



Brea Friends Christian Preschool & Infant Center • Chino Hills Christian Preschool • Heights Christian Junior High • Heights Christians Schools - Brea Friends Campus  
 Heights Christian Schools - Chino Hills Campus • Heights Christian Schools – La Mirada Campus • Heights Christian Preschool & Infant Center  
 La Mirada Friends Christian Preschool • La Mirada Heights Christian Preschool • Pilgrim Christian Preschool & Infant Center

## EMPLOYMENT APPLICATION

**Family Resource Ministries / Heights Christian Schools** is a non-profit 501(c)3 religious organization, and does not discriminate in employment opportunities or practices on the basis of race, color, sex, national origin, age, disability, or any other characteristics protected by law. Applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

| PERSONAL INFORMATION  |                       |   |                                 |
|---|-----------------------|---|---------------------------------|
| Last Name   | First Name            | Middle Initial  | Today's Date                    |
| Home Address, City, State, Zip  |                       |   | E-Mail Address                  |
| Home Number<br>(    )   | Cell Number<br>(    ) | Business Number<br>(    )   |                                 |
| Position(s) Applying For:<br><input type="checkbox"/> Preschool Teacher ( <i>ECE units required</i> ) <input type="checkbox"/> Preschool Aide <input type="checkbox"/> Preschool Director <input type="checkbox"/> Teacher: TK-K <input type="checkbox"/> Teacher: 1 <sup>st</sup> -6 <sup>th</sup> <input type="checkbox"/> Teacher: 6 <sup>th</sup> -8 <sup>th</sup><br><input type="checkbox"/> Substitute Teacher <input type="checkbox"/> Day Care Counselor <input type="checkbox"/> Summer Day Camp Counselor <input type="checkbox"/> Secretary <input type="checkbox"/> Administrative Assistant <input type="checkbox"/> Maintenance<br><input type="checkbox"/> Other: |                       |   |                                 |
| Type of Employment:<br>Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/><br>Summer <input type="checkbox"/> Temporary <input type="checkbox"/>  | Salary Desired:       | Days and hours you're available to work:  | What date could you start work? |
| Are you legally entitled to work in the U.S.A. ? YES <input type="checkbox"/> NO <input type="checkbox"/>   |                       | Have you ever been previously employed by FRM? YES <input type="checkbox"/> NO <input type="checkbox"/>   |                                 |
| Are you currently a student? YES <input type="checkbox"/> NO <input type="checkbox"/><br>If yes, school name:   |                       | Do you have ECE units? YES <input type="checkbox"/> NO <input type="checkbox"/><br>If yes, how many?  |                                 |
| Are you currently employed? YES <input type="checkbox"/> NO <input type="checkbox"/><br>If yes, name of employer:   |                       | May we contact your current employer? YES <input type="checkbox"/> NO <input type="checkbox"/><br>If yes, employer phone number:  |                                 |
| Do you agree to take a medical exam related to essential requirements of the position? YES <input type="checkbox"/> NO <input type="checkbox"/>   |                       | All FRM employees are required to be fingerprinted and to pass a criminal background check for conviction of a crime.<br>Do you authorize this company to conduct this? YES <input type="checkbox"/> NO <input type="checkbox"/><br>Will you be able to pass a background check? YES <input type="checkbox"/> NO <input type="checkbox"/> |                                 |

| CHRISTIAN BACKGROUND • <i>Our organization is dedicated to the purpose of evangelism.</i> |   |
|---|---|
| Please give your definition of a Christian:   |   |
| Have you accepted Christ as your Savior?  |   |
| Please give a brief testimony of your faith in Christ:                                    |   |
| What is your local church affiliation/church name?  |   |
| Church Address:   | Church Phone Number:  |
| Pastor's Name:  | What church activities are you involved in, and with what degree of regularity? |
| What is your motivation for seeking employment with a Christian organization?             |   |

| EMPLOYMENT HISTORY • Please list current or most recent positions first.   |                         |                       |
|--|-------------------------|-----------------------|
| 1. Name of Current or Most Recent Employer   | Start Date (Mo/Day/ Yr) | End Date (Mo/Day/ Yr) |
| Type of Business   | Department              | Your Position         |
| Address  |                         | Phone                 |
| Duties   |                         |                       |
| Name and Position of Immediate Supervisor  |                         | Salary                |
| Reason for Leaving   |                         |                       |
| 2. Name of Previous Employer   | Start Date (Mo/Day/ Yr) | End Date (Mo/Day/ Yr) |
| Type of Business   | Department              | Your Position         |
| Address  |                         | Phone                 |
| Duties   |                         |                       |
| Name and Position of Immediate Supervisor  |                         | Salary                |
| Reason for Leaving   |                         |                       |
| 3. Name of Previous Employer   | Start Date (Mo/Day/ Yr) | End Date (Mo/Day/ Yr) |
| Type of Business   | Department              | Your Position         |
| Address  |                         | Phone                 |
| Duties   |                         |                       |
| Name and Position of Immediate Supervisor  |                         | Salary                |
| Reason for Leaving   |                         |                       |
| Are there any employers listed you wish us <b>not</b> to contact? YES <input type="checkbox"/> NO <input type="checkbox"/> |                         |                       |
| If yes, who are they?  |                         |                       |

| EDUCATION HISTORY   |   |           |
|---|---|-----------|
| High School attended and location:  | Highest grade graduate:   |           |
| Community College attended and location   | Years Completed   | Degree(s) |
|   |   |           |
| Subjects of Specialization:   |   |           |
| College/University attended and location  | Years Completed   | Degree(s) |
|   |   |           |
| Subjects of Specialization:   |   |           |
| Please select which, if any, are true:<br><input type="checkbox"/> I hold a valid CA Teaching Credential<br><input type="checkbox"/> I hold a valid Teaching Credential from another state<br><input type="checkbox"/> I am currently enrolled in a credentialing program | Other Educational Training Courses: (ROP, Trade, Correspondence School, etc.) |           |

Personal references should be qualified to speak of your character, values, and Christian experience.

**PERSONAL REFERENCES • Please do not list relatives or former employers. Please include one pastoral reference.**

| Name | Occupation     | Phone |
|------|----------------|-------|
|      | Current Pastor | ( )   |
|      |                | ( )   |
|      |                | ( )   |

Activities/Interests (Student, Professional, Community, etc.):

Other interests or hobbies:

Describe any experience of working with children other than those listed on your employment history:

Future plans: What would you like to be doing five years from now?

How did you learn about the position you are applying for?  
 Newspaper Ad  School Website  Online Search  Current or Former Staff  Other:

We appreciate your interest in seeking employment with Family Resource Ministries. Please make any additional remarks in the space below:

**STATEMENT OF FAITH**

Family Resource Ministries, Inc. is based on the truths of the written Word of God. We interpret these truths to have the following implications for our educational programs.

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe there is one God, eternally existent in three Persons: the Father, the Son and the Holy Spirit.
3. We believe in the deity of Christ, the virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His resurrection from the dead, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature.
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
6. We believe in the spiritual unity of believers in Christ.
7. Our supreme desire is to know Christ and to be conformed into His image by the power of the Holy Spirit.

I fully support the Statement of Faith, as written, without reservation. **Signature:** \_\_\_\_\_

**PLEASE READ CAREFULLY**

I hereby certify that to the best of my knowledge and belief the answers given by me to the foregoing questions and all statements made by me in the application are correct. I understand that any false statements on this application will be sufficient cause for discharge.

I understand that this is an application for employment and that no employment contract is at present being offered. It must be remembered that employment is at the mutual consent of the employer and the employee and accordingly, either the employer or the employee can terminate the employment relationship at will, at any time, with or without cause. FRM reserves the right to change, revise, or eliminate any of our policies and/or procedures at any time. The only recognized deviations from the stated policies are those authorized and signed by the chief executive officer of FRM.

I hereby apply for employment and authorize Family Resource Ministries, Inc. to inquire as to my record of any or all of my former employers, professional and personal references.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

Please attach any additional information that would be helpful in evaluating your qualifications. If applying for a teaching position, **transcripts** will be required prior to a candidate being hired.