



# APPLICATION FOR OFFICE MANAGER

## NORTH CLACKAMAS CHRISTIAN SCHOOL

*faith · family · foundation · est 1973*

19575 Sebastian Way • Oregon City, OR 97045  
503.655.5961 • (f) 503.655.4875  
[www.ncchristianschool.com](http://www.ncchristianschool.com)

Date: \_\_\_\_\_

Position applied for: \_\_\_\_\_

Date available for employment: \_\_\_\_\_

North Clackamas Christian School considers qualified applicants regardless of sex, race, color, national and ethnic origin, who are personally committed to faith in Jesus Christ.

### PERSONAL INFORMATION

Full name: \_\_\_\_\_  
*First Middle Last*

Address: \_\_\_\_\_  
*Street City State Zip*

Email address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell: \_\_\_\_\_

### CHRISTIAN EXPERIENCE

When did you accept Jesus Christ as your personal Lord and Savior? \_\_\_\_\_

Church affiliation: \_\_\_\_\_ Where? \_\_\_\_\_

Number of years attended: \_\_\_\_\_ Are you a member? (If applicable)  Yes  No

Are you willing to work harmoniously with employees of other Christian denominations?  Yes  No

Do you believe the Bible to be the infallible Word of God as well as our final authority in all matters of faith and conduct?  Yes  No

Do you agree with our Statement of Faith? (See last page)  Yes  No If no, please explain  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# CHRISTIAN TESTIMONY

In your own handwriting, please state your Christian testimony.

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## REFERENCES

Please list 3 references from prior employers who have first-hand knowledge of your ability and character.  
May we contact present employer for reference?  Yes  No If no, please explain.

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NAME	EMAIL	PHONE	ASSOCIATION

# EDUCATION

HIGH SCHOOL	CITY	STATE	FROM MO./YR.	TO MO./YR.	DIPLOMA?		
COLLEGE OR UNIVERSITY	CITY	STATE	FROM MO/YR	TO MO/YR	MAJOR	MINOR	DEGREE

# EMPLOYMENT HISTORY

A. EMPLOYER (MOST RECENT FIRST) B. STREET C. CITY, STATE, ZIP	DATES EMPLOYED		POSITION; SUPERVISOR'S NAME AND PHONE NUMBER (IF APPLICABLE)
	FROM MO/YR	TO MO/YR	
A. _____ B. _____ C. _____			
A. _____ B. _____ C. _____			
A. _____ B. _____ C. _____			
A. _____ B. _____ C. _____			

SALARY AT PRESENT POSITION \$ \_\_\_\_\_

# PRE-EMPLOYMENT INQUIRY RELEASE

In connection with my application for employment (including contract for services) or volunteer service with *North Clackamas Christian School (NCCS) Oregon City, Oregon*, I understand that investigative background inquiries are to be made on myself including consumer credit, criminal convictions, motor vehicle, and other reports. These reports will include information as to my character, work habits, performance and experience, along with reasons for termination of past employment from previous employers. Further, I understand that *NCCS* will be requesting information from various Federal, State and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil and other experiences.

I authorize without reservation, any party or agency contacted by this employer to furnish the above mentioned information.

I hereby consent to *North Clackamas Christian School (NCCS)* obtaining the above information. I understand that to aid in the proper identification of my file or records the following information is necessary.

Print name in full: \_\_\_\_\_  
*First* \_\_\_\_\_ *Middle* \_\_\_\_\_ *Last* \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender:  M  F  
*Month/Day/Year*

Race: \_\_\_\_\_ Driver's License # \_\_\_\_\_ State of Issue \_\_\_\_\_

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

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

Current Telephone: (\_\_\_\_) \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date \_\_\_\_\_

# APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that North Clackamas Christian School does not discriminate in its employment practices against any person because of sex, race, color, national or ethnic origin, or handicap. I further understand that any offer of employment is conditional on the proof of legal authority to work in the United States.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or significant omission of fact during any phase of the hiring process may prevent me from being hired or if hired, may subject me to immediate dismissal.

I authorize North Clackamas Christian School to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews. I authorize the release and giving of any information requested by North Clackamas Christian School such as employment records, performance reviews, and personal references. I release any person, organization, or company from liability or damage which may result from furnishing the information requested. I further waive the right to personally view any references given to North Clackamas Christian School. I further verify that I have carefully read and do understand the above statements.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

# DECLARATION OF MORAL AND ETHICAL INTEGRITY

As an applicant for a position at North Clackamas Christian School, I declare that with regard to my personal moral character and conduct as of this date, I am not, nor have been in the past engaged in inappropriate conduct toward minors, nor do I have inclinations toward such conduct. Inappropriate conduct includes the following: verbal, physical and/or sexual abuse as defined by Scripture and state law. I do declare that the above statement is factual and true.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Administrator's Signature*  
*(after discussing form with the applicant)*

\_\_\_\_\_  
*Date*

# SIGNATURE/AUTHORIZATION/AGREEMENT

I hereby certify that the facts set forth in the foregoing employment application are true and complete to the best of my knowledge, and I am at least 18 years of age. I understand, if I am employed, that falsified, incomplete, or misleading statements on this application may result in my dismissal.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*



## STATEMENT OF FAITH

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God (2 Timothy 3:17; 2 Peter 1:21).
- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
- We believe in the deity of our Lord Jesus Christ, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return to power and glory (Isaiah 7:14; Matthew 1:23; Luke 1:35; John 2:11 and 1:25; Acts 1:11; 1 Corinthians 15:3-4; Ephesians 1:7; Hebrews 2:9, 4:15, and 7:26; Revelation 19:11).
- We believe that for the salvation of lost and sinful man regeneration by the Holy Spirit is absolutely essential (John 3:16-19 and 5:24; Romans 3:23 and 5:8-9; Ephesians 2:8-9; Titus 3:5).
- We believe in the resurrection of both the saved and the lost: the saved unto the resurrection of life, and the lost unto the resurrection of damnation (John 5:28-29).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16 and 6:19-20; Ephesians 4:30 and 5:18).