

Redding Christian School

21945 Old 44 Drive
Palo Cedro, CA 96073
(530) 547-5600
(530) 547-5655 Fax

Instructional Staff Application

A. Applicant's Name and Address

Last name _____ First name _____ Middle initial _____

Position applied for _____

Application date ____/____/____ Date available ____/____/____

Mailing address _____

Physical address _____

City _____ State _____ Zip _____

Phone: Days (_____) _____ Evenings (_____) _____

Cell phone (_____) _____ E-mail _____

Best time to call? _____ Length of time at this address? _____

B. Christian Background ***On a separate paper, briefly give your Christian testimony.***

Please carefully read our statement of faith and indicate your degree of support.

☐ 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? _____

C. Questions for Instructional Personnel

Please list teaching certificates that you hold: _____

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): _____

Sequentially list your teaching experience with most recent first:

School Name	Position	Dates

D. Professional Qualifications

Please attach photocopies of all your postsecondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.

What degree, or degrees, do you hold?

Degree	Issuing Institution

What were your majors? _____

Your minors? _____

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

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

Describe your level of computer and software program skills: _____

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

E. 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.

F. 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 _____ Dates of employment _____

Employer _____ Address _____

Supervisor's name and phone number _____

Reason for leaving _____

2. Position _____ Dates of employment _____

Employer _____ Address _____

Supervisor's name and phone number _____

Reason for leaving _____

3. Position _____ Dates of employment _____

Employer _____ Address _____

Supervisor's name and phone number _____

Reason for leaving _____

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

G. 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. List your current pastor *first*.

Name and complete address	Phone	Position

Give three references who are qualified to speak about your professional training and experience.
List your current or most recent principal or supervisor *first*.

Name and complete address	Phone	Position

H. Applicant's Certification and Agreement

I understand that Redding 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 Redding 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.

Applicant's Signature

Date

Requirements for Employment

The following are requirements for Redding Christian School (RCS) employees:

1. New employees will be responsible to meet the following requirements:
 - a. Department of Justice and FBI criminal record clearance
 - b. Current California driver's license
 - c. Must have a valid Social Security number and must have appropriate documentation establishing the right to work in the United States in compliance with state and federal law.
 - d. Must complete a W-4, De-4 and I-9 form.
 - e. Copy of educational degree/transcript as appropriate for the job
 - f. Must be available for and complete training as specified by the job description
2. Must have completed an employment application.
3. Must assure that they are in physical condition appropriate to perform the job for which they apply.
4. All employees must remain insurable under Redding Christian School's liability insurance policy. If Redding Christian School's insurance company declares any employee uninsurable, the employee will immediately be considered ineligible for further employment and will be considered to have voluntarily terminated his or her employment as of the date of notification by the insurance company of uninsurability.
5. RCS reserves the right to require drug and/or alcohol testing of any applicant or employee at any time.
6. Must have a personal, on-going relationship with Jesus Christ and shall be active members of an evangelical Christian church that is in agreement with the RCS 'Statement of Faith'.
7. Reflecting on our commitment to Christ-centered education for all students, full-time employees **must enroll** all of their eligible children who are of school age in Redding Christian School. We understand that there may be extenuating circumstances that might cause a family to feel compelled to seek an exception to this policy. In these cases, a written request should be made to the School Board who will have the authority to grant or reject the request.
8. All full-time staff members who are in positions of primary responsibility for student safety will be required to hold current CPR/First Aid certification. RCS will provide on-going CPR/First Aid training for all required staff members and volunteer coaches.
9. All staff must complete Bloodborne Pathogen, Mandated Reporter, and Harassment Prevention training. RCS will provide on-going training to you.

REDDING CHRISTIAN SCHOOL

"Statement of Faith"

1. *We believe the Bible is the only inspired Word of God.
I Thessalonians 2:13; II Timothy 3:16*
2. *We believe in one God, eternally existent in three persons: Father, Son, and Holy Spirit. (The doctrine of the Holy Trinity)
John 8:58; John 10:30; Acts 5:3,4*
3. *We believe that Jesus Christ, God's only son, came as God in the flesh to provide forgiveness of sin through His atoning death, His bodily resurrection, and His ascension to the right hand of the Father.
I John 5:20; Col. 1:13-14; I Peter 1:18-21; Acts 7:56*
4. *We believe each believer's salvation is accomplished by their faith in Christ's redemptive work on the cross, and that even their faith is God-given. Ephesians 2:8-9; Romans 3:22-25*
5. *We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. John 14:26*
6. *We believe that believers have eternal life with Christ, and unbelievers are lost and doomed to everlasting punishment.
John 3:16; John 6:47; II Thess. 1:8-9; Rev. 20:15*
7. *We believe in the spiritual unity of believers in our Lord Jesus Christ.
Ephesians 4:2-6*

Additionally we believe:

God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.

The term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18; 7:2-5; Hebrews 13:4) We believe that God has commanded that no intimate sexual activity is to be engaged in outside of marriage between a man and a woman.

Any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matthew 15:18-20; 1 Corinthians 6:9-10)

In order to preserve the function and integrity of Redding Christian School as the local body of Christ, and to provide a biblical role model to our families, our students and the community, it is imperative that all persons employed by Redding Christian School in any capacity, or who serve as volunteers, agree to and abide by this and the above Statements of Marriage, Gender and Sexuality. (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22.)

God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11.)

Every person must be afforded compassion, love, kindness, respect and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Redding Christian School.

All human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect and value all human life. (Psalm 139.)

The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God speaks with final authority concerning truth, morality, and the proper conduct of mankind; it is the sole and final source of all that we believe. For purposes of Redding Christian School's faith, doctrine, practices, policies, and discipline, our Board of Directors is the final interpretive authority on the Bible's meaning and application.

I have read and understand the above "Statement of Faith":

Applicant's Signature

Date

REDDING CHRISTIAN SCHOOL

"Lifestyle Statement"

Redding Christian School is a nonprofit Christian school organization representing Jesus Christ throughout the evangelical Christian community worldwide. Redding Christian School requires its employees to be born-again Christians, living their lives as Christian role models (Romans 10:9-10, I Timothy 4:12). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity and appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

Moral misconduct, including but not limited to homosexual or heterosexual, as defined by Scripture violates the bona fide occupational requirement of employees being Christian role models. Employees acknowledge that the unique roles of male and female are clearly defined in Scripture (Romans 1:21-24, I Corinthians 6:9-20).

Personnel will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. There are additional grounds whereby an employee may be dismissed from Redding Christian School. It is the goal of Redding Christian School that each employee will have a lifestyle in which God "may have the preeminence" (Colossians 1:18).

I have read and understand the above "Lifestyle Statement":

Applicant's Signature

Date

REDDING CHRISTIAN SCHOOL
"Institute of Christian Conciliation"

The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian Church. (See I Corinthians 6:1-8, Matthew 18:15-20). Therefore, the parties agree that any claim or dispute arising out of or related to this agreement shall be settled by biblically based mediation and, if necessary, arbitration in accordance with the Rules of Procedure for Christian Conciliation for the Institute of Christian Conciliation. The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

In signing this Contract I further agree:

That in the event of any disagreement, controversy, or claim, arising out of or related to this Contract, or the breach thereof, including any disagreement with the school or its representatives regarding my employment, salary, benefits, position, or duties, I will follow the biblical instruction to resolve the issue within the school structure. In the event such a controversy, disagreement, or claim, cannot be resolved within the school structure, I will agree to submit the issue to the Institute of Christian Conciliation for resolution according to the rules of said service. I further agree to abide by the decision rendered by the Institute of Christian Conciliation. Neither I nor the school shall institute litigation or any Court proceedings as to any matter that can be properly submitted to the Institute of Christian Conciliation. If either party to this Contract files any Court proceedings prior to the issue being fully determined by the Institute of Christian Conciliation, the Court shall stay its own proceedings until the Institute of Christian Conciliation has completed its determination process and the matter has been fully handled by said service, decision or award rendered by the Institute of Christian Conciliation.

I have read and understand the above "Institute of Christian Conciliation":

Applicant's Signature

Date

Additional Questions for Section A of Instructional Staff Application

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

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? _____

Additional Questions for Section B

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? _____

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

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? _____

Describe your routine of personal Bible study and prayer: _____

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

Additional Questions for Section C

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 ☐ Substitute

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? _____ State? _____

What kind? _____ Remains valid for _____ years

Endorsement(s) _____

List semester hours in endorsement area(s) _____

If you do not hold an ACSI certificate or a state certificate, what requirements do you lack?

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

* Attach a typed copy of your personal Christian philosophy of early education or K-12 education philosophy and how you would implement it in the classroom.

Have you had other courses giving specific training for Christian early education programs or K-12 Christian schools? ☐ Yes ☐ No, Please give details. _____

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? _____

Additional Questions for Section D

Cumulative grade point average: Bachelor's _____ Graduate work _____

Total units—(circle one) semester or quarter—*after* date of bachelor's degree: _____

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? _____

Do you know a foreign language? ☐ Yes ☐ No, If yes, which language? _____

Can you speak it? ☐ Yes ☐ No; Read it? ☐ Yes ☐ No; Write it? ☐ Yes ☐ No

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? _____

Please account for all periods of unemployment if there are time gaps in the list of employers above. Where were you, and what were you doing if you weren't employed?

From month/year to month/year	State what you were doing	Names and phone numbers of persons other than relatives who can confirm your unemployment
/ to /		
/ to /		
/ to /		

Redding Christian School

21945 Old 44 Drive
Palo Cedro, CA 96073
(530) 547-5600
(530) 547-5655 Fax

Authorization to Release Reference Information

I have made application for a position as a _____ (job title) with Redding Christian School. I have authorized the 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 all other matters related to my suitability for employment.

I authorize references and my former employers 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 Redding Christian School, my former employers, 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, including but not limited to defamation of character or invasion of privacy, that might arise from responding to this reference request.

I waive the right to ever personally view any references given to Redding Christian School.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

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

Applicant name (print)

Applicant signature

Date