

Please do not use staples.



BRIARWOOD CHRISTIAN SCHOOL

Non-Academic Employment Application¹

All non-academic positions including Accounting, Admissions, Development, Facilities, Food Services, Grounds, IT, Office Staff, Operations, School Nurse, and Transportation

Mail completed application to:

Briarwood Christian School
Superintendent's Office
6255 Cahaba Valley Road
Birmingham, Alabama 35242

Date: _____

Name: _____ Home phone: _____

Email address: _____ Cell Phone: _____

Address _____
(Number and Street) (City) (State) (Zip)

Date of Birth: _____ Place of Birth: _____

Marital Status: _____ Number of Children (If applicable): _____ Ages: _____

Denomination: _____ Church Membership (Place of): _____

Applying for (Position): _____

PLACEMENT INFORMATION

In what specific area of employment are you interested?

<input type="checkbox"/> Accounting/Bookkeeping	<input type="checkbox"/> Development	<input type="checkbox"/> Office Staff
<input type="checkbox"/> Administration	<input type="checkbox"/> Facilities	<input type="checkbox"/> Operations Administration
<input type="checkbox"/> Admissions	<input type="checkbox"/> Food Services	<input type="checkbox"/> School Nurse
<input type="checkbox"/> Athletics Administration	<input type="checkbox"/> Grounds	<input type="checkbox"/> Transportation
<input type="checkbox"/> CFO/Business Manager	<input type="checkbox"/> Information Mgt./IT	<input type="checkbox"/> Other

College & Graduate Degrees, Majors, & Minors: _____

Have you taken a graduate exam? _____ What was your score? Verbal _____ Math _____



Nursing applicants: Please include your nursing license number _____ and how your name is registered with the Board of Nursing _____

¹ PLEASE NOTE: Records are retained in our files for three years unless requested by applicant

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RECORD OF EDUCATION / TRAINING

	Name of Institution	Dates (From / To)	Year Graduated	Degree & Major	GPA
High School:					
College/ University					
College/ University					
College/ University					
Other					



Please include copies of undergraduate and graduate transcripts

COMPUTER EXPERIENCE

Please list below your experience and proficiency with computers and software programs. List all software (programs or operating systems) and/or hardware (equipment) that you have experience with and with which you possess a working knowledge.

	Beginner	Intermediate	Advanced
<i>Software</i>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Beginner	Intermediate	Advanced
<i>Hardware/Equipment</i>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

WORK EXPERIENCE

Beginning with the most recent, please list all work experience for which you have been compensated.

Organization	City/State/Zip	From – To	Type of Work	Reason for Leaving

Are you willing to assist in sponsoring/coaching extra-curricular activities? ☐ Yes ☐ No

If yes, in what special areas are you interested and feel competent? (List in order of preference)

1 _____ 3 _____
2 _____ 4 _____

In a paragraph, please state what you feel are your greatest strengths.

If you have school age children, do you intend for them to attend BCS?

☐ Yes ☐ No ☐ Not Sure

If you marked “No” or “Not sure,” please explain: _____

School age children’s names:

Entering grade level:

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PERSONAL HISTORY Are you a U.S. Citizen? ☐ Yes ☐ No

Do you have any physical condition or handicap that may limit your ability to perform the job for which you are applying? ☐ Yes ☐ No

If Yes, please explain: _____

Have you ever been divorced? ☐ Yes ☐ No

If Yes, has your church leadership ruled as to whether or not the divorce was on biblical grounds?
☐ Yes ☐ No

Church Name: _____ Church Contact Number: _____

Have you ever been arrested for or convicted of a felony or a misdemeanor, which resulted in imprisonment? ☐ Yes ☐ No

If yes, please explain: _____

Have you ever been arrested for or convicted of child abuse of any kind? ☐ Yes ☐ No

Please check the appropriate answer:

Have you ever been suspended, dismissed, fired, or discharged from a position of employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever had a teaching certificate suspended or revoked?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been asked to resign from a position of employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been arrested or convicted of any violation of the law other than a minor traffic ticket?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any charges pending against you?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered yes to any of the above, please explain: _____

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CHRISTIAN COMMITMENT AND TESTIMONY

Please explain who Jesus Christ is: _____

Why do you consider yourself to be a Christian? _____

How does one gain eternal life? _____

In a paragraph or two, explain why you are interested in working in a Christian school.



BRIARWOOD CHRISTIAN SCHOOL STATEMENT OF FAITH

I PERSONALLY BELIEVE AND ACCEPT the Trinity, God the Father, God the Son and God the Holy Spirit; and these three are one God, Creator of Heaven and earth.

I PERSONALLY BELIEVE AND ACCEPT Jesus Christ as my Savior and Lord, the only virgin-born Son of God. I accept Him in His sinless life and ministry, His vicarious atonement for the sins of mankind by the shedding of His blood upon the cross, His bodily resurrection from the tomb, His present intercession in Heaven, and His visible return.

I PERSONALLY BELIEVE AND ACCEPT God the Holy Spirit as a Person, who through the Word convicts men of sin, transforms the life by new birth, indwells and empowers the believers as witnesses to the glory of God.

I PERSONALLY BELIEVE AND ACCEPT that the Bible is the written word of God, inspired by the Holy Spirit and without error in the original manuscripts. The Bible is the revelation of God's truth and is infallible and authoritative in all matters of faith and practice.

I PERSONALLY ACCEPT Briarwood Christian School as my particular responsibility in helping fulfill the Great Commission of our Lord. Therefore, I, by the Grace of Almighty God through Christian education, endeavor to fulfill this responsibility.

AS A MEMBER OF THE BRIARWOOD CHRISTIAN SCHOOL STAFF, realizing the necessity of standing together, I hereby commit myself to stand behind the decisions of the Board and make every effort to support loyally the School and its staff and defend it against undue or invalid criticism.

Should the time come when I can not in good conscience follow the above commitment, I agree to resign.

Signed: _____

Date: _____

DECLARATION OF MORAL INTEGRITY

Briarwood Christian School expects all of its employees and its volunteers with access to children to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for a ministry position as an employee or as a volunteer at this school, I (print name) _____ recognize, understand, and agree to live by the Christian moral standards of the school.

I declare (a) that during the past year I have not engaged in, (b) that at the current time I am not engaging in, (c) that I promise I will not engage in, and d) that I will not condone or advocate in my personal, teaching or professional standards during the term of my employment or volunteering: any marriage relationship, civil union, or other union replicating marriage, other than between one man and one woman, or inappropriate sexual conduct. Inappropriate conduct includes, **but is not limited to**, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual, lesbian, bisexual, transgender, questioning (one's gender or sexual orientation), other aberrant sexual activity or other sexual misconduct, sexual harassment, use or viewing of pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture and federal or state law. I understand that this position is firmly rooted in the inerrant and infallible Word of God as expressed in the Scriptures of the Old and New Testaments.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral-integrity standards and Christian role-model lifestyle requirements of Briarwood Christian School.

Let marriage be held in honor among all, and let the marriage bed be undefiled, for God will judge the sexually immoral and adulterous. (Heb 13:4)

A disciple is not above his teacher, but everyone when he is fully trained will be like his teacher. (Luk 6:40)

ANY INTENTIONAL FALSIFICATION OF ANY PORTION OF THIS APPLICATION WILL BE GROUNDS FOR IMMEDIATE DISMISSAL.

I declare that all of the above information and statements are factual and true. My signature below indicates that I meet the moral-integrity standards and Christian role-model life-style requirements of Briarwood Christian School. I understand that any intentional falsification of any portion of this application will be grounds for immediate dismissal.

Applicant's signature

Date



BRIARWOOD CHRISTIAN SCHOOL

References

Please list four *character* references, one of which should be your pastor.

A. Character References

1. _____
(Name) (Occupation) (Capacity in which he/she knew you)

Address _____

Email: _____

Home Telephone _____ Business Telephone _____

2. _____
(Name) (Occupation) (Capacity in which he/she knew you)

Address _____

Email: _____

Home Telephone _____ Business Telephone _____

3. _____
(Name) (Occupation) (Capacity in which he/she knew you)

Address _____

Email: _____

Home Telephone _____ Business Telephone _____

4. _____
(Name) (Occupation) (Capacity in which he/she knew you)

Address _____

Email: _____

Home Telephone _____ Business Telephone _____

--References Continued--

Please list four *professional* references and send a copy of the evaluation form to each.

(Note: Evaluation Forms are *not* sent to character references listed on previous page.)

B. Professional References

1. _____
(Name) (Occupation) (Capacity in which he/she knew you)

Address _____

Email: _____

Home Telephone _____ Business Telephone _____

2. _____
(Name) (Occupation) (Capacity in which he/she knew you)

Address _____

Email: _____

Home Telephone _____ Business Telephone _____

3. _____
(Name) (Occupation) (Capacity in which he/she knew you)

Address _____

Email: _____

Home Telephone _____ Business Telephone _____

4. _____
(Name) (Occupation) (Capacity in which he/she knew you)

Address _____

Email: _____

Home Telephone _____ Business Telephone _____

Document Checklist

Please be sure to include the following documents with your application packet:

- Current Resume
- Completed Application
- References: List four each, Character and Professional, with contact information.
- Evaluation Forms: Make copies and give to Professional References. They will send to us.
- College Transcripts
- Proof of background check clearance *if* you have previously had a background check done for the Alabama State Department of Education.

Please do not use staples.



Professional Evaluation Form

(References are kept confidential)

Please return directly to:

Briarwood Christian School

Superintendent's Office

6255 Cahaba Valley Road

Birmingham, AL 35242

_____ is applying for a position in our school system.
Applicant

Please rate this applicant based on the criteria below by placing a checkmark under the appropriate column.
Thank you in advance for your assistance.

	Exceptional	Good	Average	Needs Improvement	Unsatisfactory	Not Know
Willingness to work hard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional competency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rapport with fellow staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity of judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loyalty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of Christian commitment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership in Church activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Length of acquaintanceship: (Years) _____ (Months) _____. Dates of service: From _____ to _____.

If a former employee; why did applicant leave your employment? _____

Would you employ or reemploy? ☐ Yes ☐ No **COMMENTS:** _____

Optional: For reasons that you may prefer to keep confidential, should we enlarge our search for the right person for this position beyond this particular applicant? ☐ Yes

Name (Please print): _____

Signed _____ Title _____ Date _____

Telephone (Day): _____ Telephone (Night): _____

Email: _____ Organization: _____