



# Crescent City Christian School

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## Support Staff Application

Our school exists to provide a distinctive, biblically based education in a nurturing environment through which students are instilled with godly character, inspired to excel, and prepared for a life of enduring commitment to Christ. The school recruits, hires, trains, assigns personnel, promotes, and compensates employees without regard to race, color, national origin, age, sex, or disability. All employment decisions are made on the basis of merit and job requirements. We realize that the key to a successful Christian school is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models (Luke 6:40).

Please print. Each question should be answered fully and accurately. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based on non-job-related information. Please attach a copy of your résumé if you have one.

### A. Applicant's Name and Address

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle initial \_\_\_\_\_

Current address:

Street address \_\_\_\_\_

City

State

Zip

Phone: Days ( \_\_\_\_ ) \_\_\_\_\_ Evenings ( \_\_\_\_ ) \_\_\_\_\_

Cell phone ( \_\_\_\_ ) \_\_\_\_\_ E-mail \_\_\_\_\_

**B. Position Desired**

Position, or positions, applying for \_\_\_\_\_

Full time    Part time    Temporary    Summer   Available when? \_\_\_\_\_

Application date \_\_\_/\_\_\_/\_\_\_ Application received by:  Walk-in    Mail    E-mail    Fax  
 Internet

Referral source:  Employee    Relative    Other \_\_\_\_\_

Expected earnings: \$ \_\_\_\_\_

**C. School Statement of Faith**

As a Christian organization, we require all of our employees to be practicing Christians. Federal law allows us to confine our hiring to members of our faith community. Please carefully read the school's statement of faith, which is attached.

Do you agree with the statement of faith?  Yes    No   If no, please explain on back.

Please share your personal testimony or experience about God: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and location of local church you attend: \_\_\_\_\_  
\_\_\_\_\_

Member? \_\_\_\_\_

With what regularity have you attended during the past twelve months?  
\_\_\_\_\_

If you become employed by our school, you are joining a ministry that has high expectations of all its employees. All staff members have a ministry position and must demonstrate the life of Christ in their everyday living to our students, their parents, and fellow employees. Since it is the school's mission to train and equip children to be followers of Jesus Christ, we require all of our employees to be Christian role models in their lives, both on and off the job (Luke 6:40). Please carefully read the school's lifestyle statement and the declaration of moral integrity statement, which are attached.

## D. Employment Experience

Please start with your current or most recent employer and work backward. Include self-employment, work as an independent contractor, and temporary positions going back at least *five* years. If necessary, use a separate paper and follow the same format for additional positions. Former employers *will* be contacted for references.

1. Job title \_\_\_\_\_

Dates of employment \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's name and phone number ( \_\_\_\_ ) \_\_\_\_\_

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

Hourly rate/salary \_\_\_\_\_

Work performed \_\_\_\_\_

What date may we contact current employer? \_\_\_\_\_

2. Job title \_\_\_\_\_

Dates of employment \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's name and phone number ( \_\_\_\_ ) \_\_\_\_\_

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

Hourly rate/salary \_\_\_\_\_

Work performed \_\_\_\_\_

What date may we contact current employer? \_\_\_\_\_

3. Job title \_\_\_\_\_

Dates of employment \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's name and phone number ( \_\_\_\_ ) \_\_\_\_\_

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

Hourly rate/salary \_\_\_\_\_

Work performed \_\_\_\_\_

What date may we contact current employer? \_\_\_\_\_

Please account for all unemployment since leaving school and/or between positions for the last ten years.

From month/year to month/year	State what you were doing	Names and phone numbers of persons other than relatives who can confirm unemployment
/ to /		
/ to /		
/ to /		

How did you learn about our school? \_\_\_\_\_

Why do you wish to work here? \_\_\_\_\_

### E. Educational and Professional Training

Name and location (city, state) of last high school attended	Diploma received?
Name and location (city, state) of business school, trade school, college, or university attended	Type of certificate, diploma, or degree: BA, MA, other

**F. Personal References**

List the names of five people who are not related to you and who have a definite knowledge of your qualifications and character. Please include at least two previous employers and your current pastor.

Name and complete address	Phone	Position or relationship to you

**G. Additional Helpful Information**

Are you specifically trained or have you had experience in the following? Check all that are applicable.

- School secretary
- Filing clerk
- Teacher aide
- Bookkeeper
- Administrative assistant
- Custodian
- Maintaining existing computer/programs
- Receptionist
- Cook
- Cafeteria worker
- Childcare worker
- Bus driver
- Clerk
- Other \_\_\_\_\_

## Special skills

- Word processing: \_\_\_\_\_ wpm
- Desktop publishing
- Scheduling
- Proofreading
- Spreadsheet
- First aid certification
- CPR certification
- Other \_\_\_\_\_

If you desire, you may list any additional qualifications, skills, experiences, or interests:

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Can you provide the documents to prove that you are legally eligible for employment in the United States?  Yes  No

Can you perform the duties of this position without violating any obligations or proprietary information of a previous employer?  Yes  No

Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations)? You will need to answer yes if you have entered into a plea agreement, including a postponed sentence or postponed judgment arrangement, in connection with a criminal charge. (You need not disclose criminal convictions that are contained in sealed or deleted records.)  Yes  No

If you have been convicted of such an offense, please attach a statement of explanation, including the nature of offense, date, court where conviction was entered, and any other relevant information. A conviction record will not automatically be a bar to employment. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job-relatedness, and subsequent rehabilitation will be considered.

Has any employer ever subjected you to disciplinary action, suspension, or termination or asked you to leave a paid or unpaid position on the grounds of any unlawful sexual behavior or violation of an employer's sexual misconduct policy or antiharassment policy?  Yes  No If yes, please attach a statement or explanation.

Have you ever resigned a position to avoid termination or discharge?  Yes  No If yes, please attach a statement or explanation.

## **H. Applicant's Statement**

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment, and that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize Crescent City Christian School to thoroughly interview the primary references that I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references.

Since I will be working with children or may have unsupervised access to children, I understand that I must submit to a fingerprint check by a state agency and the FBI. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize the school to conduct a criminal records check. 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 any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

I understand that this application for employment is valid for no more than 120 days. After that, I must resubmit an application in order to be considered for positions at this school.

Do you understand that this is an application for at-will employment and that no employment is being offered at this time?  Yes  No

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

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Applicant signature

Date

## Declaration of Moral Integrity

Our school expects all of its employees and its volunteers with unsupervised access to children to model the same Christian values and lifestyle that it seeks to instill 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 that as a follower of Christ, I am not engaging in and commit to not engage in 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 activity, sexual harassment, use of (including the viewing of) pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

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 this Christian school.

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Applicant signature

Date

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Administrator signature, *after* discussion with applicant/volunteer

Date

“Honor marriage, and guard the sacredness of sexual intimacy between wife and husband. God draws a firm line against casual and illicit sex.” (Hebrews 13:4, *The Message*)

“A pupil is not superior to his teacher, but everyone [when he is] completely trained (readjusted, restored, set to rights, and perfected) will be like his teacher.” (Luke 6:40, AMP)

# **CRESCENT CITY CHRISTIAN SCHOOL**

## **STATEMENT OF FAITH**

### **1. We Stand on the Lordship of Jesus Christ**

- We believe that Jesus is the Eternal Son of God and both the Savior and Lord of all who believe and trust Him (Acts 2:36)
- By virtue of His life, death, and resurrection, He is the master and ruler of Life (Philippians 2:5-11). The right to rule our lives now belongs to Him (Matthew 28:18).
- Jesus is both Savior and Lord (Acts 2:36).

### **2. We Stand on the Total Depravity of Natural Man**

- Sin entered into the human race by Adam and Eve's choosing to eat of the forbidden tree in disobedience to God's explicit instructions. Sin has dominated mankind since that rebellious choice by Adam and Eve. (Gen. 3:17-21; Romans 3:10-18, 23; 5:12; 7:18; 8:8; Gal 5:19).

### **3. We Stand on the Free Gift of Salvation**

- We are saved by faith in Jesus who died as the substitute for our sins (Hebrews 9:12). We are saved by grace (the unmerited and unearned favor of God through faith) and not by our own good works (Eph. 2:8,9).
- The simple conditions of salvation revealed in the New Testament are as follows: (1) conviction of Sin (John 16:8), (2) repentance from sin, a change of attitude that leads to a change in action (Acts 3:19; Matthew 19: 28-31), (3) faith in Jesus Christ, and (4) confession of that faith (Romans 10:9,10).
- Salvation is a gift of God to all who commit themselves to Jesus Christ as Lord and Savior.

### **4. We Stand on the Bible as the Word of God**

- The Bible is verbally inspired, which means that God revealed Himself and His message to His messengers (Heb. 1:1).
- The Bible is eternal, which means that its message is never out-of-date. (1 Peter 1:23-25)
- The Bible is sufficient, which means it contains all the redemptive truth that we need. Other books may be helpful, but no other is necessary. It is completely adequate to teach us what to believe and how to live (2 Timothy 3:16, 17).

## **5. We Stand on the Trinity of God**

- God is three persons in one Being. The Trinity is His tri-personal existence in one Godhead as God the Father, God the Son, and God the Holy Spirit, (Gen. 1:1,2,26,27; Luke 3:21,22; 1 John 5:7; Matthew 3:16,17; 28:19; Hebrews 1:10).

## **6. We Stand on the Person and Work of the Holy Spirit**

- It is most important to realize that the Holy Spirit is fully God. The deity of the Holy Spirit is affirmed in the Scriptures. He convicts of sin (John 16:7-11). He performs the new birth (2 Cor. 5:17; John 3:3-7). He teaches the truth (John 14:26). He indwells believers from the moment of their salvation (Acts 2:38; 1 Cor. 3:16). He seals (holds secure) believers until the day of their redemption (Eph. 4:30). He provides power (Acts 1:8). He can be grieved (Eph. 4:30). He can be quenched (1 Thess. 5:19). Christ commands us to be filled with the Holy Spirit (Eph. 5:18). The Holy Spirit displays God's power through each of us as a means of equipping the entire church (1 Cor. 12).

## **7. We stand on the Second Coming of Jesus Christ**

- Jesus promised His return in John 14:3. In Acts 1:10, He went up to heaven. We are told, in verse 11, He will come again in like manner. He is our blessed hope, and we await His glorious appearance (Titus 2:13).

## **8. The first church ordinance is the baptism of believers.**

- Baptism symbolizes the death, burial, and the resurrection of Christ (Rom. 6:3,4). At the same time, it symbolizes the believer's death to sin, burial of the old life, and the resurrection to a new life in Christ. When a person has come to faith in Christ, he should then be baptized (Acts 2:41, 42; 8:35-39).
- We believe that baptism is for believers only. It is reserved for those who have first trusted Christ as their Savior.
- We believe baptism is to be by immersion. The word "immerse" means to put under water. The word baptize means "to immerse." This was the form of baptism used in the early New Testament church.

## **9. We Stand on the Ordinance of the Lord's Supper**

- The Lord's Supper is the second church ordinance (Matthew 26:26-29; Mark 14:22-25; Luke 22:17-20; 1 Cor. 11:23-26). We believe that it also is symbolic. The elements merely symbolize the body and blood of Jesus

- Jesus said that as often as we take the Lord's Supper we proclaim to the world how He died until He comes again (1 Cor. 11:26). Both the bread and the cup are to be taken to remember His death (1 Cor. 11: 24-25). So both baptism and the Lord's Supper look back to what Jesus has done to make us right with God and look forward to His second coming.

#### **10. We Stand on the Fellowship of the Church**

- The church is divine in its origin. It was founded by Christ himself (Matthew 16:18) and belongs to God (1 Timothy 3:15). Christ is its head and leader (Eph. 5:23).
- Church attendance is vital to every Christian. Those who neglect it do so in violation of the clear command of God and to their own spiritual detriment (Hebrews 10:25).

#### **11. We Stand on the Stewardship of Life**

- We believe that God is the source of all blessings, both spiritual and physical. All that we are and all that we have are due Him. We are merely trustees of our possessions. We should contribute of ourselves and our money cheerfully, regularly, and systematically to spread the good news of Christ around the world (1 Cor. 16:1,2; 1 Cor. 9: 6-10; Acts 20:35).

#### **12. We Stand on the Necessity of Christian Living**

- Christians should live their lives in loving obedience to Christ (John 14:15).
- The believer's life should be characterized by such virtues as love, joy, peace, long-suffering, gentleness, faith, meekness and self control (Gal. 5:22). Believers should work to provide for the poor, the orphans, the needy, the aged, the sick and the helpless (James 1:27; Matthew 25:34-40). They should bring the principles of Christ to bear on government, industry, the home and all of society as they have opportunity to do so (Matthew 23:23; 1 Cor. 7:23, 24).

#### **13. We Stand on the Security of the Believer**

- We don't earn our salvation by being good, nor do we lose it by being bad. Our salvation depends on God's love, power and forgiveness from start to finish. He keeps us secure (Phil. 1:6).

#### **14. We Stand on the Reality of Satan**

- The Bible tells us of his origin (Ex. 28:11-19), his work (1 Peter 5:8), his present and eternal abodes (Job 1:6-12; Revelation 20: 9,10), his fall (Is. 14: 12-15), and most importantly, his defeat at the cross (John 12:31). Satan is called the god of this world (2 Cor. 4:3,4; 1 John 2:15-17), the father of lies (John 8:44) and the tempter (Matthew 4:1-11). Satan is powerful, but saved people have the power of Jesus in them to resist and refuse what the devil offers.

## **15. We Stand on the Reality of Heaven and Hell**

- God created both Heaven and hell (John 14: 1-6; Psalms 9:17). Heaven is an eternal place (Is. 65:15) for saints (Col. 3: 1-4). Hell is an eternal place (Matthew 25:41) for sinners (Acts 1:25). God has given to each person the choice of where their spirit will spend eternity (Luke 16: 19-31).

### **Statement of Unity**

- Scripture indicates that believers need to have and show a strong loyalty to the body of believers that is the church. The school, as one part of the body of believers, needs that same loyalty. All teachers shall agree to uphold the purposes and objectives of Crescent City Christian School and Celebration Church as stated in the Employment Agreement, the Statement of Faith, and this document. Should a teacher find he or she is no longer in harmony with the stated purposes and objectives; it is his or her Christian duty to notify the administration and submit a resignation.

### **Christian Lifestyle Statement**

- Crescent City Christian School is a religious, nonprofit organization representing Jesus Christ throughout the local community. Crescent City Christian School requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9–10, 1 Tim. 4:12, Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

The Crescent City Christian School Statement of Faith expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity and homosexual behavior or any other violation of the unique roles of male and female (Rom. 1:21–27, 1 Cor. 6:9–20). Crescent City Christian School believes that biblical marriage is limited to a covenant relationship between a man and a woman.

Crescent City Christian School employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of Crescent City Christian School that each employee will have a lifestyle in which “He may have the preeminence” (Col. 1:18, NKJV).