

# THE CHRISTIAN SCHOOL at CASTLE HILLS

2216 N.W. Military Highway San Antonio, Texas 78213

Ofc: (210) 878-1000 ♦ Fax: (210) 878-1099

Email: [superintendent@castlehills.school](mailto:superintendent@castlehills.school) ♦ Website: [www.castlehills.school](http://www.castlehills.school)

## *Non-Instructional Employment Application*

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### POSITION FOR WHICH YOU ARE APPLYING

☐ Accounting Office

Position: \_\_\_\_\_

☐ Administrative Assistant

☐ Communications Department

☐ Development Office

☐ Janitorial Department

☐ Maintenance Department

☐ Nurse

☐ Other: \_\_\_\_\_

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### PERSONAL DATA

Name: \_\_\_\_\_  
*Last First Middle*

Social Security Number: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Drivers License number: \_\_\_\_\_ State: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

\_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ How long have you lived at

this address? \_\_\_\_\_ Emergency Contact: Name: \_\_\_\_\_ Cell phone:

\_\_\_\_\_ Work phone: \_\_\_\_\_ Are you currently under contract for the upcoming year? ☐ Yes

☐ No

What was your most recent annual salary? \_\_\_\_\_ Date Available for Interview? \_\_\_\_\_

Referred By: \_\_\_\_\_ When Are You Available to Begin Work?

\_\_\_\_\_

#### **FOR OFFICE USE ONLY**

**Superintendent Approval:**

\_\_\_\_\_

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

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## EDUCATION

| College or University | City/<br>State | Degree | Major | Dates Attended | Overall GPA |
|-----------------------|----------------|--------|-------|----------------|-------------|
|                       |                |        |       |                |             |
|                       |                |        |       |                |             |
|                       |                |        |       |                |             |
|                       |                |        |       |                |             |
|                       |                |        |       |                |             |

*Note: Copies of all College and/or University transcripts, both undergraduate and graduate, must be filed with your application or soon after it has been submitted.*

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## EMPLOYMENT EXPERIENCE

1. Name of Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name and Title of Supervisor: \_\_\_\_\_ May we contact? ☐ Yes ☐ No

2. Name of Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name and Title of Supervisor: \_\_\_\_\_ May we contact? ☐ Yes ☐ No

3. Name of Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name and Title of Supervisor: \_\_\_\_\_ May we contact? ☐ Yes ☐ No

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## REFERENCES

List persons, such as former employers, pastors, supervisors, and instructors, who have first hand knowledge of your professional preparation and competence, and your spiritual maturity. A minimum of three references is requested.

*Incomplete/inaccurate reference information (i.e., names, addresses, zip codes, phone numbers, etc.) may make it difficult for your application to be given further consideration.*

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Name: \_\_\_\_\_ Title: \_\_\_\_\_ School/Company: \_\_\_\_\_

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

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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Name: \_\_\_\_\_ Title: \_\_\_\_\_ School/Company: \_\_\_\_\_

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

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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Name: \_\_\_\_\_ Title: \_\_\_\_\_ School/Company: \_\_\_\_\_

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

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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## PERSONAL HISTORY

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 so, please describe:

Would you be willing to provide and submit to a criminal background check? ☐ Yes ☐ No

Have you ever been charged or convicted of domestic violence or a crime against a child (under 12) or minor (under 18)? ☐ Yes ☐ No If so, please describe:

List all criminal charges that you have had filed against you that could have resulted in more than a 60 day imprisonment:

Have you ever had any license or certificate revoked? ☐ Yes ☐ No

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## LIFE EXPERIENCES

List memberships, offices, and honors obtained in

High School: \_\_\_\_\_

College: \_\_\_\_\_

List your hobbies and personal interests.

\_\_\_\_\_  
\_\_\_\_\_

List any organizations, travel or life experiences that add to your teaching in the classroom

\_\_\_\_\_  
\_\_\_\_\_

List in order of priority what you consider to be the three most important objectives of Christian education:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

In the last year, what have you done to enhance your knowledge in any area that was not required or paid for by any employer, educational institution, or other person?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why would you like to be employed at The Christian School at Castle Hills?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## CHRISTIAN BACKGROUND

When and where were you when you accepted Christ as your Lord and Savior? \_\_\_\_\_

How would you respond if you were standing at the gate to heaven and God asked, "Why should I let you come in?" \_\_\_\_\_

What is your denominational preference? \_\_\_\_\_

What is your local church affiliation? \_\_\_\_\_

What is your pastor's name? \_\_\_\_\_

Are you presently a member in good standing? ☐ Yes ☐ No If yes, number of years? \_\_\_\_\_

Are you active in your church? ☐ Yes ☐ No How often do you attend services? \_\_\_\_\_

How often do you attend Sunday School or Bible Studies? \_\_\_\_\_

List any areas of service or leadership you have been part of in your church \_\_\_\_\_

What other Christian service have you done since becoming a Christian? \_\_\_\_\_

Describe your routine of personal Bible study and prayer.

Do you believe the Bible to be the inspired Word of God and infallible, our final authority in all matters of faith, conduct, and truth? ☐ Yes ☐ No

List any books or articles that you have read recently that have helped you grow spiritually.

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

***I verify that all of the above information is true and correct. I understand that any intentional falsification of any portion of this application will be grounds for immediate dismissal.***

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

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## STATEMENT OF FAITH

The Christian School at Castle Hills (CSCH) has adopted the Baptist Faith and Message (A Statement adopted by the Southern Baptist Convention June 14, 2000) as their Statement of Faith.

The focus of CSCH is to minister to families who support conservative Bible-believing evangelical theology and life practices. Specifically, we adhere to the following:

- a. We believe the Bible to be the inspired, infallible, authoritative, inerrant Word of God (2 Timothy 3:16; 2 Peter 1:21).
- b. We believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
- c. We believe in the deity of Christ (Matthew 3:17), His virgin birth (Isaiah 7:14; Matthew 1:23), His sinless life (Hebrews 4:15; 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7), His bodily resurrection (John 11:25; 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:18), and His personal return in power and glory (Acts 1:11; Revelation 19:11).
- d. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ. Only by God's grace and through faith alone we are saved (John 3:16-19; John 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5).
- e. 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 punishment (John 5:28-29).
- f. We believe that man was created by a direct act of God in His image, not from previously existing life (Genesis 1:1, 22, 27; 1 Corinthians 112:7; James 3:9).
- g. 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).
- h. We believe in the indwelling ministry of the Holy Spirit by whose presence the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16; 1 Corinthians 6:19-20; Ephesians 4:30; 5:18).
- i. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the beliefs of CSCH.
- j. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions. We are therefore called to defend, protect and value all human life (Psalms 139).

**I HAVE READ AND FULLY SUBSCRIBE TO AND SUPPORT THE STATEMENT OF FAITH OF THE CHRISTIAN SCHOOL AT CASTLE HILLS AND PROMISE THAT WHEN I CAN NO LONGER DO SO, I WILL RESIGN MY POSITION OR WILL CONSIDER MY CONTRACT NULL AND VOID.**

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

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## STAFF COVENANT

I believe that a call to serve on the staff of The Christian School at Castle Hills is a call from God, and as such should not be accepted lightly or thoughtlessly, but earnestly and prayerfully, and that this position carries with it authority, responsibility and privileges. Thus to help develop and maintain the highest possible standards of administrative and teaching efficiency, I cheerfully and wholeheartedly subscribe to and enter into the following covenant:

1. I believe in the Lord Jesus Christ and have received Him as my personal Savior, and desire Him to be the Lord of my Life.
2. Realizing my responsibility both to God and to the students, I pledge myself to a disciplined devotional life, seeking time daily for prayer and Bible study. I also pledge myself to holy living, maintaining a consistent Christian testimony, avoiding all appearance of evil, praying for those qualities of chastity and virtue which will make my life the best possible influence upon those I lead and which magnify the Lord.
3. As a Christian leader, I will seek every opportunity, in partnership with the family, to lead each unsaved student to Christ and to help those who are saved to grow in grace and understanding of God's Word. I will diligently lead students to use and time, talent, and treasure.
4. Realizing my responsibility, and the witness and example I am to my students, their parents, and my fellow workers, I will be regular in attendance at a Christ centered, biblically founded church. If for any reason my attendance becomes irregular, or I anticipate changing my membership or attendance to another church, I will bring this to the attention of the Superintendent. I realize that my contract is dependent in part on my commitment to a local church.
5. I subscribe to the above standards and to the school's Statement of Faith, and will earnestly seek to live out these beliefs and standards for Christian life.

If you agree with the statements above, please sign below. If you do not agree on every point, please state your differences at the bottom of this page, or with an attachment.

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

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## 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 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 that during the past year I have not engaged in, at the current time I am not engaging in, and promise that I will not during the term of my employment or volunteering, 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 or lesbian sexual activity, sexual harassment, use or viewing of pornographic material or websites, or 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.

Applicant's signature: \_\_\_\_\_ 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 every one [when he is] completely trained—readjusted, restored, set to rights, and perfected—will be like his teacher." Luke 6:40 The Amplified Bible*

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## APPLICANT'S CERTIFICATION AND AGREEMENT

I have made application for a position as a \_\_\_\_\_ with The Christian School at Castle Hills.  
(position)

I understand that The Christian School at Castle Hills does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability. I hereby certify 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 may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. 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 The Christian School at Castle Hills to thoroughly interview the primary references which 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 given to the school. Since I will be working with children, I understand that I may be submitted to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as is 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 is only an application for employment and that no employment contract is being offered at this time. I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

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

Applicant's Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Social Security Number: \_\_\_\_\_



# THE CHRISTIAN SCHOOL AT CASTLE HILLS

2216 N.W. Military Highway

San Antonio, Texas 78213

(210) 878-1000 ♦ Fax: (210) 878-1099

Email: [superintendent@castlehills.school](mailto:superintendent@castlehills.school) ♦ Web Site: [www.castlehills.school](http://www.castlehills.school)

## REFERENCE FORM FOR NON-INSTRUCTIONAL EMPLOYMENT

I, \_\_\_\_\_ have filed my application for a position at The Christian School at Castle Hills.

I have asked for assignment as \_\_\_\_\_.

I shall appreciate it very much if you will fill in the blanks below and mail direct to The Christian School at Castle Hills.

Sincerely,

**APPLICANT'S SIGNATURE:** \_\_\_\_\_

### OFFICIAL CONFIDENTIAL INFORMATION

|   | SUPERIOR | STRONG | AVERAGE | FAIR | POOR |
|---|----------|--------|---------|------|------|
| <b>GENERAL APPEARANCE</b><br>acceptable, attractive, neat                               |          |        |         |      |      |
| <b>PHYSICAL FITNESS</b><br>free from chronic ailments                                   |          |        |         |      |      |
| <b>PERSONALITY</b><br>wholesome, pleasing   |          |        |         |      |      |
| <b>SOCIAL QUALITIES</b><br>evidence of social maturity                                  |          |        |         |      |      |
| <b>ETHICS</b><br>professional relationships   |          |        |         |      |      |
| <b>EMOTIONAL STABILITY</b><br>self-control, possesses spiritual convictions             |          |        |         |      |      |
| <b>CITIZENSHIP</b><br>community and personal standing                                   |          |        |         |      |      |
| <b>VOICE</b><br>pleasing and modulated  |          |        |         |      |      |
| <b>USE OF ENGLISH</b><br>acceptable in conversation and speech                          |          |        |         |      |      |
| <b>INTELLECTUAL CAPACITY</b><br>alert, responsive, adequate                             |          |        |         |      |      |
| <b>ATTITUDE TOWARD CHILDREN</b><br>recognizes the needs of children                     |          |        |         |      |      |
| <b>ADEQUACY OF PROFESSIONAL TRAINING</b><br>evidence of being up to date professionally |          |        |         |      |      |
| <b>SUCCESS AS AN EMPLOYEE</b><br>works to capacity with maximum results                 |          |        |         |      |      |
| <b>GENERAL RATING</b>   |          |        |         |      |      |

How long have you known the applicant? \_\_\_\_\_

In what capacity? \_\_\_\_\_

Has this applicant demonstrated a real commitment to Christian living both on and off campus? Is he/she a good role model for students?

List principal character and personality strengths.

Are there character or personality weaknesses that diminish this applicant's effectiveness as a role model?

Are there family factors that might help or hinder the applicant's success at this school?

Have you noted depth of convictions as demonstrated by honesty, fairness, respect for authority, diligence, compassion, tact, and other Christian virtues?

Do you consider the applicant a self-starter, willing to do extra tasks if needed?

How would you rank this person as compared to others you have supervised?

☐ Top 5%   ☐ Next 20%   ☐ Middle 50%   ☐ Low 25%

Would you employ the above applicant for the position for which he/she is applying?

☐ Yes   ☐ No

**COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_

**NAME OF REFERENCE:** \_\_\_\_\_ **TITLE OR POSITION:** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**CRIMINAL RECORD SEARCH REQUEST FORM**  
THE CHRISTIAN SCHOOL AT CASTLE HILLS - PH. 210-878-1003 FAX 210-878-1099  
**[TO BE COMPLETED IN BLACK INK ONLY]**

I, \_\_\_\_\_ ☐ Employee or ☐ Volunteer, do hereby authorize The Christian School at Castle Hills to perform current and subsequent background investigations pertaining to my criminal background and social security verification. I do hereby authorize the release of any information which pertains to any record of convictions or criminal activity concerning me whether local, state or national. I hereby release any organization from any and all liability resulting in such disclosure.

Signature: \_\_\_\_\_

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Maiden Name, if applicable

\_\_\_\_\_  
Print other names used

Complete address history for the last 7 years:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Address City State Zip

\_\_\_\_\_  
Birth date Birthplace: City State County

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Driver's License Number and State

**CRIMINAL HISTORY (This information will be verified)**

Have you ever been convicted of a crime? \_\_\_\_\_ No \_\_\_\_\_ Yes  
Have you ever entered a plea of guilty to a crime? \_\_\_\_\_ No \_\_\_\_\_ Yes  
Have you ever pleaded "no contest" to a crime? \_\_\_\_\_ No \_\_\_\_\_ Yes  
Have you ever been placed on deferred adjudication? \_\_\_\_\_ No \_\_\_\_\_ Yes

If yes, please explain:

| DATE | CHARGE | CITY/STATE | FINAL DISPOSITION |
|------|--------|------------|-------------------|
|      |        |            |                   |
|      |        |            |                   |

**For Office Use Only:**

This individual is clear of criminal records \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Signature

This individual is not clear of criminal records \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Signature

**SPIS Investigations ~ Paul S. Baker, Investigator**  
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September 2016