

Cumberland Christian School

Employee – Application - Initial Teacher/Administrator

We appreciate your interest in Cumberland Christian School. To be considered as a teaching / administrator candidate, fill out this initial application and return it to our school office. If an opening occurs for which you may qualify, we will contact you for additional information. We will also contact your references. If we have continued interest in your candidacy, we will arrange for a personal interview.

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 initial application. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

A. Applicant's Name and Address

Application date: ____/____/____

Date available: ____/____/____

Full Name: _____

Street address: _____ City: _____

State: _____ Zip: _____ Driver License: State _____ Number _____

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

Please list your addresses in the past five years:

City: _____ State: _____ Zip: _____

B. Position Desired: _____ Full time _____ Part time _____ Substitute

Subject or Grade Level: _____

What interests you about the position for which you are currently applying? _____

What activities or sports would you be able to direct, sponsor, or coach? (Indicate grade or ability levels.)

C. Christian Background (*On separate paper, briefly give your Christian testimony*).

Please read our Statement of Faith and Association Principles and indicate your degree of support.

_____ I fully support the Statement as written without mental reservations.

_____ I support the Statement except for the area(s) listed and explained on a separate paper.

Church affiliation? _____

Are you presently a member in good standing? _____ Years? _____

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

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

Are you interested in teaching a Bible class? Yes _____ No _____ Grade Level _____

Describe your routine of personal Bible study and prayer. _____

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

D. Professional Qualifications

**Please attach photocopies of all of 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	Date Received	Issuing Institution
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Your Major(s): _____

Your Minor(s): _____

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

Did you student teach? _____ Grade/Subject (s) _____

Do you have an ACSI Teacher Certificate? _____ Level: _____ Exp. Date: _____

Do you have a state teaching certificate? _____

What kind? _____ State? _____ Valid until? _____

If you do not hold an ACSI teaching certificate, what requirements do you lack? _____

If you do not hold a state teaching certificate, what requirements do you lack? _____

**Please attach photocopies of any certificates held.*

Have you had any courses in the Christian Philosophy of Education? _____ YES _____ NO

If so, where and when? _____

If not, would you be willing to take this course? _____ YES _____ NO

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

Have you had other courses giving specific training for Christian schools? Please give details.

E. Personal Philosophy

** On a separate paper, please label and succinctly answer in one or two paragraphs each of the questions below:*

1. Why do you wish to teach in a Christian school?
2. What are the main characteristics that distinguish a Christian school from a public school?
3. What is your philosophy of discipline?
4. What do you believe about the origin of the earth and humankind?
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 backwards for the past five years. If necessary, you may follow the same format on the reverse.

1. Employer: _____ Position: _____
 Address: _____
 Supervisor's Name: _____ Phone Number: _____
 Reason for leaving: _____
 Dates of Employment: _____

2. Employer: _____ Position: _____
 Address: _____
 Supervisor's Name: _____ Phone Number: _____
 Reason for leaving: _____
 Dates of Employment: _____

3. Employer: _____ Position: _____
 Address: _____
 Supervisor's Name: _____ Phone Number: _____
 Reason for leaving: _____
 Dates of Employment: _____

4. Employer: _____ Position: _____
 Address: _____
 Supervisor's Name: _____ Phone Number: _____
 Reason for leaving: _____
 Dates of Employment: _____

5. Employer: _____ Position: _____
 Address: _____
 Supervisor's Name: _____ Phone Number: _____
 Reason for leaving: _____
 Dates of Employment: _____

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 *Reference Release Form* that is included and return it with the application.

Give three references who are qualified to speak of your spiritual experience and Christian service. *List your current pastor first.*

Name/Complete Address	Phone	Relationship
1. _____		
2. _____		
3. _____		

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

Name/Complete Address	Phone	Position/School
1. _____		

2. _____		

3. _____		

Check off if you've included the following:

- _____ Signed Statement of Faith
- _____ Signed Employee Code of Ethics
- _____ Christian Testimony
- _____ Photocopies of postsecondary transcripts
- _____ Photocopies of any certificates held
- _____ Personal Christian philosophy of education
- _____ Answers to personal philosophy questions
- _____ Signed Reference Release Form
- _____ Employment Family Disclosure Form

H. APPLICANT'S CERTIFICATION AND AGREEMENT

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

I hereby certify 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 may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. 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 Cumberland Christian School to thoroughly interview the primary references which 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 investigate thoroughly my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

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 the 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. 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 cooperate fully 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 conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or such that could reflect adversely on the school or on me as a Christian role model.

Cumberland Christian School appreciates your willingness to share your skills. Providing safe and secure programs for our community is of utmost importance to us. The information gathered in this application is designed to help us provide the highest quality programs for the people of our community. Please initial each of the statements below.

_____ *I declare that all statements contained in this application are true and that any misrepresentation or omission is cause for rejection of my application, or dismissal from my position.*

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

_____ *I understand that I can withdraw from the application process at any time.*

_____ *My signature indicates that I have read and understand the above.*

Do not sign until you have read and initialed the above statements.

Signature of Applicant

Date

Authorization to Release Employment References

I have made application for a position as a _____ with Cumberland Christian School. I have authorized the school to interview thoroughly the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals that know me and have knowledge regarding my testimony and work record. I also authorize the school to investigate thoroughly 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 Cumberland 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.

I waive the right to ever personally view any references given to Cumberland 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's Name (Print)

Date

Applicant's Signature

Applicant's Social Security Number

Statement of Faith and Association Principles

1. We believe the Bible to be the inspired and only infallible authoritative Word of God. (II Timothy 3:16; II Peter 1:21)
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30)
3. We believe in the deity of our Lord Jesus Christ (John 10:33), in His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35), in His sinless life (Hebrews 4:15; Hebrews 7:26), in His miracles (John 2:11), in His vicarious and atoning death through His shed blood (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9), in His bodily resurrection (John 11:25; I Corinthians 15:4), in His ascension to the right hand of the Father (Mark 16:19), and in His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. We believe that for salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential. (John 3:16-19; John 5:24; Romans 3:23; Romans 5:8-9; Ephesians 2:8-10; Titus 3:5)
5. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14; I Corinthians 3:16; I Corinthians 6:19-20; Ephesians 4:30; Ephesians 5:18)
6. We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28-29)
7. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28)
8. We believe that the term *marriage* has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 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 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
9. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.
10. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10)

Applicant Signature _____

Date _____

Employee Code of Ethics

A. Statement of Meaning

In an interdenominational school, individuals come from a variety of educational backgrounds and have differences in their values and beliefs. In order for such a diverse group of Christians to work together in unity, there needs to be a common base of reference-the Bible-as well as sensitivity to the values and wisdom of the entire body. We need to respect the feelings of one another. The Employee Code of Ethics is designed to help each employee understand his/her responsibilities to the school family at large, employees, students, parents, and area churches.

A CCS employee must manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model (I Timothy 4:12) to pupils both in and out of school (Luke 6:40), and as an example to parents and fellow faculty members in judgment, dignity, respect, and Christian living.

The lives of school employees fall under close scrutiny by virtue of holding a position at CCS. Many different groups, both within the school as well as outside the school, come into contact and deal with school personnel. Each employee becomes a representative of both the school and our Lord. This responsibility is one of the reasons the Apostle Paul stated that to desire to be a teacher places one under a stricter judgment.

In both the life of Christ, Paul, and the other apostles, Christian liberty was often subjected to the needs and good of the entire body. While all things are "lawful," not all things are scripturally "expedient" (suitable, wise). Consequently, school personnel must be sensitive to the needs and feelings of the entire school body.

Some of the following guidelines of conduct, therefore, are not specifically designed to show right or wrong behavior, sinful or Christian behavior, but conduct which would seem appropriate to our Christian school community. Some standards vary in different Christian communities and even in area churches. Our desire is to be scripturally sensitive to these standards.

While adhering to a strong unwavering obedience to Scripture, we recognize Christian liberty is not as easy to define. There will be Christians who feel the school guidelines are too lenient and others who feel they are too strict. It seems best in this area to maintain a balance between the two approaches. We are not concerned with who is the weaker or the stronger brother but with what will be the course which seems most to edify the entire body of Christ.

It is with this in mind that this code of ethics has been presented. A prospective employee must be in harmony with these policy guidelines, and every employee of CCS must signify his/her willingness to adhere to them.

B. Guiding Principles

1. **The Employee's Highest Priority** - Each employee affirms that as part of the qualifications for this position, he/she is a born again Christian who knows the Lord Jesus Christ as Savior (John 3:3, I Peter 1:23). Employees are expected to maintain a daily devotional life consisting of prayer and Scripture study.
2. **Church Involvement** - All school employees are required to be active and in regular attendance in a local gospel preaching church of their choice that is in agreement with the school statement of faith. All employees must also be able to work comfortably with people from all denominations represented in the school. Denominational ideas or prejudices may not be promoted to either students or parents. Personal feelings in such areas should not be expressed; instead, a non-denominational approach must be maintained.

3. Personal Financial Gain – Employees may not utilize their positions or knowledge of school parents for any personal financial gain. Selling of items or services to parents or students by the employee (and/or their spouse) must be avoided except at the request of a parent.
4. Prejudice - All employees shall be free of prejudice based upon race, sex, or ethnic origin. Jokes or comments that have any such basis are not to be tolerated. Employees should treat children of staff members the same as any other student.
5. Language - Language of employees should always be positive and edifying. Minced oaths or questionable language/thoughts should not be expressed. Students may never be referred to in derogatory terms or by derogatory names.
6. Marriage and Family Relationships - Married employees are expected to enter into and to maintain marital relationships that are scripturally based and to exercise Biblical oversight of their children.
 - a. Husbands and wives are to be living harmoniously together.
 - b. Divorce is not God’s desire and may only be accepted within Biblical boundaries.
7. Biblical View of Sex - The employee agrees that the Bible dictates the standards for sexual behavior. Sex outside the bounds of a male-female marriage is sin and is against God’s plan. Any promiscuity, homosexuality, or other deviant sexual behavior is forbidden and as such violates the bona fide occupational requirement of being a Christian role model. The unique role of the male and female are clearly defined in Scripture. Romans 1:24-32 states that God recognizes homosexuals and other deviates as perverted. Deviation from Scriptural standards is grounds for termination (Romans 12:1-2; I Corinthians 6:9-20; Ephesians 4:1-11, 5:3-5; I Thessalonians 4:3-8; I Timothy 4:12; II Timothy 2:19-22; I Peter 1:15-16, 2:15-17; I John 3:1-3).
 - a. Relationships With The Opposite Sex - Discretion in personal relationships with the opposite sex is important. This should include the following:
 - i. Dating of divorced parents of students.
 - ii. Single men and/or women teachers must exercise extreme discretion in dating practice
 - iii. Displays of affection by single employees.
 - b. Sex Roles - The school promotes the distinctive roles of the sexes seeking to emphasize both the masculine and the feminine roles of the respective sexes. Equal opportunities are to be afforded to both sexes. The responsibilities in the making of a Christian home are to be emphasized as a strong and high calling for both sexual roles.
 - i. We feel that when certain styles of dress are normally associated with a particular sex, it is inappropriate for employees to deviate from that expected norm.
 - ii. While believing strongly in equal treatment of the sexes, the modern women's liberty movement is not always compatible with the emphasis the school wishes to place on the Christian family and distinctiveness of the sexes.
8. Relationships with Students
 - a. Physical contact with students requires great discretion. It should only occur in completely innocuous ways, and great care should be given to avoid even the appearance of impropriety.
 - b. Dating or double dating with students should not take place.
 - c. Employees must avoid being alone in social settings with students of the opposite sex.
 - d. Employees may not develop relationships with students that become personal friendships similar to adult friendships.
9. Support of Christian Education - Each employee accepts without reservation both the Statement of Faith and the Educational Philosophy and Objectives of this school and is committed to upholding them. Employees are expected to support the mission and vision of the school. An employee is always expected to support another school employee in fulfilling his/her responsibilities, remain quiet, or express his/her concern to the fellow employee. School personnel should always follow the chain of command and use it in pursuing any grievance, as stated in the CCS grievance policy

10. Resolution of Problems and Disagreements - The teacher agrees to follow the Biblical pattern of Matthew 18:15-17 and Galatians 6:1 always give a good report. All differences are to be resolved by utilizing Biblical principles--always presenting a united front. Appropriate confidentiality will be observed in regard to pupil, parent, and school matters. (Titus 3:2 and Galatians 5:15 TLB) 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 community in conformity with the Biblical injunctions of I Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the employment relationship, including statutory claims, shall be settled by Biblically-based mediation within the school.
11. Confidentiality in Personal Matters - Confidentiality of student and school affairs should be maintained. Discussion of student problems or school problems should be shared only within the school chain of command or with those directly involved. Consideration of the above must be given when sharing prayer requests as well. An employee may not withhold personal or family information from his/her supervisor in the chain of command if that supervisor must make decisions affecting that student or person. Discretion must be exercised in speaking of one's own personal life to students or parents.
12. Contracts - Verbal and Written - Employees shall honor their word as their bond. Verbal agreements should be honored as written contracts, so verbal agreements must be made with great discretion. Teachers should not make promises to parents or students they cannot maintain. It is expected that written contracts be honored in spirit and in letter. School contracts are not broken as a matter of personal convenience but only as necessitated by extreme emergency as interpreted by the Board of Directors.
13. Personal Morality – Employees are expected to exercise discretion in any involvement with alcoholic beverages, card playing, social dancing, secular rock music, secular movies, gambling, and tobacco. It is expected that if an employee's personal attitude toward any of these things is favorable, the employee will not promote those personal feelings among students or parents.
14. Hindrance to Ministry Responsibilities - The employee's professional work should not be hindered by other activities such as second jobs, vacation trips, etc. Care should also be taken to avoid conflicts between church activities and required school activities. Because of an employee's needs, it may be necessary to have part-time work. It is preferred that such work be limited to the summer. If that is not possible, the additional work hours should be planned so as not to impede the employee in conducting normal school work in any way.
15. Cumberland Christian School personnel will exhibit the highest ethical standards and personal integrity.
16. Cumberland Christian School personnel will provide a professional work environment that is free from physical, psychological, written or verbal intimidation or harassment.
17. Cumberland Christian School personnel will not physically, sexually, or emotionally abuse or neglect a minor or adult.
18. Cumberland Christian School personnel will share concerns about suspicious or inappropriate behavior with their supervisor or administrator.
19. Cumberland Christian School personnel will report any suspected abuse or neglect of a minor to the state authorities.
20. Cumberland Christian School personnel will accept their personal responsibility to protect minors and adults from all forms of abuse.

Summary

It is expected that employees always strive to do their best work to the glory of God. They are expected to model Biblical Christianity in all of their professional and personal interactions. Every employee of Cumberland Christian School is to be considered a Christian role model whose highest priority is to present Christ to all who come in contact with the school.

I have read, understand, and agree to conform in attitude and behavior to the expectations of a Cumberland Christian School employee while in the employ of the school, both at school and away.

NOTE: Employees under contract consent to the above when signing the contract. Non-contractual employees must agree to and sign the above before employment.

Please Print

Date _____

Name _____

Position _____

Signature _____

I have reviewed this application and have noted any missing information.

Signature of Screening Administrator

_____/_____/_____

Date