



Position applying for: \_\_\_\_\_

## Application for Non-Teaching Position

Westminster Schools of Augusta does not discriminate on the basis of race, color, national or ethnic origin, gender or disability in its educational programs or activities, including admission or employment.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_

### Personal/Health Information

Social Security Number \_\_\_\_\_ Citizenship \_\_\_\_\_ Place of Birth \_\_\_\_\_

Current Employer \_\_\_\_\_

Earnings \_\_\_\_\_ per \_\_\_\_\_

Do you have limitations which will affect your work due to physical conditions?

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

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

### Law Violations

Except for minor traffic violations, were you ever convicted of any violation of the law that has not been expunged by a court of law?

\_\_\_\_\_ If yes, please attach a complete explanation.

Have you ever been convicted for any offense involving sexual misconduct or moral turpitude?

\_\_\_\_\_ If yes, please attach a complete explanation.



## Education and Training

List all high school, college and/or trade school education.

Name of School	City and State	Diploma/Degree	Dates
_____	_____	_____	_____
_____	_____	_____	_____

## Record of Employment

Begin with most recent.

Name of Employer	City and State	Position/Type of Work	Dates
_____	_____	_____	_____
_____	_____	_____	_____

## Other

Name of church you attend \_\_\_\_\_ Denomination \_\_\_\_\_

Why do you wish to work at Westminster Schools? \_\_\_\_\_

## Secretarial/Clerical Applicants Only

Typing Skills \_\_\_\_\_ (WPM) Shorthand Skills \_\_\_\_\_ (WPM)

Knowledge and experience in bookkeeping/accounting/payroll \_\_\_\_\_

List any computer software you are experienced with \_\_\_\_\_

List office machinery you can operate \_\_\_\_\_

## Custodial/Maintenance Applicants Only

Please list all relevant job skills you possess for the position you are applying for \_\_\_\_\_



## References

Your application packet must include a cover letter, this completed application, three letters of recommendation and an official copy of any applicable transcripts. You will not be considered for the applied position until your application packet is completed in full. Please mail to:

Headmaster's Office | Westminster Schools of Augusta | 3067 Wheeler Road | Augusta, GA 30909

List supervisors (no relatives) under whom you have been employed, who have first-hand knowledge of your experience, work habits, and ability.

Supervisor's Name

Address

Daytime Phone Number

## Accreditation Requirements

Westminster is accredited by the SAIS/Southern Association of Colleges and Schools. Teachers must meet specific standards for content area studies and professional education studies (within three years of employment).

## Certification

I certify that the facts contained in this application are true and complete to the best of my knowledge and belief. I acknowledge and understand that the headmaster (and/or designee) will be relying on the information contained in this application, and that the information is complete and accurate. I further understand and agree that, if employed, any falsified statement or any material half-truths, material misstatements or omissions on this application, without full disclosure of all relevant facts, shall be grounds for Westminster Schools to immediately VOID any employment contract with me, and shall be grounds for my immediate dismissal from employment with the school.

## Authorization

I authorize Westminster Schools and its administrators to fully investigate all statements contained herein. Further, I authorize all references listed and all previous employers to give Westminster Schools any pertinent information they may have, personal or otherwise, relative to me and/or my prior employment. I hereby release all parties from any and all liabilities for damages I may claim to suffer as a result of their furnishing such information to the school's representatives. I further authorize Westminster Schools to conduct a criminal background check.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_



## Westminster Schools of Augusta Statement of Faith

I BELIEVE in one sovereign and triune God, eternally existing in three persons: the everlasting Father, His only begotten Son, Jesus Christ our Lord, and the Holy Spirit, the Lord and Giver of Life, who, proceeds from the Father and the Son; and I believe that God created the heavens and the earth out of nothing by His spoken word, and for His own glory.

I BELIEVE that God has revealed Himself and His truth in the created order, in the Scripture, and supremely in Jesus Christ; and that the Scriptures of the Old and New Testaments are verbally inspired by God and inerrant in the original writing, so that they are fully trustworthy and of supreme and final authority in all they say.

I BELIEVE that Jesus, the Christ, was conceived by the Holy Spirit, born of the Virgin Mary, was true God and true man, existing in one person and without sin; and I believe in the resurrection of the crucified body of our Lord, in His bodily ascension into heaven, and in His present life there for us as Lord of all, High Priest, and Advocate.

I BELIEVE that God directly created Adam and Eve, the historical parents of the entire human race; and that they were created in His own image, distinct from all other living creatures, and in a state of original righteousness.

I BELIEVE that our first parents sinned by rebelling against God's revealed will and thereby incurred the judgment of both physical and spiritual death for themselves and their posterity, and that as a result all human beings are born with a sinful nature that leads them to sin in thought, word, and deed.

I BELIEVE in the existence of Satan, sin, and evil powers, and that all these have been defeated by God in the Cross of Christ and His subsequent resurrection.

I BELIEVE that the Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice, triumphing over all evil; and that all who repent and believe in Him are justified by His Shed Blood and forgiven of all their sins.

I BELIEVE that all who receive the Lord Jesus Christ by faith are born again of the Holy Spirit and thereby become children of God and are enabled to offer spiritual worship acceptable to God.

I BELIEVE that the Holy Spirit indwells and gives life to believers, enables them to understand the Scriptures, empowers them for godly living, and equips them for service and witness.

I BELIEVE that the one, holy, catholic and apostolic Church is the body of Christ and is composed of the communities of Christ's people. The task of Christ's people in this world is to be God's redeemed community,, embodying His love by worshipping God with confession, prayer, and praise; by proclaiming the gospel of God's redemptive love through our Lord Jesus Christ to the ends of the earth by word and deed; by caring for all of God's creation and actively seeking the good of everyone, especially the poor and needy.

I BELIEVE in the blessed hope that Jesus Christ will soon return to this earth, personally, visibly, and unexpectedly, in power and great glory, to gather His elect, to raise the dead, to judge the nations, and to bring His Kingdom to fulfillment.

I BELIEVE in the bodily resurrection of the just and unjust, the everlasting and conscious punishment of the lost, and the everlasting and conscious blessedness of the saved.

**Please sign below if you agree with the statement of faith given above.**

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

## **Additional Questions for Non-teaching Positions**

Answer each question briefly. Do not exceed one page per question.

1. Briefly describe your Christian faith and experience.
2. Why do you want to work at a Christian school and at Westminster Schools in particular?
3. If you were asked by a student to explain how one becomes a Christian, how would you respond?
4. Name three significant books you have read in the last year and explain why they were important to you.  
(They may be either from your personal or professional reading.)