting hourly rate/salary: \_\_\_\_\_ Final hourly rate/salary: \_\_\_\_\_

Summarize the nature of work performed and job responsibilities: \_\_\_\_\_

2. Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Immediate Supervisor and title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact for a reference? \_\_\_\_\_ Dates employed: \_\_\_\_\_

Starting hourly rate/salary: \_\_\_\_\_ Final hourly rate/salary: \_\_\_\_\_

Summarize the nature of work performed and job responsibilities: \_\_\_\_\_

3. Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Immediate Supervisor and title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact for a reference? \_\_\_\_\_ Dates employed: \_\_\_\_\_

Starting hourly rate/salary: \_\_\_\_\_ Final hourly rate/salary: \_\_\_\_\_

Summarize the nature of work performed and job responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please include explanation of any gaps in employment if necessary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Skills and Qualifications**

Summarize any special training, skills, licenses, certifications, and/or characteristics that may qualify you as being able to perform job related functions of the position for which you are applying.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Information**

Please note - honest answers will not be automatic grounds for rejection.

1. Are you able to perform the tasks of the job for which you are applying without reasonable accommodations?

\_\_\_\_\_

If not, please explain: \_\_\_\_\_

2. Can you provide proof of eligibility to work in the U.S. after hiring? \_\_\_\_\_

3. Do you foresee any long term absences in the future? \_\_\_\_\_ If yes please explain: \_\_\_\_\_

\_\_\_\_\_

4. How many days did you miss from work (or school) in the past year? \_\_\_\_\_

5. Is there any reason why you cannot be on the job by 7:15 am? \_\_\_\_\_ If yes please explain: \_\_\_\_\_

\_\_\_\_\_

6. Have you ever been fired or involuntarily terminated based on work performance or a work related event?

\_\_\_\_\_ If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

7. Have you ever been convicted, pleaded guilty, no contest, received probation, or deferred adjudication of any crime other than routine traffic violations?

\_\_\_\_\_ If yes please explain: \_\_\_\_\_

**Interests**

1. How familiar are you with the Classical Education model? Why do you want to teach at a Classical organization?

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2. What inspired you to pursue this career path?

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3. What motivates you?

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4. What honors or special recognitions have you received?

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5. What hobbies or interests do you have?

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6. What have you done in the past year to grow in your areas of passion or giftedness as it relates to this position (books you've read, classes you've taken, activities you have done, trips you have taken, etc.)? What has been the most stimulating or impactful and why?

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**Personal Religious Beliefs**

Please answer each question as succinctly as possible.

1. Briefly describe your salvation experience and relationship with God.

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2. Name of Church Attending:

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

3. In terms of church attendance, how often do you attend and with what ministries are you involved?

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4. What in your opinion is a Christian worldview?

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5. What is your understanding of the authority of the Bible, and how do you understand the doctrine of the inerrancy of the Bible?

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6. One of the greatest responsibilities of our staff is to promote harmony within our community. We are a diverse, interdenominational Christian organization. An area that tends to cause division is peripheral doctrinal issues (baptism, spiritual gifts, worship, women in ministry, etc.). After reviewing our statement of faith, what are, if any, other beliefs to which you may adhere? What is the degree of your comfort level in terms of not being able to express and/or teach these beliefs?

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7. What is your view of abortion? Please explain your view in 3 to 5 sentences.

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8. What is your view of homosexuality? Please explain your view in 3 to 5 sentences.

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9. What is your view of gender identity? Please explain your view in 3 to 5 sentence.

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10. Please describe how your faith affects your personal, civic, and professional life.

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11. List any additional information you would like us to consider.

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