



**APPLICATION FOR EMPLOYMENT**  
(Office or Administrative Staff)

*FPD does not discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, and other aspects of employment, on the basis of race, color, sex or national origin. As a religious institution, all faculty and staff are required to affirm alignment with our Doctrinal Statement, Statement of Christian Principles and Ministerial Role of an Employee.*

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Birthdate: Month \_\_\_\_\_ Day \_\_\_\_\_ Place: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Occupation of Spouse: \_\_\_\_\_

Children's Names:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Member at what Church: \_\_\_\_\_ Pastor's Name: \_\_\_\_\_

Professional Memberships: \_\_\_\_\_

Current Salary: \_\_\_\_\_ Current Employer: \_\_\_\_\_

FPD's substance abuse policy includes random drug testing for all employees. Would you support this policy?

\_\_\_\_\_

**WORK EXPERIENCE**

Place of Employment                      Position Held                      Phone Number                      Dates

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

**EDUCATION**

College Attended                      Major Study                      Degree(s) Attained                      Dates

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

**MILITARY EXPERIENCE**

Branch of Service

Years of Service

Rank Held

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**COMMUNITY SERVICE**

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**REFERENCES**

(List at least five, 3 professional & 2 personal)

| Name | Email Address | Position | Phone |
|------|---------------|----------|-------|
| 1.   |               |          |       |
| 2.   |               |          |       |
| 3.   |               |          |       |
| 4.   |               |          |       |
| 5.   |               |          |       |
| 6.   |               |          |       |
| 7.   |               |          |       |

May we contact your references now? \_\_\_\_\_

If not please explain: \_\_\_\_\_

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## **EMPLOYMENT QUESTIONNAIRE**

First Presbyterian Day School  
5671 Calvin Drive  
Macon, Georgia 31210

It is the goal of the Administration and Board to select and employ mature Christians who approve of, and are willing to function under, general Christian guidelines. In preparation for your on-site interview please answer the following questions.

1. Please share with us your own Christian testimony; i.e., your acceptance of Christ, significant growth experiences, your church life, etc.
2. Please provide us with your personal view of the Bible as to its purpose, authority, accuracy and your own private study of it.
3. How would you share Christ with someone?
4. What are some of the Scriptures you would use?
5. Name three books you've read over the past year and explain why they were important to you. (Either professionally or personally.)
6. In what ways do you believe that a Christian school should be different from other private schools?
7. How do you feel God can use your position at FPD to expand His Kingdom?
8. Describe your organizational style.