

# Lancaster County Christian School Application for Finance Assistant

(PLEASE PRINT OR TYPE)

**POSITION DESIRED**

Full-time \_\_\_\_\_ Part-time \_\_\_\_\_

**NAME** \_\_\_\_\_  
LAST
FIRST
MIDDLE
(AREA CODE) CELL PHONE

**PRESENT ADDRESS** \_\_\_\_\_  
STREET
(AREA CODE) TELEPHONE

\_\_\_\_\_ CITY STATE ZIP CODE

**PERMANENT ADDRESS** \_\_\_\_\_  
STREET
(AREA CODE) TELEPHONE

\_\_\_\_\_ CITY STATE ZIP CODE

**E-MAIL ADDRESS** \_\_\_\_\_

**DATE AVAILABLE FOR EMPLOYMENT** \_\_\_\_\_

### EDUCATIONAL BACKGROUND

	SCHOOL OR INSTITUTION AND LOCATION	MAJOR/ MINOR	DIPLOMAS, DEGREES OR CREDITS EARNED	GRADE POINT AVERAGE (GPA)
HIGH SCHOOL				
COLLEGE/UNIVERSITY				
COLLEGE/UNIVERSITY				
GRADUATE STUDY				
GRADUATE STUDY				

Interviewed by:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

## EXPERIENCE

(PRESENT OR MOST RECENT FIRST)

Dates		Name of Employer and Address		Position
From				
To				
		(Area Code) Telephone:		
Work Performed:		Reason for Leaving:		
Name & Title of Supervisor:			Final Hourly Rate:	
Dates		Name of Employer and Address		Position
From				
To				
		(Area Code) Telephone:		
Work Performed:		Reason for Leaving:		
Name & Title of Supervisor:			Final Hourly Rate:	
Dates		Name of Employer and Address		Position
From				
To				
		(Area Code) Telephone:		
Work Performed:		Reason for Leaving:		
Name & Title of Supervisor:			Final Hourly Rate:	

Please list activities that you are qualified to supervise or coach:

**REFERENCES**

References should include supervisors or others who have first-hand knowledge of your professional competence and your personal qualifications. If any person(s) listed should not be contacted for reference at the present time, indicate in the left-hand margin the date contact(s) may be made.

NAME	POSITION	EMAIL	ADDRESS	TELEPHONE

**OTHER QUALIFICATIONS**

Summarize special job-related skills and qualifications acquired from employment or other experiences (including U.S. military service) and/or state any additional information you feel may be helpful in considering your application, i.e. honors, awards, activities, technology skills or professional development activities:

How did you learn about the position for which you are applying? \_\_\_\_\_

Please indicate your current skill level in the following areas by placing an X in the appropriate column:

	None	Average	Proficient	Software you use
Word Processing	_____	_____	_____	_____
Spreadsheets	_____	_____	_____	_____
Desktop Publishing	_____	_____	_____	_____
Power Point	_____	_____	_____	_____
Accounting Software	_____	_____	_____	_____
Payroll Software	_____	_____	_____	_____

## **CHRISTIAN BACKGROUND & PASTOR'S REFERENCE**

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

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

Pastor's Name: \_\_\_\_\_

Telephone number for Pastor: \_\_\_\_\_

What church activities are you involved in? \_\_\_\_\_

Describe your routine of personal Bible study and prayer \_\_\_\_\_

\_\_\_\_\_

(We will contact your pastor for a reference only if you are a finalist for the position.)

## **PERSONAL PHILOSOPHY**

On separate paper, please label and succinctly answer in one or two paragraphs each of the items below.

- A. Write your testimony and include the influence of the following: a) relationship with Jesus Christ, family, and church b) a trial you encountered c) your worldview.
- B. Why do you desire to work in a Christian school?
- C. What areas do you feel are your strengths? Weaknesses?
- D. Please summarize any additional information that you would like to present regarding your candidacy for this position?

## **BUSINESS OFFICE SKILLS**

Please describe below your familiarity and experience with each of the following.

- A. Accounts Payable & Accounts Receivable
  
- B. General Ledger Accounting
  
- C. Payroll
  
- D. Human Resources

You must give complete answers to all questions. If you answer "Yes" to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate, which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Were you ever convicted of a criminal offense?  Yes  No

Are you currently under charges for a criminal offense?  Yes  No

Have you ever forfeited bond or collateral in connection with a criminal offense?  Yes  No

Within the last ten years, have you been fired from any job for any reason?  Yes  No

Within the last ten years, have you quit a job after being notified that you would be fired?  Yes  No

Have you ever been professionally disciplined in any state?  Yes  No

Professionally disciplined means the annulment, revocation or suspension of your teaching certification or having received a letter of reprimand from an agency, board or commission of state government, such as the Pennsylvania Professional Standards and Practices Commission.

Are you subject to any visa or immigration status which would prevent lawful employment?  Yes  No

**Note: If you answered "Yes" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet, and include your social security number.**

**ACT 34 COMPLIANCE (BACKGROUND CHECK OF PROSPECTIVE EMPLOYEES), ACT 151 (PA CHILD ABUSE HISTORY CLEARANCE), AND FBI CLEARANCE:**

Each applicant should submit copies of these three background checks. Prior to employment, the applicant **MUST** submit the **ORIGINAL** to be copied by us. The clearances may be no more than five years old. If you do not already have these clearances, we will help you to obtain them prior to employment.

**STATEMENT OF NON-DISCRIMINATION**

Lancaster County Christian School provides equal employment opportunities without regard to race, color, gender, national origin, disability, military service, or citizenship.

## **APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that Lancaster County Christian School 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 Lancaster County Christian School 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 required to submit 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 certify that I have carefully read and understand the above statements.

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Signature of Applicant

Date

## ACSI STATEMENT OF FAITH

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. 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).
3. We believe in the deity of Christ (John 10:33),  
His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35),  
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, Hebrews 2:9),  
His Resurrection (John 11:25, 1 Corinthians 15:4),  
His Ascension to the right hand of God (Mark 16:19),  
His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. 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 and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
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 condemnation (John 5:28–29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 2:12–13, Galatians 3:26–28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).

My signature below indicates that I am in agreement with the Association of Christian Schools' Statement of Faith and confirm that my lifestyle is in compliance with its contents.

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Signature of Applicant

Date

Please return application to:

Mrs. Keturah Roberts  
Director of Finance & Human Resources  
Lancaster County Christian School  
2390 New Holland Pike  
Lancaster, PA 17601