



801 Parkwood Drive, Harrisonburg, VA 22802

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[easternmennoniteschool.org](http://easternmennoniteschool.org)

## APPLICATION FOR EMPLOYMENT

Eastern Mennonite School considers applicants for all positions based on qualifications, without regard to race, color, age, gender, veteran status, disability, or national origin. Furthermore, Eastern Mennonite School complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Paul Leaman, Head of School at the number above.

1. Legal Name: \_\_\_\_\_  
(First) (Middle) (Last)

2. Full Address: \_\_\_\_\_  
\_\_\_\_\_

3. Primary Phone Number: \_\_\_\_\_

4. Email: \_\_\_\_\_

5. What position(s) are you applying for? \_\_\_\_\_  
\_\_\_Full-Time \_\_\_Part-Time \_\_\_Either Date Available: \_\_\_\_\_

6. If previously employed by EMS, name position and dates of employment.  
\_\_\_\_\_

### 7. EDUCATION

High School Diploma (if received) from: \_\_\_\_\_

**Colleges/Universities Attended:**

<b>School</b>	<b>City/State</b>	<b>Major/Minor</b>	<b>Degree</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**8. EMPLOYMENT EXPERIENCE**

List present employer and previous employment. If additional space is needed, attach a supplemental sheet. Teachers, please be specific about grade levels and subjects taught.

<b>Employer/Location</b>	<b>Dates</b>	<b>Position</b>	<b>Separation Reason</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

May your present employer be contacted?  Yes  No List name, phone, and email contact information: \_\_\_\_\_  
If not, why? \_\_\_\_\_

**9. RELEVANT ACCOMPLISHMENTS, CERTIFICATIONS OR VOLUNTEER WORK**

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

**10. REFERENCES**

List at least 3 persons who can evaluate your character and skills for the position for which you are applying. Do not list relatives or friends.

Name	Position	Email Address	Telephone
<hr/>			

**11. ADDITIONAL INFORMATION**

- a. Have you ever been discharged from any employment or asked to resign?  Yes  No

If yes, please explain here or on a separate page. *A discharge is not an automatic ban to employment. All circumstances will be considered.*

- b. Have you been convicted of a crime?  Yes  No

If yes, please explain here or on a separate page. *A conviction is not an automatic ban to employment. All circumstances will be considered.*

- c. Can you provide the necessary documentation to prove that you are a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States?  Yes  No

- d. If extended a job offer, are you willing to submit to a detailed background check and drug screen (see page 8)?  Yes  No

- e. What do you consider to be the most important ingredient for being successful in this position?

f. Please review the Mennonite Church Statements of Faith in the following pages. If extended a job offer, would you be able to respect and support these statements as foundational to the Mennonite faith?

\_\_\_Yes \_\_\_No *If no, please comment to specific statements in the document.*

g. How do you plan to integrate your Christian faith experiences into the school environment?

h. Additional comments you would like to make concerning your application:

I certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that falsified statements on this application in any detail shall be considered sufficient cause for disqualification from further consideration for hire or for dismissal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Return via email, in person, or by mail:  
Paul Leaman, Head of School  
Eastern Mennonite School  
801 Parkwood Drive  
Harrisonburg, VA 22802  
[leamanp@easternmennoniteschool.org](mailto:leamanp@easternmennoniteschool.org)

### Supplemental information to include:

Optional: Resume, Copies of certifications

Required for teaching positions: Transcripts of undergraduate and/or graduate studies

### Application process for faculty and selected staff positions:

1. This application form and supplemental information is submitted.
2. Applications are reviewed by administrators/supervisors and select candidates of interest may be invited for a recorded video interview in which the candidate will learn more about the school and will have the opportunity to provide more information about their interest in the position.
3. These videos will be reviewed, and top candidates will be selected for a personal interview and school visit (if possible).
4. Once an offer has been made and accepted, other candidates will be informed via phone or email.

*At any point in the process, candidates are welcome to email Paul Leaman at [leamanp@emhs.net](mailto:leamanp@emhs.net) to learn the status of the process.*

## Confession of Faith in a Mennonite Perspective

*These statements are underpinnings of the Mennonite Church and are intended to help you understand the theological perspectives of many in our community. EMS is also a Christian community of diverse theological perspective and we welcome difference of thought. Please comment below on how any of these statements may affect your support of the school and its beliefs.*

1. God - We believe that **God** exists and is pleased with all who draw near by faith. We worship the one holy and loving God who is Father, Son, and Holy Spirit eternally. God has created all things visible and invisible, has brought salvation and new life to humanity through Jesus Christ, and continues to sustain the church and all things until the end of the age.
2. Jesus Christ - We believe in **Jesus Christ**, the Word of God become flesh. He is the Savior of the world, who has delivered us from the dominion of sin and reconciled us to God by his death on a cross. He was declared to be Son of God by his resurrection from the dead. He is the head of the church, the exalted Lord, the Lamb who was slain, coming again to reign with God in glory.
3. Holy Spirit - We believe in the **Holy Spirit**, the eternal Spirit of God, who dwelled in Jesus Christ, who empowers the church, who is the source of our life in Christ, and who is poured out on those who believe as the guarantee of redemption.
4. Scripture - We believe that all **Scripture** is inspired by God through the Holy Spirit for instruction in salvation and training in righteousness. We accept the Scriptures as the Word of God and as the fully reliable and trustworthy standard for Christian faith and life. Led by the Holy Spirit in the church, we interpret Scripture in harmony with Jesus Christ.

5. Creation and Divine Providence - We believe that God has **created the heavens and the earth** and all that is in them, and that God preserves and renews what has been made. All creation has its source outside itself and belongs to the Creator. The world has been created good because God is good and provides all that is needed for life.
  
6. The Creation and Calling of Human Beings - We believe that God has **created human beings** in the divine image. God formed them from the dust of the earth and gave them a special dignity among all the works of creation. Human beings have been made for relationship with God, to live in peace with each other, and to take care of the rest of creation.
  
7. Sin - We confess that, beginning with Adam and Eve, humanity has disobeyed God, given way to the tempter, and chosen to **sin**. All have fallen short of the Creator's intent, marred the image of God in which they were created, disrupted order in the world, and limited their love for others. Because of sin, humanity has been given over to the enslaving powers of evil and death.
  
8. Salvation - We believe that, through Jesus Christ, God offers **salvation** from sin and a new way of life. We receive God's salvation when we repent and accept Jesus Christ as Savior and Lord. In Christ, we are reconciled with God and brought into the reconciling community. We place our faith in God that, by the same power that raised Christ from the dead, we may be saved from sin to follow Christ and to know the fullness of salvation.
  
9. The Church of Jesus Christ - We believe that the **church** is the assembly of those who have accepted God's offer of salvation through faith in Jesus Christ. It is the new community of disciples sent into the world to proclaim the reign of God and to provide a foretaste of the church's glorious hope. It is the new society established and sustained by the Holy Spirit.
  
10. The Church in Mission - We believe that the **mission** of the church is to proclaim and to be a sign of the kingdom of God. Christ has commissioned the church to make disciples of all nations, baptizing them, and teaching them to observe all things he has commanded.
  
11. Baptism - We believe that the **baptism** of believers with water is a sign of their cleansing from sin. Baptism is also a pledge before the church of their covenant with God to walk in the way of Jesus Christ through the power of the Holy Spirit. Believers are baptized into Christ and his body by the Spirit, water, and blood.

12. The Lord's Supper - We believe that the **Lord's Supper** is a sign by which the church thankfully remembers the new covenant which Jesus established by his death. In this communion meal, the church renews its covenant with God and with each other and participates in the life and death of Jesus Christ, until he comes.
  
13. Foot Washing - We believe that in **washing the feet** of his disciples, Jesus calls us to serve one another in love as he did. Thus we acknowledge our frequent need of cleansing, renew our willingness to let go of pride and worldly power, and offer our lives in humble service and sacrificial love.
  
14. Discipline in the Church - We practice **discipline** in the church as a sign of God's offer of transforming grace. Discipline is intended to liberate erring brothers and sisters from sin, and to restore them to a right relationship with God and to fellowship in the church. The practice of discipline gives integrity to the church's witness in the world.
  
15. Ministry and Leadership - We believe that **ministry** is a continuation of the work of Christ, who gives gifts through the Holy Spirit to all believers and empowers them for service in the church and in the world. We also believe that God calls particular persons in the church to specific leadership ministries and offices. All who minister are accountable to God and to the community of faith.
  
16. Church Order and Unity - We believe that the church of Jesus Christ is **one body** with many members, ordered in such a way that, through the one Spirit, believers may be built together spiritually into a dwelling place for God.
  
17. Discipleship and the Christian Life - We believe that Jesus Christ calls us to **discipleship**, to take up our cross and follow him. Through the gift of God's saving grace, we are empowered to be disciples of Jesus, filled with his Spirit, following his teachings and his path through suffering to new life. As we are faithful to his way, we become conformed to Christ and separated from the evil in the world.
  
18. Christian Spirituality - We believe that to be a disciple of Jesus is to know **life in the Spirit**. As the life, death, and resurrection of Jesus Christ takes shape in us, we grow in the image of Christ and in our relationship with God. The Holy Spirit is active in individual and in communal worship, leading us deeper into the experience of God.
  
19. Family, Singleness, and Marriage - We believe that God intends human life to begin in **families** and to be blessed through families. Even more, God desires all people to become part of the church, God's family. As single and married members of the church family give and receive nurture and healing, families can grow toward the wholeness that God intends. We are called to chastity and to loving faithfulness in marriage.

20. Truth and the Avoidance of Oaths - We commit ourselves to tell the **truth**, to give a simple yes or no, and to avoid the swearing of oaths.
  
21. Christian Stewardship - We believe that everything belongs to God, who calls the church to live in faithful **stewardship** of all that God has entrusted to us, and to participate now in the rest and justice which God has promised.
  
22. Peace, Justice and Nonresistance - We believe that **peace** is the will of God. God created the world in peace, and God's peace is most fully revealed in Jesus Christ, who is our peace and the peace of the whole world. Led by the Holy Spirit, we follow Christ in the way of peace, doing justice, bringing reconciliation, and practicing nonresistance, even in the face of violence and warfare.
  
23. The Church's Relation to Government and Society - We believe that the church is God's holy nation, called to give full allegiance to Christ its head and to witness to every **nation, government, and society** about God's saving love.
  
24. The Reign of God - We place our hope in the **reign of God** and its fulfillment in the day when Christ will come again in glory to judge the living and the dead. He will gather his church, which is already living under the reign of God. We await God's final victory, the end of this present age of struggle, the resurrection of the dead, and a new heaven and a new earth. There the people of God will reign with Christ in justice, righteousness, and peace for ever and ever.

REF: 1995 Confession of Faith in a Mennonite Perspective

## **BACKGROUND CHECKS**

All offers of employment at Eastern Mennonite School are contingent upon clear results of a thorough background check.

### **Procedure**

Final candidates must complete a background check authorization form and return it to the appointed HR representative. The background check will be ordered upon receipt of the signed release form, and either internal HR staff or an employment screening service will conduct the checks. A designated HR representative will review all results.

The HR representative will notify the Head of School regarding the results of the check. In instances where negative or incomplete information is obtained, the Head of School will assess the potential risks and liabilities related to the job's requirements and determine whether the individual should be hired. If a decision not to hire a candidate is made based on the results of a background check, there may be certain additional Fair Credit Reporting Act (FCRA) requirements that will be handled by Human Resources in conjunction with the employment screening service (if applicable).

Background check information will be maintained in a file separate from employees' personnel files for a minimum of five years.

Eastern Mennonite School reserves the right to modify this policy at any time without notice.