



The  
**Potter's  
House**

## General Employment Application

Date of Application: \_\_\_\_\_

### PERSONAL DATA

Name of Applicant: \_\_\_\_\_  
Last First Middle Initial

Address: \_\_\_\_\_  
Street City State Zip

Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Single/Married \_\_\_\_\_ Number of Dependents \_\_\_\_\_

Church Affiliation: \_\_\_\_\_

Foreign languages you speak / write fluently: \_\_\_\_\_

May we contact your present employer for a recommendation?  Yes  No  Contact Me First

### POSITION DESIRED

Position or positions applying for: \_\_\_\_\_  
 Full Time  Part Time

### EDUCATIONAL BACKGROUND

Level of Education	School / College or University	City / State	Dates Attended From / To	Degree Received
High School				
College / University				

## Work History

District Company	Supervisor Name	Phone	Position Held	Dates Employed

## REFERENCES

List the names and addresses of three persons not related to you who can speak with knowledge of your personal and professional qualifications for this position.

Name of Reference	Employer	Complete Address	Position	Phone Number

## GENERAL INFORMATION

If hired, when would you be available to start work? \_\_\_\_\_

Have you ever been discharged or requested to resign from a position? \_\_\_\_\_

Have you ever been convicted of, or entered a plea of guilty, no contest, or had a withheld judgment to a felony? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Can you certify that you are a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States? \_\_\_\_\_

## GETTING TO KNOW YOU

The Potter's House provides a Christ-centered education to children of all ethnic heritages and income levels, equipping them to serve God and society to their fullest potential. Please comment on how the mission and ministry of The Potter's House will fit with your personal sense of vocation and calling.

On a *separate page*, please write a paragraph response to each of the following questions:

1. Give a brief account of your Christian experience.
2. Which Christian disciplines do you consider especially important for a follower of Jesus in today's culture?
3. Please share any additional information that would be helpful as we consider you for employment?

## THE POTTER'S HOUSE STATEMENT OF FAITH

We believe in the Triune God: God the Father, His Son Jesus Christ, and the Holy Spirit.

We believe that the Bible, God's Word, is infallible, reliable, and applicable to today's person, adult or child. The Bible is also a gift to use and to cherish.

We believe that each child is created in the image of God. The image is not restricted to any race, sex, or income level. The image of God gives each child an enormous, unique potential. Each child is a whole child possessing unique intellectual, creative, decisional, and emotional dimensions. The major goal of education is to bring each child into his or her full potential in conformance with the image of God.

We believe that the world was perfect at creation, but sin intervened, severing all people's perfect relationship with God and bringing consequences on every object and institution within the creation. God, in His love, provided Jesus Christ to pay the penalty for sin and restore each person to full favor with God. God freely calls people to accept the gift of salvation. God also requires that individuals and social groups follow in obedience to His word. He requires people to work to restore creation and overcome the consequences of sin both in the natural world and in society.

I accept without reservation the school's statement of faith,

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## CERTIFICATION AND AUTHORIZATION

I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that, should this application contain any false or misleading information, my application may be rejected or my employment with this company terminated.

I hereby acknowledge that I have read and agree to the above statement,

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*The Potter's House does not discriminate on the basis of race, color, religion, sex, national origin, age, height, weight, handicap, or disability of limited English proficiency in any of its programs or activities. Any questions or inquiries related to the nondiscrimination policy, should be directed to the Superintendent's Office: The Potter's House, 810 Van Raalte Dr. SW, Grand Rapids, MI 49509, (616) 241-5720.*