



300 North 17th Street  
Moorhead, MN 56560  
218-236-0500

## Registrar Administrative Assistant Application

### PLEASE TYPE OR PRINT

Name:	Date:
Street Address:	Email:
City/State/Zip:	
Cell Phone: (    )	Business Phone: (    )
Present Position:	Business Name:

Denominational preference: \_\_\_\_\_ Church presently attending: \_\_\_\_\_

Are you a member? \_\_\_\_\_ If so, how many years: \_\_\_\_\_

Church responsibilities you currently have: \_\_\_\_\_

Church activities currently involved in: \_\_\_\_\_

Membership and Recent Community Activities: \_\_\_\_\_

### EDUCATION:

Name and Location of College/University	Year(s) Attended	Degree	Major(s)	Minor(s)

Explanation of registrar and record keeping experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Professional training courses, conferences, seminars and/or workshops you have attended: \_\_\_\_\_

\_\_\_\_\_

Software knowledge and experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe how employee evaluations have helped you: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **PERSONAL INFORMATION:**

Park Christian School policy requires that all employees acknowledge Jesus Christ as personal Lord and Savior. In our community, what it means to be a Christian is still unclear in the minds of some. For some it means not being a Buddhist or Muslim; for others it means a church member or attender. For still others, being a Christian is associated with good works or other acts of obedience. While these things may, on occasion, be indicators of genuine Christian faith, they do not get to the heart of the matter. Park Christian School policy requires that all employees acknowledge Jesus Christ as Lord and Savior and bear witness to having submitted to Him individually as an act of faith.

#### **We interpret that acknowledgment to be:**

1. The agreement with God that they are lost and separated from God by sin and that the consequences of this sin will be an eternity of separation from God in hell.

ROMANS 3:23,24	"For all have sinned and fall short of the glory of God, and are justified freely by his grace through the redemption that came by Christ Jesus."
----------------	---

ROMANS 6:23	"For the wages of sin is death, but the gift of God is eternal life in Christ Jesus our Lord."
-------------	--

ROMANS 3:10	"As it is written: 'There is no one righteous, not even one.'"
-------------	--

ROMANS 10:9,10	"That if you confess with your mouth, 'Jesus is Lord,' and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you confess and are saved."
----------------	---

2. Having acknowledged this need, one must then accept by faith God's gift of love--forgiveness of sin. This gift is made possible by Christ's redemptive act of dying in our place on the cross.

ROMANS 5:8	"But God demonstrates his own love for us in this: While we were still sinners, Christ died for us."
------------	--

EPHESIANS 2:8,9	"For it is by grace you have been saved, through faith--and this not from yourselves, it is the gift of God--not by works, so that no one can boast."
-----------------	---

JOHN 5:24	"I tell you the truth, whoever hears my word and believes him who sent me has eternal life and will not be condemned: he has crossed over from death to life."
-----------	--

JOHN 3:36

"Whoever believes in the Son has eternal life, but whoever rejects the Son will not see life, for God's wrath remains on him."

\*Scripture taken from the New International Version.

**Applicant:** In accordance with Scripture, have you, by grace through faith, received Jesus Christ and acknowledged Him as your personal Lord and Savior? \_\_\_\_\_

If your answer is yes, for how long have you had such a relationship? \_\_\_\_\_

**(If you respond "No" to the above question, you need not complete the remainder of the application.)**

### **PARK CHRISTIAN SCHOOL STATEMENT OF FAITH**

WE BELIEVE - the Bible to be the inspired, the only infallible, authoritative Word of God, inerrant in the original manuscripts. We believe the inerrancy of Scripture embraces not only religious truth, but also the Bible's scientific, historical, and literary features.

WE BELIEVE - that there is one God, eternally existent in three persons - Father, Son, and Holy Spirit.

WE BELIEVE - in the creation of man and all nature by the direct act of God, as recorded in Genesis.

WE BELIEVE - in the Deity of our Lord Jesus Christ, in His Virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood and His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

WE BELIEVE - that all mankind is lost, sinful, and in need of salvation which comes only through regeneration by the Holy Spirit. This salvation is received by grace through faith.

WE BELIEVE - in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

WE BELIEVE - in the resurrection of both the saved and the lost; they that are saved into the resurrection of life and they that are lost unto the resurrection of damnation.

WE BELIEVE - in the spiritual unity of believers in our Lord Jesus Christ.

**In signing this application, I affirm that I agree, without reservation to the above Statement of Faith.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**EXPERIENCE:**

List in consecutive order beginning with the next most recent position following the position on page 1.

Dates	Position, Institution, Location	Supervisor's Name and Title	Supervisor's Phone and Email
From:			Phone:
To:			Email:

Reason for leaving (be specific): \_\_\_\_\_

Dates	Position, Institution, Location	Supervisor's Name and Title	Supervisor's Phone and Email
From:			Phone:
To:			Email:

Reason for leaving (be specific): \_\_\_\_\_

Dates	Position, Institution, Location	Supervisor's Name and Title	Supervisor's Phone and Email
From:			Phone:
To:			Email:

Reason for leaving (be specific): \_\_\_\_\_

Dates	Position, Institution, Location	Supervisor's Name and Title	Supervisor's Phone and Email
From:			Phone:
To:			Email:

Reason for leaving (be specific): \_\_\_\_\_

**OTHER EXPERIENCE:**

## QUESTIONS:

The following questions are designed to assist in the selection process. Your concise and candid responses are important.

Q1: How would you envision the differences between the position at Park Christian School and other positions you have held?

Q2: We live in a pluralistic society with many conflicting beliefs and values. As the Registrar at Park Christian School, you may be asked specific questions about controversial issues. Your answers will come from your personal convictions. We need to know the values of those that would be role models for our students and families. Please share your personal convictions as a Christian toward:

- a) wine, beer, and other alcoholic beverages
- b) smoking and chewing tobacco
- c) marijuana and other drugs
- d) pre-marital sex
- e) divorce and remarriage
- f) abortion

Q3: Describe the “climate” you wish to encourage in the area you work.

Q4: List in order of importance 4 qualities an outstanding registrar must possess. Explain your reasoning.

Q5: How would you use the qualities listed in Q4? In what concrete ways would this be seen by an observer?

Q6: Describe your present relationship with the Lord and the most positive influence in your personal growth and development.

## BACKGROUND CHECK AND INFORMATION:

In addition to the following information, a thorough background check may be made at the option of the school's administration.

If additional space is needed, begin your explanation here and attach additional sheets and clearly identify as Background Check and Information: A, B, C, D, and E, respectively.

"Yes" answers to the following questions will not necessarily result in denial of employment. The Administration and Interviewing Committee will consider all circumstances, including the date and nature of events which have led to the actions described below. Your written explanation will assist the Administration and Interviewing Committee in determining your eligibility and suitability for employment at Park Christian School.

- A. Have you ever been convicted of, admitted committing, pleading no contest, or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of intoxication or reckless driving)? You must answer "YES" even if the matter was later dismissed, deferred, reversed, or vacated. If you answer "YES" you must provide dates of the proceedings, the name and address of the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s).

\_\_\_\_ Yes \_\_\_\_ No

Explanation:

---

---

---

- B. Have you ever been dismissed (fired) from any job, or resigned at the request of your employer following an investigation or while charges against you or an investigation of your behavior were pending? You must answer "YES" even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer "YES" you must provide the date of the termination of employment, the name, address, and telephone number of the employer(s) and a statement of the alleged reasons for termination.

\_\_\_\_ Yes \_\_\_\_ No

Explanation:

---

---

---

- C. Have you ever had any license or certificate of any kind revoked or suspended, or have you in any way been sanctioned or is any charge or complaint now pending against you before any licensing certification or other regulatory agency or body, public or private? If you answer "YES" you must provide the dates of proceedings, name, address and telephone number of the agency or body where proceedings took place, a statement of accusations against you, the final disposition and/or current status of the charge or complaint.

\_\_\_\_ Yes \_\_\_\_ No

Explanation:

---

---

---

- D. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body or by your current or any previous employer? If you answer "YES" you must provide the name, address, and telephone number of the employer or licensing body and a statement of the accusations against you.

\_\_\_\_ Yes \_\_\_\_ No

Explanation:

---



---



---

- E. Has any employer ever subjected you to disciplinary action, or suspended, terminated, or asked you to leave a job or volunteer position on the grounds that you engaged in harassment, abuse, child sexual abuse or neglect, or other unlawful sexual behavior, or on the grounds that you violated an employer's misconduct, sexual misconduct or harassment policy? If you answer "YES" you must provide the name, address, and telephone number of the employer and a statement of the accusations against you.

\_\_\_\_ Yes \_\_\_\_ No

Explanation:

---



---



---

**REFERENCES:** Include the pastor of your church and supervisor/professionals who have supervised your work

Name	Official Position	Business Name	Phone Number	Email

May we contact your current employer? ( ) Yes ( ) No If yes, when?

## APPLICANT'S CERTIFICATION AND AGREEMENT

**Please read carefully and sign the statement below.**

I understand that Park Christian School does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, or qualified disability. I further understand that any offer of employment is conditional on the proof of legal authority to work in the U.S. and completion of a physical verifying that I am in good health and capable of performing the duties to be assigned if deemed necessary.

I hereby certify that the facts set forth in this initial application are true, correct and complete to the best of my knowledge. I certify that I have answered all questions to the best of my ability, and I have not withheld any information that would unfavorably affect my application for employment. I acknowledge that any falsification, misrepresentation, or omission of any fact in my application, resume, or any other materials, or during any interviews, may be the cause for my rejection from employment or may result in my subsequent dismissal if I am hired.

I authorize Park 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 of giving of any information requested by Park 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 ever personally review any references given to Park Christian School.

I have never been convicted, charged, or accused of any form of physical or sexual abuse. I understand that Park Christian School has a great moral and legal responsibility to safeguard the well-being of students enrolled, and I will, therefore, agree to authorize Park Christian School to complete a background check for verification purposes. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems the background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

I understand that this is only an application for employment and that no employment is being offered at this time.

I further certify that I have carefully read and do understand the above statements.

Name of Applicant: (please print or type) \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

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

### **The Applicant's File Must Include:**

1. A letter of application and resume stating personal qualifications, experience, and reasons for interest in the position.
2. A completed official application form.
3. The names of persons who will serve as references and can be contacted. Include names, titles, home and business numbers.
4. College or university papers and credentials. It is the candidate's responsibility to have these items forwarded directly from the college or university **prior to July 9, 2004.**