



Growing Tree Preschool
Mailing address: 126 Social Island Road
Chambersburg, PA 17202
(717) 809-2380

SECRETARY EMPLOYMENT APPLICATION

Your interest in teaching at ***Growing Tree Preschool*** is appreciated. We invite you to fill out this application and return it to the school office at the Shalom Christian Academy. Please attach a copy of your resume, if we have not already received one. If we have continued interest in your candidacy, we will arrange for a personal interview.

We realize that one of the keys to a successful preschool program is its teachers. We are seeking applicants who are professionally qualified, who love young children, and who, by the pattern of their lives, are Christian role models. Because ***Growing Tree Preschool*** operates as a ministry of Shalom Christian Academy and various churches (sharing facilities with churches), all staff members need to come with a commitment to flexibility and creativity.

We look forward to receiving your application. It is our prayer that God will fulfill His perfect will in the lives of all applicants and in our ministry here at ***Growing Tree***.

A. APPLICANT'S NAME AND ADDRESS

Full name: _____

Application date: _____ Date available: _____

Present address: _____

Email: _____

Phone: Days (_____) Evenings (_____) _____

Best time to call you? _____ Social Security No. _____

How long have you lived at the above address? _____

Permanent address and phone if different than present address:

B. POSITION DESIRED (check all that apply)

_____ Administrative Secretary

_____ Two or three mornings per week

_____ Five mornings per week, if available

_____ Substitute when needed/available

How did you hear about the position for which you are applying?

Please list any special activities or school tasks which you would be capable of and willing to oversee:

C. CHRISTIAN BACKGROUND

Please carefully read our Statement of Faith and indicate your degree of support.

_____ I fully support the Statement as written without mental reservation.

_____ I support the Statement except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreement or items for which I have not yet formed an opinion or conviction.

Denominational preference? _____

What is your current local church affiliation? _____

Briefly give your personal Christian testimony.

How have you been involved in your local church?

SUMMARY STATEMENT
CONFESSION OF FAITH IN A MENNONITE PERSPECTIVE

GOD

1. We believe that God exists and is pleased with all who draw near by faith. We worship the one holy and loving God who is Father, Son, and Holy Spirit eternally. God has created all things visible and invisible, has brought salvation and new life to humanity through Jesus Christ, and continues to sustain the church and all things until the end of the age.

JESUS

2. We believe in Jesus Christ, the Word of God become flesh. He is the Savior of the world, who has delivered us from the dominion of sin and reconciled us to God by his death on a cross. He was declared to be the Son of God by his resurrection from the dead. He is the head of the church, the exalted Lord, the Lamb who was slain, coming again to reign with God in glory.

HOLY SPIRIT

3. We believe in the Holy Spirit, the eternal Spirit of God, who dwelled in Jesus Christ, who empowers the church, who is the source of our life in Christ, and who is poured out on those who believe as the guarantee of redemption.

SCRIPTURE

4. We believe that all Scripture is inspired by God through the Holy Spirit for instruction in salvation and training in righteousness. We accept the Scriptures as the Word of God and as the fully reliable and trustworthy standard for Christian faith and life. Led by the Holy Spirit in the church, we interpret Scripture in harmony with Jesus Christ.

CREATION AND DIVINE PROVIDENCE

5. We believe that God has created the heavens and the earth and all that is in them, and that God preserves and renews what has been made. All creation has its source outside itself and belongs to the Creator. The world has been created good because God is good and provides all that is needed for life.

THE CREATION AND CALLING OF HUMAN BEINGS

6. We believe that God has created human beings in the divine image. God formed them from the dust of the earth and gave them a special dignity among all the works of creation. Human beings have been made for relationship with God, to live in peace with each other, and to take care of the rest of creation.

SIN

7. We confess that, beginning with Adam and Eve, humanity has disobeyed God, given way to the tempter, and chosen to sin. All have fallen short of the Creator's intent, marred the image of God in which they were created, disrupted order in the world, and limited their love for others. Because of sin, humanity has been given over to the enslaving powers of evil and death.

SALVATION

8. We believe that, through Jesus Christ, God offers salvation from sin and a new way of life. We receive God's salvation when we repent and accept Jesus Christ as Savior and Lord. In Christ, we are reconciled with God and brought into the reconciling community. We place our faith in God that, by the same power that raised Christ from the dead, we may be saved from sin to follow Christ and to know the fullness of salvation.

THE CHURCH OF JESUS CHRIST

9. We believe that the church is the assembly of those who have accepted God's offer of salvation through faith in Jesus Christ. It is the new community of disciples sent into the world to proclaim the reign of God and to provide a foretaste of the church's glorious hope. It is the new society established and sustained by the Holy Spirit.

THE CHURCH IN MISSION

10. We believe that the mission of the church is to proclaim and to be a sign of the kingdom of God. Christ has commissioned the church to make disciples of all nations, baptizing them, and teaching them to observe all things he has commanded.

BAPTISM

11. We believe that the baptism of believers with water is a sign of their cleansing from sin. Baptism is also a pledge before the church of their covenant with God to walk in the way of Jesus Christ through the power of the Holy Spirit. Believers are baptized into Christ and his body by the Spirit, water, and blood.

THE LORD'S SUPPER

12. We believe that the Lord's Supper is a sign by which the church thankfully remembers the new covenant which Jesus established by his death. In this communion meal, the church renews its covenant with God and with each other and participates in the life and death of Jesus Christ, until he comes.

FOOT WASHING

13. We believe that in washing the feet of his disciples, Jesus calls us to serve one another in love as he did. Thus we acknowledge our frequent need of cleansing, renew our willingness to let go of pride and worldly power, and offer our lives in humble service and sacrificial love.

DISCIPLINE IN THE CHURCH

14. We practice discipline in the church as a sign of God's offer of transforming grace. Discipline is intended to liberate erring brothers and sisters from sin, and to restore them to a right relationship with God and to fellowship in the church. The practice of discipline gives integrity to the church's witness in the world.

MINISTRY AND LEADERSHIP

15. We believe that ministry is a continuation of the work of Christ, who gives gifts through the Holy Spirit to all believers and empowers them for service in the church and in the world. We also believe that God calls particular persons in the church to specific leadership ministries and offices. All who minister are accountable to God and to the community of faith.

CHURCH ORDER AND UNITY

16. We believe that the church of Jesus Christ is one body with many members, ordered in such a way that, through the one Spirit, believers may be built together spiritually into a dwelling place for God.

DISCIPLESHIP AND THE CHRISTIAN LIFE

17. We believe that Jesus Christ calls us to discipleship, to take up our cross and follow him. Through the gift of God's saving grace, we are empowered to be disciples of Jesus, filled with his Spirit, following his teachings and his path through suffering to new life. As we are faithful to his way, we become conformed to Christ and separated from the evil in the world.

CHRISTIAN SPIRITUALITY

18. We believe that to be a disciple of Jesus is to know life in the Spirit. As the life, death, and resurrection of Jesus Christ takes shape in us, we grow in the image of Christ and in our relationship with God. The Holy Spirit is active in individual and in communal worship, leading us deeper into the experience of God.

FAMILY, SINGLENES, AND MARRIAGE

19. We believe that God intends human life to begin in families and to be blessed through families. Even more, God desires all people to become part of the church, God's family. As single and married members of the church family give and receive nurture and healing, families can grow toward the wholeness that God intends. We are called to chastity and to loving faithfulness in marriage. We believe that God intends marriage to be a covenant between one man and one woman for life.

TRUTH AND THE AVOIDANCE OF OATHS

20. We commit ourselves to tell the truth, to give a simple yes or no, and to avoid the swearing of oaths.

CHRISTIAN STEWARDSHIP

21. We believe that everything belongs to God, who calls the church to live in faithful stewardship of all that God has entrusted to us, and to participate now in the rest and justice which God has promised.

PEACE, JUSTICE, AND NONRESISTANCE

22. We believe that peace is the will of God. God created the world in peace, and God's peace is most fully revealed in Jesus Christ, who is our peace and the peace of the whole world. Led by the Holy Spirit, we follow Christ in the way of peace, doing justice, bringing reconciliation, and practicing nonresistance, even in the face of violence and warfare.

THE CHURCH'S RELATION TO GOVERNMENT AND SOCIETY

23. We believe that the church is God's holy nation, called to give full allegiance to Christ its head and to witness to every nation, government, and society about God's saving love.

THE REIGN OF GOD

24. We place our hope in the reign of God and its fulfillment in the day when Christ will come again in glory to judge the living and the dead. He will gather his church, which is already living under the reign of God. We await God's final victory, the end of this present age of struggle, the resurrection of the dead, and a new heaven and a new earth. There the people of God will reign with Christ in justice, righteousness, and peace forever and ever.

D. PROFESSIONAL QUALIFICATIONS

*Please attach photocopies of your post secondary transcripts and teaching certificates.

What degree(s) do you hold?

	Degree	Date Received	Issuing Institution
Formal Training	_____		

Your Major(s)	_____		

Sequentially list your teaching experience with the most recent first.

	School Name	Position	Dates
Teaching Experience	_____		

Teaching
Credentials
(if obtained)

Do you have ACSI Certification? _____

What type and level? _____ Valid for _____ years

Do you have state certification? _____ State? _____

What kind? _____ Valid for _____ years

E. EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past ten years. If necessary you may make copies of this page.

1. Employer _____
Address _____

Position _____ Dates of employment _____
Supervisor's name and phone number _____
Reason for leaving _____

2. Employer _____
Address _____

Position _____ Dates of employment _____
Supervisor's name and phone number _____
Reason for leaving _____

3. Employer _____
Address _____

Position _____ Dates of employment _____
Supervisor's name and phone number _____
Reason for leaving _____

4. Employer _____
Address _____

Position _____ Dates of employment _____
Supervisor's name and phone number _____
Reason for leaving _____

5. Employer _____
Address _____

Position _____ Dates of employment _____
Supervisor's name and phone number _____
Reason for leaving _____

F. PERSONAL REFERENCES

You will need to sign the Reference Release Form that is included. Please do not list family members or relatives for references.

•Give two or three references who are qualified to speak of your spiritual experience and Christian service.

List your current pastor first.

Name/Complete Address	Phone	Position
1. _____		

2. _____		

3. _____		

•Give two or three references who are qualified to speak of your professional training or experience. **List your current or most recent supervisor first.**

Name/Complete Address	Phone	Position
1. _____		

2. _____		

3. _____		

Would you prefer that we not contact any of these references at this time? If so, please explain.

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a teaching position with ***Growing Tree Preschool***. I have authorized the school to thoroughly interview primary references which I have listed, any secondary references mentioned throughout interviews with primary references, or other individuals which 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 all other matters related to my suitability for employment.

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 ***Growing Tree Preschool***, 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 ***Growing Tree Preschool***.

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