



Open Door Christian Schools

Coaching Application

Your interest in Open Door Christian Schools is appreciated. We invite you to fill out this application and return it to our school address indicated below to the attention of Human Resources. We will review your application and determine if there are openings for which you may qualify. If we have continued interest in your candidacy, we will arrange for a personal interview.

We realize that the key to a successful Christian School is its staff. We are seeking applicants who are born again (John 3:3), who are qualified, who have a call to Christian Education, and who adhere to biblical principles in their lives.

We look forward to receiving your application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

A. APPLICANT'S NAME AND ADDRESS

Full Name: _____

Application date: _____ Date available: _____

Present address: _____

Daytime phone: _____ Evening phone: _____

Cell Phone: _____ Email address: _____

B. POSITION DESIRED

Position, or positions, applying for: _____

☐ Fall Sport: _____ ☐ Spring Sport: _____

☐ Winter Sport: _____ ☐ Athletic Support Staff: _____

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

Can you submit verification of your legal right to work in the U.S.? ☐ Yes ☐ No

Please list other activities or sports for which you would be capable and willing to direct, sponsor or coach. (Indicate grade or ability levels.)

How many years do you foresee ministering here at ODCS?

C. CHRISTIAN BACKGROUND

*** On a separate sheet of paper, provide us with a written description of your Christian experience and testimony.**

Are you in agreement with our Statement of Faith (see last page of application)?

☐ Yes

☐ No (Please elaborate using a separate sheet of paper.)

What is your denominational preference? _____

What is your local church affiliation? _____

Are you a member or regular attendee in good standing? _____ Years? _____

In what ministries have you been a participant?

What other areas of Christian service have you participated in since becoming a Christian?

Describe your routine of personal Bible study and prayer.

What books have you recently read that have helped you spiritually?

D. EDUCATIONAL/PROFESSIONAL TRAINING AND QUALIFICATIONS

Name and location (city, state)
of last high school attended

Diploma received

Name and location (city, state) of business
trade school, college or university
attended

Type of certificate, diploma or school,
degree: BA, MA other

Special Skills

- ☐ Word processing
- ☐ Desktop publishing
- ☐ Scheduling
- ☐ Proofreading
- ☐ Spreadsheet
- ☐ First aid certification
- ☐ CPR certification
- ☐ Prior coaching experience _____

- ☐ Coaching certification _____

E. EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards. Please list the last 4 jobs or the last 10 years.

1. Job Title _____ Date of employment _____

Name of company _____

Address _____

Supervisor's name and phone number _____

Work performed _____

Reason for leaving _____

2. Job Title _____ Date of employment _____

Name of company _____

Address _____

Supervisor's name and phone number _____

Work performed _____

Reason for leaving _____

3. Job Title _____ Date of employment _____

Name of company _____

Address _____

Supervisor's name and phone number _____

Work performed _____

Reason for leaving _____

4. Job Title _____ Date of employment _____

Name of company _____

Address _____

Supervisor's name and phone number _____

Work performed _____

Reason for leaving _____

Have you ever worked under a different name for any of the employers you have listed? If so, what name or names?

Have you served in the military? ☐ Yes ☐ No

If yes, what type of training or education did you receive?

F. PERSONAL REFERENCES

Do not list family members or relatives for references. You will also need to sign the **Applicant Certification and Agreement** section of this form for reference releases.

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

| | Name/Complete Address | Phone | Position |
|----|-----------------------|-------|----------|
| 1. | <hr/> | | |
| | <hr/> | | |
| 2. | <hr/> | | |
| | <hr/> | | |
| 3. | <hr/> | | |
| | <hr/> | | |

G. PERSONAL INFORMATION

Why do you wish to work at our school?

Please list your hobbies and personal interests.

Coaching at ODCS is a ministry. Ministry takes much time and effort. Is there any reason why you might be unable to perform the essential duties and responsibilities of the position for which you are applying? ☐ Yes ☐ No If yes, please explain:

If you answered yes to the above question, is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position?

Do you have any personal responsibilities or other commitments that may prevent you from meeting this position's requirements?

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer? ☐ Yes ☐ No

Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave a job or volunteer position on the grounds of any unlawful sexual behavior, or violation of an employer's sexual misconduct or harassment policy? ☐ Yes ☐ No

Have you ever been charged in civil or criminal proceedings with improprieties regarding children? ☐ Yes ☐ No

Have you ever entered a plea of guilty, a plea of "no contest," or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense?

☐ Yes ☐ No

Have you ever been suspended, discharged, or resigned in lieu of discharge from any position?

☐ Yes ☐ No

H. CURRENT ISSUES

We live in a pluralistic society with many conflicting beliefs and values. As an employee you may be asked specific questions about controversial issues by students or their families. Your answers will come from your personal convictions. We need to know the views of those that would be **positive Christian role models** for our students. Please share your personal convictions as a Christian toward:

Wine, beer, and other alcoholic beverages –

Smoking and chewing tobacco –

Marijuana and other illegal drugs –

Entertainment (music/dancing) –

Premarital sex –

Divorce and remarriage –

Homosexuality –

Sexual activity outside marriage –

Pornography –

Gossip –

Lying/cheating –

Do you have a personal testimony regarding any of the above items that you would like to share?

J. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Open Door Christian Schools do 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 facts 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 Open Door Christian Schools 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 and/or around children, I understand that I must submit 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 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 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 do understand the above statements.

Signature of Applicant

Date



STATEMENT OF FAITH

The basis of Open Door Christian Schools shall be the Word of God as interpreted by the following Statement of Faith:

1. The Bible, which is verbally inspired by the Holy Spirit in the canonical Scriptures as originally given and is the inerrant and authoritative Word of God. II Timothy 3:15-17, II Peter 1:21
2. The triune Godhead in three Persons: Father, Son, and Holy Spirit. Deuteronomy 6:4, Matthew 28:19, II Corinthians 13:14
 - a. The Father: Who is a Spirit, infinite, eternal and unchangeable in all His attributes. John 4:24, Exodus 34:6
 - b. The Son, Jesus Christ: His deity, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His bodily resurrection, His Lordship over all of life and His personal, imminent return. John 1:1, Isaiah 7:14, Hebrews 7:26, I Corinthians 15:3-4, Acts 1:11
 - c. The Holy Spirit: Who is a Divine Person, equal with the Father and the Son and of the same nature. John 15:26
3. Man was created in the image of God, that he sinned and thereby incurred not only physical death, but also that spiritual death which is separation from God, and that all human beings are born with a sinful nature; and, in the case of those who reach moral responsibility, become sinners in thought, word and deed. John 3:5, Romans 5:8
4. Salvation by grace through faith in the shed blood and substitutionary death of Jesus Christ our Lord and Savior. Titus 3:4-7, Ephesians 2:8-9, Romans 5:8
5. The personality of Satan, who is called the devil. Revelation 20:2
6. The eternal blessedness of the saved and everlasting punishment of the lost. Matthew 25:46, Philippians 3:21
7. The Church, the bride of Christ: In its universal aspect comprising the whole body of those who have been born of the Spirit and in its local expression established for worship, mutual edification and witness. Ephesians 1:22-23, 5:25-32, Acts 15:41, 16:5
8. The local church is a body of born-again baptized (immersed) believers organized for worship, service and fellowship; that the two ordinances of the church are baptism (immersion) and the Lord's Supper; that the local church is an independent and self-governing body responsible alone to Christ who is Savior and Lord. Matthew 28:19, I Corinthians 11:23-26
9. Christ's great commission to go into all the world and preach the Gospel to every creature, making disciples, baptizing and teaching. Matthew 28:18-20

I HAVE READ THE ABOVE AND UNDERSTAND AND AGREE WITH THIS DOCTRINE.

Applicant Signature

Print Name

Date