

**EMPLOYMENT APPLICATION**



Your interest in our school is appreciated. We invite you to fill out this application and return it to our school office. This information will assist us in our evaluation of your qualifications for a position on our staff. If forms are included, we will also contact references you list. A personal interview with the School Committee may take place before they make any final decision in the employment process.

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, display a love for and commitment to God and live as 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.

**A. APPLICANT'S NAME AND ADDRESS**

Full name: \_\_\_\_\_

Application date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date available: /\_\_\_\_/\_\_\_\_

Present Address \_\_\_\_\_

\_\_\_\_\_

Phone: Days (\_\_\_\_) \_\_\_\_\_ Evenings (\_\_\_\_) \_\_\_\_\_ Best time to call you? \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_

Permanent Address and Phone number if different than present address

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

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

**B. POSITION DESIRED**

\_\_\_ Full time      \_\_\_ Part time

\_\_\_ Administration    \_\_\_ Office Staff      \_\_\_ Classroom aide

\_\_\_ Elementary (K – 5<sup>th</sup>) Grade level(s) / Subject area(s)? \_\_\_\_\_

\_\_\_ Middle School (6<sup>th</sup> – 8<sup>th</sup>) Subject area(s)? \_\_\_\_\_

\_\_\_ High School (9<sup>th</sup> – 12<sup>th</sup>) Subject area(s)? \_\_\_\_\_

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

\_\_\_\_\_

**Special Abilities**

Please list activities or sports which you would be capable of and willing to direct, sponsor, advise, or coach. (Indicate grade or ability levels).

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**Future Plans**

What would you like to be doing five years from now?

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**C. CHRISTIAN BACKGROUND**

**\* In your own handwriting on separate paper briefly give your Christian testimony.**

**Bible**

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 \_\_\_\_\_ Signature: \_\_\_\_\_

**Statement of Faith, Philosophy and Mission Statements**

Please carefully read our **Statement of Faith** that in the included materials (attachment B-1). Please indicate your response below.

\_\_\_\_\_ I support the Statement of Faith as printed

\_\_\_\_\_ I support the Statement except for the area(s) listed (explain on a separate paper). The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Please carefully read our **Mission and Philosophy** statements (attachment B-2) that are also included with this application. Please sign below if you would support and promote these concepts if employed at BBCA.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Church Service**

Denominational preference? \_\_\_\_\_

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

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

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

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**Devotional Life**

Describe your routine of personal Bible study and prayer.

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**D. PROFESSIONAL QUALIFICATIONS**

**Formal Training**      What degree or degrees do you hold?  
Degree              Date Received              Issuing Institution

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your Major(s) \_\_\_\_\_ Your Minor(s) \_\_\_\_\_

**\*Please be prepared to provide official college transcripts. Copies will be made to be included with your application. Original documents will be returned to you.**

**Experience**      Sequentially list your school employment history with most recent first.

School's Name/Location \_\_\_\_\_

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

Starting date: \_\_\_\_\_      Ending date: \_\_\_\_\_

School's Name/Location \_\_\_\_\_

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

Starting date: \_\_\_\_\_      Ending date: \_\_\_\_\_

School's Name/Location \_\_\_\_\_

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

Starting date: \_\_\_\_\_      Ending date: \_\_\_\_\_

**Teaching Credentials**      Do you have an ACSI Teaching Certificate? \_\_\_\_yes      \_\_\_\_no

What level? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years.

Do you have a state teaching certificate? \_\_\_\_\_ State? \_\_\_\_\_

What kind? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years.

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

\_\_\_\_\_

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

\_\_\_\_\_

**\* Please provide copies of all currently held certificates .**

**Christian  
School &  
Professional  
Preparation**

Have you had any courses in the Christian Philosophy of Education?  
\_\_\_\_\_ Yes    \_\_\_\_\_ No

If so, please give date and location of course.

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Please list any other specific training/courses for Christian day schools.

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To what degree are you familiar with various Christian or secular textbook series (i.e., ACSI, A Beka, Bob Jones Press, Saxon math, Open Court Reading, etc.)?

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Please list any textbook series preferences.

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**Miscellaneous**

List any special interests/abilities that you have that will enhance your teaching ministry and the ministry of our school.

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

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**Personal Follow-up Questions**

Though some questions may seem quite personal, it is our belief the material requested is necessary for us to make a thorough evaluation of your training, intent, background, etc. that could qualify you for ministry to the students God has entrusted to us.

**E. PERSONAL INFORMATION**

**Marital** Being a Christian role model in all aspects of life is a major requirement for this position. The Bible is our standard for marriage and sexual conduct. It is a bona fide occupational requirement for staff to live by those standards. Please indicate your current marital status.

Single \_\_\_\_\_ Engaged \_\_\_\_\_ Married \_\_\_\_\_ Separated \_\_\_\_\_  
Divorced \_\_\_\_\_ Re-married \_\_\_\_\_ Widow(er) \_\_\_\_\_  
Please attach explanation if divorced or remarried.

Spouse's name \_\_\_\_\_ Years married \_\_\_\_\_

Occupation \_\_\_\_\_

Our school committee has adopted the policy that all children of the faculty must attend this school if it has the appropriate grades and programs. Please provide the following information:

Number of children \_\_\_\_\_ Ages \_\_\_\_\_ Fall grade levels \_\_\_\_\_

**Finances** Please mark the range of your most recent annual salary:

\_\_\_\_ \$10000 - 13000      \_\_\_\_ \$13000 - 16,000  
\_\_\_\_ \$16000 - 20000      \_\_\_\_ \$20000+

Our salary range is generally between \$15,000 and \$25,000. Do you believe your lifestyle appropriate for a salary in this range? \_\_\_\_ Yes \_\_\_\_ No  
Is your debt load increasing? \_\_\_\_ Yes \_\_\_\_ No

**Personal Interests** Please indicate memberships, offices, and honors obtained in the past 5 years:

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

List your hobbies and personal interests.

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

What materials do you enjoy for recreational reading on a regular basis?

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

**Standing  
in  
Matters  
Of Court**

(If you answer "Yes" to any of the questions in this section, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition or other appropriate explanation).

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer? **Or**, if you offered a resignation, your previous employer?  Yes  No

Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?  Yes  No

Have you ever resigned from a prior position without being asked, **but** under circumstances involving your employer's investigation of sexual harassment or contact with another person, of mishandling of funds, or of criminal conduct?  
 Yes  No

Have you ever been charged in **civil** or **criminal** proceedings with improprieties regarding children?  Yes  No

Have you ever been convicted of any offense involving dishonesty, breach of trust, stealing, any type of moral impropriety, or any type of felony?  
 Yes  No

Have you ever entered a court plea of guilty, a court plea of "no contest" (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense? Yes  No

If you are offered a position, will you be able to verify that you are legally permitted to be employed in the United States? \_\_\_\_\_

## **F. PERSONAL CONVICTIONS, PHILOSOPHY, ATTITUDES and CURRENT ISSUES**

**\* On separate paper please label and succinctly answer in one or two paragraphs each of the questions below. Material may be typewritten.**

**Short  
Answer  
Essays**

1. What are the main characteristics that distinguish a Christian school from a public school?
2. What is your philosophy of Christian education?
3. What areas do you feel are your strengths? Weaknesses?
4. What do you believe about the origin of the earth and mankind?
5. You have read our Statement of Faith. Do you strongly hold any doctrines that are not on that statement? [e.g., instrumental music should not be a part of a worship service, you should not eat pork, etc.] If yes, please list and describe.
6. What is your attitude towards working with those of other races and denominational beliefs?
7. How well do you feel that you get along with your colleagues? those in authority?
8. If married, please have your spouse state his/her feelings about your teaching in a Christian school.

### **9. CURRENT ISSUES**

We live in a pluralistic society with many conflicting beliefs and values. As a teacher you may be asked specific questions about controversial issues by your students. Your answers will come from your personal convictions. We need to know the views of those that would be **Christian role models** for our children. Please share your personal convictions toward or personal testimony concerning:

- abortion
  - homosexuality
  - wine, beer, and other alcoholic beverages
  - smoking and chewing tobacco
  - marijuana and other non-prescription drugs
  - entertainment (tv / movies / music / dancing / etc.)
  - pre-marital sex
  - divorce and remarriage
  - personal debt
  - personal integrity (i.e. gossip, lying, honesty, cheating etc.)
  - membership in secret societies (Masonic Lodge, Eastern Star, etc.)
10. Please summarize any additional information that you would like to present regarding your candidacy for this position.

**Closing  
Matters**

Bethel Baptist Christian Academy is an extension of the ministry of Bethel Baptist Church. For consistency throughout related ministries, all employees of BBKA are required to be in agreement with the Statement of Faith of Bethel Baptist Church. Employees who relocate to the Jamestown area are required to become members of Bethel Baptist Church. Exceptions to this requirement may be considered by the School Committee where an employee is able to minister at a local church with similar doctrinal statement. Employees who are already members of a local church prior to being employed at BBKA, must annually sign a document indicating their agreement with the Statement of Faith of Bethel Baptist Church.

Please sign below if you are willing to abide by the specific guidelines of church attendance / membership if employed at BBKA.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

By signing below, you are indicating that, to the best of your knowledge and ability, the information provided in this application and supporting documents as requested, is true and presents an accurate account of your status as of the signature date.

Further, you acknowledge that, if any information provided is found to not meet the criteria of truthfulness, the application process will be immediately terminated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed application with **attachments C, D, E and F** to:

Bethel Baptist Christian Academy  
200 Hunt Road  
Jamestown, NY 14701  
Attn: Employee Application



*Bethel Baptist Christian Academy*  
*200 Hunt Road*  
*Jamestown, NY 14701*  
*(716) 484-7420*

### **Statement of Faith**

Bethel Baptist Christian Academy and all of the programs which it operates are founded upon the infallible Word of God (the Bible) as interpreted in the doctrinal statement of Bethel Baptist Church of Jamestown, New York. The entire document may be secured from the church office. A brief summary is as follows:

We believe that the Scriptures, consisting of the Old and New Testaments, are verbally inspired by God, and are inerrant in the original writings, and that they are supreme and the final authority for faith and life.

We believe in one God eternally existing in three persons – Father, Son, and Holy Spirit.

We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true Man.

We believe that man was created in the image of God, that he sinned and thereby incurred not only physical death, but also spiritual death which is separation from God; and that all human beings are born with a sinful nature; and in the case of those who reach moral responsibility, become sinners in thought, word, and deed.

We believe that the Lord Jesus Christ died for our sins according to the Scriptures as representative and substitutionary sacrifice; thus, all who believe in Him are justified through His blood.

We believe in the resurrection of the crucified body of our Lord Jesus Christ, in His ascension to heaven, and in His present life there for us as High Priest and Advocate.

We believe in the personal, pre-millennial, and imminent return of our Lord and Savior Jesus Christ.

We believe that all who receive the Lord Jesus Christ by faith are born again of the Holy Spirit and thereby become children of God.

We believe in the preeminence of the local and visible church, baptism by immersion for believers, and the ordinance of the Lord's Supper.

We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

# **Mission & Philosophy Statement Bethel Baptist Christian Academy Jamestown, New York**

## **Mission Statement**

*The Mission of Bethel Baptist Christian Academy  
is to assist the home and church  
in the Christian training of their children  
by providing an educational program of academic excellence  
that is Biblically sound and Christ-honoring.*

## **Philosophy of Education**

God has revealed Himself to His creatures in two fundamental ways: through His Word (the Holy Bible) and through His world. According to Psalm 19, "The heavens declare the glory of God; and the firmament showeth his handiwork," and Paul states in Romans 1 that anyone who does not see God in the creation is without excuse. John 1 states that Christ (the Word) is actually the one who accomplished the creation of the world. Grace and truth come by Jesus Christ, and "His truth endures to all generations" (Psalm 100:5). Thus no truth exists except that which originates from God through these two sources: the Word and the world.

The philosophy of Bethel Baptist Christian Academy is that God's revelation is the source of all truth. It is our responsibility to present this truth to the students that He sends to us. Every discipline must be seen through the light of Scripture. Scripture must be thoroughly integrated into each subject so that whatever is taught, whether math, language, social studies, science, or fine arts, becomes God's truth. As a result, the school will be working together with the home and the church to "train up a child in the way he should go" (Proverbs 22:6) so that every child will mature to be "presented complete in Christ Jesus" (Colossians 1:28).

## ***Christian School Goals***

Since God has revealed all we need to know in "The Great Story" (Creation, the Catastrophes, the Cross, and the Consummation), our Christian School Philosophy can best be achieved through the pursuit of the following goals:

1. To help each child understand the nature of God.
2. To help each child understand the nature and needs of man.
3. To help each child understand the nature of society and the world and his place in them.
4. To help parents understand the nature and function of the Christian school