



# Office Manager Application Form

Columbus Christian School  
3418 15th Street, PO Box 924, Columbus, NE 68602-0924

## Personal Information

Name \_\_\_\_\_  
First Middle Last

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

Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_ Date of Birth \_\_\_\_\_

Marital Status: Married \_\_\_\_\_ Widowed \_\_\_\_\_ Divorced \_\_\_\_\_ Single \_\_\_\_\_

## Education Background

School	Name & Location	Course of Study	Degree/Diploma Earned
High School			
College/University			
Graduate/Professional			

## Office Experience:

Please list any office experience, training or skills you may have: \_\_\_\_\_

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

### **Please check the following:**

Do you have QuickBooks experience? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, how many years? \_\_\_\_\_

Do you have Microsoft Publisher experience? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have Microsoft Word/Excel experience? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have any Website experience? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you able to multi-task? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you self-motivated and able to get tasks done unsupervised? \_\_\_\_\_ Yes \_\_\_\_\_ No

## Work/Office Experience:

Company Name	Telephone	
Address	From (Month/year)	To (month/year)
Name of Supervisor	Starting salary	Ending salary
State job title & describe work	Reason for leaving	

Company Name	Telephone	
Address	From (Month/year)	To (month/year)
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Address	From (Month/year)	To (month/year)
Name of Supervisor	Starting salary	Ending salary
State job title & describe work	Reason for leaving	

May we contact your present employer? \_\_\_\_\_ Yes \_\_\_\_\_ No



## Other Miscellaneous Information

Have you ever been convicted of an offense other than a minor traffic violation? \*Yes \_\_\_\_ No \_\_\_\_

\*If yes, please state the nature of the offense(s), date(s), city and state, and disposition on a separate sheet of paper. A convictions record is not an automatic bar to employment and the nature, recency, and disposition of an offense will be considered only as it relates to the job for which you are applying.

Have you ever been discharged or forced to resign from any position because of misconduct or unsatisfactory service? \*Yes \_\_\_\_ No \_\_\_\_

\* If yes, attach a separate sheet stating circumstances, including dates, names, address of employers, and causes.

Can you perform all job-related functions of this position? Yes \_\_\_\_ No \_\_\_\_

Comment \_\_\_\_\_

## References

**1. Pastoral or Spiritual** - Pastor of the church you now attend or a spiritual leader who knows you well:

Name \_\_\_\_\_ Telephone: \_\_\_\_\_

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

**2. Professional** - Someone who has supervised your work, preferably in education:

Name \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Relationship: \_\_\_\_\_

**3. Friend** - A person who has known you for a number of years (not a relative):

Name \_\_\_\_\_ Telephone: \_\_\_\_\_

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

**Statement of Faith** - Yes, I have read and signed the attached Statement of Faith \_\_\_\_

I hereby certify that all statements made heron are true and correct to the best of my knowledge and authorize investigations of all statements herein recorded. I release from all liability persons and organizations reporting information required by this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# STATEMENT OF FAITH

## **Mission**

To glorify God through the educating, discipling, and nurturing of students with God's Word.

## **VISION**

To partner with families and churches in reaching their children with the Gospel of Christ and educating them for a lifetime of committed service, obedience, and leadership in God's kingdom.

## **STATEMENT OF FAITH**

### **The Bible**

We believe the Bible to be the inspired, infallible, inerrant Word of God. (II Timothy 3:14-17; II Peter 1:20-21; Romans 15:4)

### **God**

We believe there is one God, eternally existent as three persons - Father, Son, and Holy Spirit. (Matthew 28:19; II Corinthians 13:14)

### **Jesus Christ**

We believe in the person and work of Jesus Christ:

- His deity (Mark 1:1-3; John 1:1-2; Colossians 2:9)
- His Virgin Birth (Isaiah 7:14; Luke 1:34-35)
- His sinless life (Hebrews 4:15; Hebrews 7:26)
- His miracles (John 2:11; John 11:38-44)
- His vicarious and atoning death (Romans 5:8; I Corinthians 15:3; 1 Peter 3:18)
- His resurrection (Romans 1:4; I Corinthians 15:4)
- His ascension to the right hand of the Father (Mark 16:19; Romans 8:34)
- His personal return in power and glory (Acts 1:11; Revelation 19:11)



### **Holy Spirit**

We believe that the Holy Spirit is a Divine Person who through regeneration, works in convicting men of sin and indwells, sanctifies, instructs, and empowers all believers to the glory of Jesus Christ. (Romans 15:15-16; I Corinthians 6:19-20; I Timothy 1:12-14; Titus 3:4-6)

### **God's Relationship to Man and Salvation**

We believe that man, created in the image of God, fell into sin and is condemned. Man's salvation is possible only by grace through faith in the death, burial, and resurrection of the Lord Jesus Christ. Man is regenerated only through the power of the Holy Spirit. (Genesis 1:26-27; Romans 5:12; Ephesians 2:8-10; I Corinthians 15:1-5; John 3:5; Titus 3:4-6)

### **Eternal State**

We believe the eternal state of all believers is to be with God in Heaven. The eternal state of all unbelievers will be subject to the wrath of God in Hell. (Revelation 22:5; Romans 2:5-6; Matthew 25:30; 2 Thessalonians 1:9)

While this simple statement does not cover all areas of doctrine and theology, we are sensitive to Christian parent's rights to disagree in the non-essentials of our faith. As teachers, staff and Board, we are seeking to model how Christians can have differing views in love and respect.

**By signing, I acknowledge that I have read and agree to Columbus Christian School's Statement of Faith and I understand that I will teach students in accordance with these beliefs.**

Signature \_\_\_\_\_ Date \_\_\_\_\_