



# Employment Application

Your interest in Stepping Stones to Learning is appreciated. We invite you to fill out this application and return it to P.O. Box 2586 – Gig Harbor, WA 98335. We may also contact your references. If we have continued interest in your candidacy, we will call and arrange for you to begin our personal interview process.

We realize that the key to a successful Christian Children’s Ministry is its staff. We are grateful for those who are professionally qualified, who love children, and pattern their lives, as Christian role models. (Luke 6:40)

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

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_ Part time  Full Time  Either is fine

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## Christian Background

Do you believe the Bible to be the ONLY inspired and infallible word of God, our final authority in all matters of faith, truth, and conduct? \_\_\_\_\_

At the bottom of our application you will find our Statement of Faith. Carefully read and indicate below your degree of support;

I strongly support it       I somewhat support it       I do not understand it       I do not support it

At the bottom of our application you will find our Core Educational Beliefs and Educational Goals. Carefully read and indicate below your degree of support;

I strongly support them       I somewhat support them       I do not support them

What is your denomination Preference? \_\_\_\_\_

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

Are you presently a member in good standing? YES  NO  if yes, how many years \_\_\_\_\_

May we contact your church to verify? YES  NO  if no, why not \_\_\_\_\_

## References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?      YES       NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

### Essay Portion

We are interested in your ability to organize and express thoughts on a specific topic in a brief manner. Please select one of the following topics and write an essay in the space provided on this page.

1. The Most Important Qualities of an Outstanding Educator.
2. My Philosophy of Student Discipline.
3. The Importance of Continuing Professional Development and How I Plan to Incorporate It Throughout My Career.
4. My Christian Testimonial.

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### General Background Information

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.

Were you ever convicted of a criminal offense?  Yes  No

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

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

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

Professional 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.

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.**

### Certification of Release Authorization

I certify that all of the statements made by me are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I further certify that I am the sole author of the essay. I understand that any misrepresentation of information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer of employment, or (3) terminating my employment.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely too all questions that officials of Stepping Stones to Learning may ask regarding my prior work history and performance. I further authorize these officials to investigate my background, now or in the future, to verify the information provided and release from liability all persons and/or entities supplying information regarding my background.

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

*Stepping Stones to Learning Inc. shall not discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification.*

## Statement of Faith

We believe the Bible in its original form perfectly and completely communicated God's will to man; The Bible plus nothing is the standard of truth. (2 Timothy 3:16,17)

We believe that man is thoroughly incapable of saving himself by any amount of learning, good works, or merit. He is a sinner separated from GOD and eternally lost. (Romans 3:23)

We believe that GOD loves all people and graciously sent Jesus to provide man's salvation. (John 3:16)

We believe that Jesus is GOD in human flesh, born of a virgin (Matthew 1:18-25; Colossians 2:9). He shed His blood in death on the cross as payment for man's sin, was buried, rose again the third day, ascended to heaven, and is coming again as Judge and Savior of men. (1 Corinthians 15:3,4)

We believe salvation is GOD's free gift to all who will accept Him through faith in Christ. (Ephesians 2:8-9)

We believe faith is not passive, but active; not dead, but alive. (James 2:14-16)

Therefore, every believer shall:

- Repent of Sin (Acts 3:19)
- Publicly confess Jesus as Savior and Lord (Romans 10:9,10)
- Be baptized in Repent obedience to Christ (Matthew 18:18-20)
- Live out Christ's Lordship in their life (Colossians 2:6,7)

We believe in the spiritual unity of believers in our Lord Jesus Christ.

(1 Corinthians 12:12, 13; Galatians 3:26-28)

## Educational Beliefs and Goals

As Christian educators and childcare providers, we are called by GOD to stand alongside parents, in a ministry that enables children to develop their spiritual, moral, ethical, developmental, intellectual, and physical potential in order that they may become sensitive, contributing citizens of our world. We therefore commit to staff who:

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### *CORE EDUCATIONAL BELIEF*

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Display Christian morality genuinely and consistently;

Create an atmosphere which is loving, secure, motivational, age appropriate, and positive;

Help each child develop a sincere and intimate relationship with GOD;

Use reasoned discipline, strong guidance and leadership;

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### *Educational Goals*

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Enable each child to become increasingly responsible, self-directed and self-disciplined;

Instruct and encourage children to critically think and reason with a view of discovering truth;

Recognize the unique individuality of all children and inspire them to their full potential.