



## New Horizon Christian School

1909 Homedale Rd, Klamath Falls, OR 97603 | 541-884-6467 | Fax 541-882-1468

# Employment Application

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

Date Available: \_\_\_\_\_

We are excited about your desire to participate in this ministry. We are looking for ministry partners with the following criteria:

- Child of God: Each team member must have an active personal relationship with Jesus Christ.
- Called of God: Each team member must be called of God to participate in the ministry, seeing it as a calling; not a job. Colossians 3:23: "And whatever you do, do it heartily, as to the Lord and not to men"
- Servant of God: Each team member must have a love for children and desire the best for each student.

After reading and considering these criteria, ask the Lord whether you should apply. If you feel the Lord's leading into this ministry, fill out the application and return it to the school office.

Applicant's Information:  Miss  Mrs.  Ms.  Mr.

Name (Last, First, Middle) \_\_\_\_\_

Physical Address \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone (if different) \_\_\_\_\_

Email \_\_\_\_\_

Marital Status  Married  Widowed  Separated  Divorced  Single

### Area of Interest:

Maintenance  Office/Clerical  Other: \_\_\_\_\_



What is the Lord teaching you at this time in your life? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you feel the Lord has called you to work at NHCS? How so? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Professional Qualifications:

**Please attach photocopies of all college transcripts or certifications.**

What degree(s) do you hold?

Degree/Institution	Date Received	Major/Minor
_____	_____	_____
_____	_____	_____
_____	_____	_____

Sequentially list your professional experience with most recent first:

Place	Position	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____

Reason for leaving your most recent position: \_\_\_\_\_  
\_\_\_\_\_

Are you under contract for the ensuing year?  Yes  No

## References:

**Please note that written references are required and must be received before and interview will be conducted.**

### Personal

Please give three references who are qualified to speak of your spiritual experience and Christian service. **Please remember to submit written references from each person you list.**

Name	Phone	Position
_____		
_____		
_____		

Please give three references who are qualified to speak of your professional training and experience. List your current or most recent principal or supervisor first.

**Please remember to submit written references from each person you list.**

Name	Phone	Position
_____		
_____		
_____		

Do you have any additional information you would like to share, personal or professional, as you are considered for a ministry position at NHCS? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Job Duties

Ministry requires a range of duties such as:

- communicating clearly (verbally, via phone, messaging apps, text, email, etc)
- occasionally standing or moving for extended periods
- lifting up to 25 lbs on occasion
- occasionally supervising activities indoors and outdoors in all weather conditions
- walking across the campus multiple times per day
- occasionally lifting or arranging classroom/facility materials

Are you able to perform these functions with or without reasonable accommodation?

Yes     No

If no, are there accommodations that would enable you to perform the essential job functions?

*(You may describe accommodations in general terms. Do not disclose medical diagnoses or specific conditions.)*

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***Important Notice***

*This list is intended to describe general job requirements and does not include every duty that may be assigned. It is used to assess an applicant's ability to perform essential functions, in accordance with the Americans with Disabilities Act (ADA) and Oregon Revised Statutes 659A. 112–139. Applicants may request reasonable accommodation in the application or hiring process.*

*NHCS complies with the Americans with Disabilities Act (ADA) and Oregon disability laws. We do not request or consider medical information prior to a conditional job offer. Any necessary medical inquiries or physical exams will only be made after a conditional offer of employment and will apply equally to all candidates in the same job classification. All medical information will be kept confidential and stored separately from personnel files.*

## NOTICE REGARDING BACKGROUND INVESTIGATION

A consumer report (background screening report) and/or an investigative consumer report which may include information obtained through personal interviews concerning your character, employment history, general reputation, personal characteristics, police record, education, qualifications, motor vehicle record, mode of living, may be obtained in connection with your application for and/or continued employment, contract for services or volunteer services with New Horizon Christian Fellowship / New Horizon Christian School. A consumer report and/or an investigative consumer report may be obtained at any time during the application process or during your employment, contract for services or volunteer services with the New Horizon Christian Fellowship / New Horizon Christian School. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Safe Hiring Solutions LLC, P.O. Box 186, Crawfordsville, IN 47933 888-215-8296.

### AUTHORIZATION

By signing below, I, \_\_\_\_\_, hereby voluntarily authorize New Horizon Christian Fellowship / New Horizon Christian School to obtain either a consumer or an investigative consumer report about me from a consumer reporting agency and to consider this information when making decisions regarding my application for and/or continued employment, contract for services or volunteer services at New Horizon Christian Fellowship / New Horizon Christian School. I understand that I have rights under the Fair Credit Reporting Act, including rights discussed above, and have received a Summary of My Rights Under the FCRA. This report may be delivered in either written or electronic form.

Print Name (last, first, middle) \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth (MM/DD/YYYY) \_\_\_\_\_

Phone Number: \_\_\_\_\_ (For ID Purposes Only)

Drivers License Number \_\_\_\_\_ Drivers License State \_\_\_\_\_

Any other names I have been known by: \_\_\_\_\_

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

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

Previous Addresses (Last 7 Years): \_\_\_\_\_

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

Check for CA, MN or OK applicants only, if you would like to receive a copy of the consumer report if one is obtained.

Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street NW, Washington, DC 20552. A Summary of Your Rights Under the Fair Credit Reporting Act The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street NW, Washington, DC 20552. • You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information. • You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if: o a person has taken adverse action against you because of information in your credit report; o you are the victim of identity theft and place a fraud alert in your file; o your file contains inaccurate information as a result of fraud; o you are on public assistance; o you are unemployed but expect to apply for employment within 60 days. In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information. • You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender. • You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer 2 reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures. • Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate. • Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old. • Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access. • You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore). • You may limit “prescreened” offers of credit and insurance you get based on information in your credit report. Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-800-XXX-XXXX. • The following FCRA right applies with respect to nationwide consumer reporting agencies: **CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE** You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit. As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is 3 placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years. A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements. • You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court. • Identity theft victims and active duty military personnel have additional rights. For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore). States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact: **4 TYPE OF BUSINESS: CONTACT:** 1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB: a. Consumer Financial Protection Bureau 1700 G Street NW Washington, DC 20552 b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue NW Washington, DC 20580 (877) 382-4357 2. To the extent not included in item 1 above: a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act. c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations d. Federal Credit Unions a. Office of the Comptroller of the Currency Customer Assistance Group P.O. Box 53570 Houston, TX 77052 b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480 c. Division of Depositor and Consumer Protection National Center for Consumer and Depositor Assistance Federal Deposit Insurance Corporation 1100 Walnut Street, Box #11 Kansas City, MO 64106 d. National Credit Union Administration Office of Consumer Financial Protection 1775 Duke Street Alexandria, VA 22314 3. Air carriers Assistant General Counsel for Office of Aviation Protection Department of Transportation 1200 New Jersey Avenue SE Washington, DC 20590 4. Creditors Subject to the Surface Transportation Board Office of Public Assistance, Governmental Affairs, and Compliance Surface Transportation Board 395 E Street SW Washington, DC 20423 5. Creditors Subject to the Packers and Stockyards Act, 1921 Nearest Packers and Stockyards Division Regional Office 6. Small Business Investment Companies Associate Administrator, Office of Capital Access United States Small Business Administration 409 Third Street SW, Suite 8200 Washington, DC 20416 7. Brokers and Dealers Securities and Exchange Commission 100 F Street NE Washington, DC 20549 8. Institutions that are members of the Farm Credit System Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090 9. Retailers, Finance Companies, and All Other Creditors Not Listed Above Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue NW Washington, DC 20580 (877) 382-4357.