

# ARTHUR CHRISTIAN SCHOOL

DISCIPLESHIP | CHARACTER | EDUCATION

## Instructional Staff Application

Arthur Christian School exists to provide a distinctive, Biblically-based education in a nurturing environment through which students are instilled with Godly character, inspired to excel, and prepared for a life of enduring commitment to Christ. Your interest in being a part of such a ministry at Arthur Christian School is appreciated. We invite you to fill out this application and return it to our school office (or email to [office@arthurchristian.org](mailto:office@arthurchristian.org)). If an opening occurs for which you may qualify, we will notify and ask you to send your placement file to our office. We will also contact your references. If we have continued interest in your candidacy, we will send you some follow-up questions and arrange for a personal interview.

We realize that the key to a successful Christian school is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models (Luke 6:40).

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

### I. Applicant Information

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

Position: \_\_\_\_\_

Application date \_\_\_/\_\_\_/\_\_\_

Date available \_\_\_/\_\_\_/\_\_\_

### II. Applicant Contact Information

Street address \_\_\_\_\_

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

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

Best time to call? \_\_\_\_\_

Length of time at this address? \_\_\_\_\_

Please list any additional addresses where you have resided at any time during the past five years:

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### III. Christian Background

*On a separate paper briefly give your Christian testimony. Please submit this alongside your application.*

Please carefully read our statement of faith and indicate your degree of support. (The Arthur Christian School statement of faith can be found at the back of this application.)

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I fully support the statement as written, without mental reservations.

I support the statement except for any areas listed and explained on a separate paper. These areas represent either disagreements or items for which I have not yet formed an opinion or a conviction.

What is your denominational preference? \_\_\_\_\_

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

Are you currently a member in good standing? \_\_\_\_\_ Years? \_\_\_\_\_

Pastor Name: \_\_\_\_\_

Church Phone Number: \_\_\_\_\_

#### IV. Questions for Instructional Personnel

Please list teaching certificates that you hold:

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*Please attach photocopies of any certificates held.*

Please list K–12 activities or sports that you would be capable and willing to direct, sponsor, or coach (indicate grade or ability levels):

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Sequentially list your teaching experience with most recent first:

School Name	Position	Dates

#### V. Professional Qualifications

*What degree, or degrees, do you hold?*

Degree	Issuing Institution

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What were your majors? \_\_\_\_\_

List any other educational advantages that you have had, including opportunities for travel, if any:

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List any books or articles that you have read recently that have helped you grow professionally, if any:

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List any educational conferences or seminars that you have led or participated in recently, if any:

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Describe your level of computer and software program skills:

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## VI. Personal Philosophy

*On a separate paper, please type your viewpoints on the following questions, providing a one-to-two-paragraph answer for each question.*

1. Why do you wish to serve in a Christian program?
2. What are the main characteristics that distinguish a Christian program from a secular program?
3. What areas in your professional life do you feel are your strengths? What areas are you working to improve?
4. What do you believe about the origin of the universe?
5. Please summarize any additional information that you would like to present regarding your candidacy for this position.

## VII. Employment History

*Please start with your current or most recent employer and work backward for the past ten years. If necessary, use a separate paper and follow the same format for additional positions.*

1. Position \_\_\_\_\_ Employer \_\_\_\_\_

Dates of Employment (MM / YY – MM / YY) \_\_\_\_\_

Supervisor's Name & Phone Number \_\_\_\_\_

Reason for Leaving:

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2. Position \_\_\_\_\_ Employer \_\_\_\_\_

Dates of Employment (MM / YY – MM / YY) \_\_\_\_\_

Supervisor's Name & Phone Number \_\_\_\_\_

Reason for Leaving:

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3. Position \_\_\_\_\_ Employer \_\_\_\_\_

Dates of Employment (MM / YY – MM / YY) \_\_\_\_\_

Supervisor's Name & Phone Number \_\_\_\_\_

Reason for Leaving:

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Are you holding or have you already signed a contract for next year with any other educational institution?  Yes  No

## VIII. Personal References

*Do not list family members or relatives for references. You will also need to sign the attached Authorization to Release Reference Information form and return it with this application.*

Give three references who are qualified to speak about your spiritual experience and Christian service.

Name and complete address	Phone	Position/Employer

Give three references who are qualified to speak about your professional training and experience.

Name and complete address	Phone	Position

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## IX. Applicant's Certification and Agreement

I understand that Arthur Christian School does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment, and that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize Arthur Christian School to thoroughly interview the primary references that I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize my former employers and any other references to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former employers, all other references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the school.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditional until the school has received the background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

I understand that this application for employment is valid for no more than 120 days. After that, I must resubmit an application in order to be considered for positions at this school.

I understand that this is only an application for employment and that no employment or employment contract is being offered at this time.

I understand that failure to complete any portion of this application or to sign this application will result in rejection of my application.

I certify that I have carefully read and do understand the above statements.

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Applicant signature

Date

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## Additional Questions for Instructional Staff Application

### Personal

How did you learn about the position for which you are applying? \_\_\_\_\_

Can you submit verification of your legal right to work in the U.S.?  Yes  No

What are your long-term goals?

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### Spiritual

Are there any additional doctrines or convictions not a part of the statement of faith that we should be aware of?

Yes \_\_\_ No \_\_\_ (If yes, please write out on a separate page.)

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?

Yes \_\_\_ No \_\_\_

In what church activities are you involved and with what degree of regularity?

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What other Christian service have you done since becoming a Christian?

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To what extent do you believe you should become involved in the ministries of the sponsoring church or the church of which you are attending or are a member?

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Describe your routine of personal Bible study and prayer:

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What books have you read recently that have helped you spiritually?

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## Teaching Preferences

Please indicate your 1st and 2nd choices below: Then to the right please indicate the grades or subjects in order of preference:

Preschool  Kindergarten  Elementary \_\_\_\_\_

Junior High \_\_\_\_\_

High School \_\_\_\_\_

Full time  Part time

Are you capable of teaching a Bible class?  Yes  No

If yes, what would be your subject preferences?

\_\_\_\_\_

To what degree are you familiar with various Christian or secular early education programs or K-12 textbook series?

\_\_\_\_\_

Do you have a program or textbook series preference?

\_\_\_\_\_

\_\_\_\_\_

## Educational Qualifications

Do you have an ACSI early education teaching certificate or K-12 teaching certificate?

Yes  No

If yes, what level? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years

Do you have a state teaching or administrator's certificate?

Yes  No State? \_\_\_\_\_ What kind? \_\_\_\_\_

Remains valid for \_\_\_\_\_ years

Endorsement(s) List semester hours in endorsement area(s)

\_\_\_\_\_

Cumulative grade point average: Bachelor's \_\_\_\_\_ Graduate (if applicable) \_\_\_\_\_

Are you still in school?  Yes  No If yes, where?

\_\_\_\_\_

How many courses are you currently taking? \_\_\_\_\_ Number of credits? \_\_\_\_\_ What is the course of study?

\_\_\_\_\_

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Have you taken the Principles and Practices of Christian Early Education course or had any courses in the Christian Philosophy of Education for K-12 personnel?

Yes  No If yes, which course, where, and when? \_\_\_\_\_

If not, would you be willing to take the course by correspondence or otherwise?  Yes  No

Have you had other courses giving specific training for Christian early education programs or K-12 Christian schools? Please give details.

\_\_\_\_\_

Do you know a foreign language? \_\_\_\_\_ If yes, which language?

\_\_\_\_\_ Can you speak it? \_\_\_\_\_  
read it? \_\_\_\_\_ write it? \_\_\_\_\_

Describe how periodic evaluations have been helpful to you:

\_\_\_\_\_

## Additional Questions for Section F

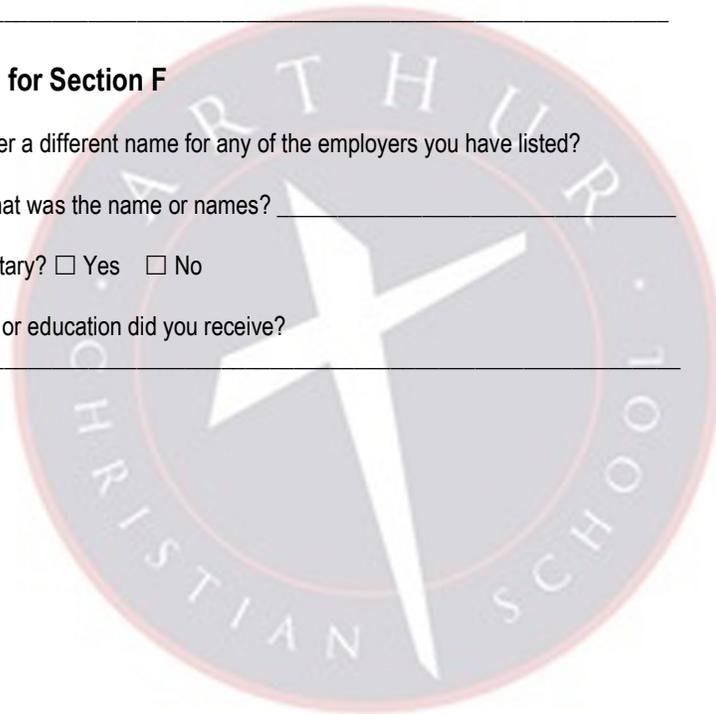
Have you ever worked under a different name for any of the employers you have listed?

Yes  No If yes, what was the name or names? \_\_\_\_\_

Have you served in the military?  Yes  No

If yes, what type of training or education did you receive?

\_\_\_\_\_



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## Arthur Christian School Statement of Faith

The mission of Arthur Christian School is to empower students to be a people of hope through Christian character development, discipleship and quality education programs.

We believe in:

1. The inspiration of the Bible, equal in all parts and without error in its origin. (Jeremiah 10:10, 2 Timothy 3:16, John 17:14)
2. The one God, eternally existent Father, Son, and Holy Spirit, who created man by a direct immediate act. (2 Corinthians 13:14, Genesis 1:27)
3. The pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, Ascension to Heaven and the visible second coming of the Lord Jesus Christ. (John 17:5, Romans 8:3, John 1:14, Matthew 1:18-25, 2 Corinthians 5:21, Mark 4:35-41, Mark 9:14-29, John 9:1-41, John 6:1-14, 1 Peter 2:21-25, 1 Corinthians 15:3-4, Acts 1:9-12)
4. The fall of man, the need of regeneration by the operation of the Holy Spirit on the basis of grace alone, and the bodily resurrection of all to life or damnation. (Genesis 3:1-24, Titus 3:5, John 5:24-25, Matthew 25:41)
5. The spiritual relationship of all believers in the Lord Jesus Christ living a life of righteous works, separated from the world, witnesses of His saving grace through the ministry of the Holy Spirit. (James 2:14-26, Romans 12:2, Titus 3:4-7)
6. The Church as a called body of believers-an "ekklesia"-picked out chosen, or called out of the world's system, and therefore of necessity, distinct and separate, from the State. (John 18:36, 1 Peter 2:9, 2 Corinthians 6:17)
7. The Sovereignty of God over both the Church and the State, assigning to each her own distinctive functions.
  - 7.1. The State "is the minister of God, a revenger to execute wrath upon him that doeth evil." Romans 13:4b. This is God's sovereign right reserved unto Himself, distinctly apart from the role of the Church. (Romans 12:19, Proverbs 21:1, Daniel 4:17, 25 & 32)
  - 7.2. The Church, by contrast is called to practice under any and all circumstances a way of love (Matthew 5:38-48) to which the State cannot attain. (2 Corinthians 10:3-4, 1 Peter 3:9, 2 Timothy 2:24)
8. Due respect, honor, prayer support to civil authorities at all times, and conscientious obedience to all laws that do not conflict with God's order for the Church. (1 Timothy 2:2)
9. God created mankind in His image: male (man) and female (woman), sexually different but with equal personal dignity. (Genesis 1:26-28, Romans 1:26-32, 1 Corinthians 6:9-11)
10. God created and ordered human sexuality to the permanent, exclusive, comprehensive, and conjugal "one flesh" union of man and woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. (Genesis 1:27, Genesis 2:24, Matthew 19:4-6, Mark 10:5-9, Romans 1:26-27, 1 Corinthians 6:9-11, Ephesians 5:25-27, Revelation 19:7-9, Revelation 21:2)

## NOTICE OF NON-DISCRIMINATORY POLICY

We do not discriminate on the basis of sex, race, color, nationality or ethnic origin. We do reserve the right to deny admission or employment to any individual who cannot benefit from enrollment based on past academic achievement, or whose personal life is not in harmony with the stated philosophy and purpose of Arthur Christian School.

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