

# DELMARVA CHRISTIAN SCHOOLS, INC.

## Non-Teaching Employment Application



### APPLICANT INFORMATION

Position Applied For		Date Available	
Last Name	First	M.I.	
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No.	Desired Salary	
Marital Status (check one)	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Remarried <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er)		
Spouse's Name	Spouse's Occupation		
Children	Age	Age	Age
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

### EDUCATIONAL PREPARATION

Please attach photocopies of all college or university transcripts and certificates.

High School	Date of Graduation	
Address		
College	Date of Graduation	Degree
Address	Major	Minor
College	Date of Graduation	Degree
Address	Major	Minor

### CERTIFICATION

ACSI Certification Type	Other Certification	Type
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### EMPLOYMENT EXPERIENCE

Employer	Years Employed	Administrator or Supervisor	Position	Salary	Reason for Leaving

Are you presently under contract to any employer?  Yes  No [If yes, when does it expire?]

**REFERENCES**

Please list four professional references including your current pastor and most recent supervisor.

Full Name		Relationship/Position	
Company		Phone	
Email Address			
Full Name		Relationship/Position	
Company		Phone	
Email Address			
Full Name		Relationship/Position	
Company		Phone	
Email Address			
Full Name		Relationship/Position	
Company		Phone	
Email Address			

**PROFESSIONAL INFORMATION**

What co-curricular activities would you be interested in sponsoring?			
What special talents or abilities do you possess?			
Why do you want to work at Delmarva Christian?			
What do you feel are your strengths as a leader?			
What is an area you are working to develop?			
What do you consider to be the distinguishing characteristics of a Christian school?			
What seminars or courses have you attended that relate to the position?			
Do you know any of our present or past staff?		Names	

<b>SPIRITUAL INFORMATION</b>			
How would you lead a child or young person to accept Christ as their personal Savior?			
Describe your routine of personal Bible study and prayer.			
Which church are you a member of?			Pastor's Name
How often do you attend?		Positions or activities in the church:	
What other Christian service have you done?			
Have you ever been arrested?		If yes, please explain.	
Have you ever been in jail?		If yes, please explain.	
Have you ever been treated for any mental or emotional illness?			If yes, please explain.
What are your personal convictions regarding the use of alcohol or tobacco?			

#### **Certification and Agreement**

I understand that Delmarva Christian Schools, Inc does not discriminate in its employment practices or educational programs based on race, national or ethnic origin, gender, age, or disability. I further understand that any offer of employment is conditioned on the proof of legal authority to work in the United States.

I understand that submission to fingerprinting and a criminal background check at my own expense is a condition of employment with Delmarva Christian Schools, Inc.

I certify that all statements or facts set forth in this application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or significant omission of fact during any phase of the hiring process may prevent me from being hired or if hired may subject me to immediate dismissal. If terminated under these circumstances, I understand that I will be compensated only through the day of termination.

I authorize Delmarva Christian Schools, Inc to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews. I authorize the release and giving of any information requested by Delmarva Christian Schools, Inc such as employment records, performance reviews, and personal references. I release any person, organization, or company from liability or damage which may result from furnishing the information requested. I further waive the right to ever personally view any references given to Delmarva Christian Schools, Inc.

I hereby represent that I have read the School's *Statement of Faith and Statement of Conduct* and hereby accept these statements as my own, unconditionally and without reservation unless conditions are enumerated and attached hereto as part of this application. I agree to abide by and model the principles in the *Statement of Faith and the Statement of Conduct* during School functions and activities as well as at home.

If offered an instructional position at Delmarva Christian Schools, Inc, I understand that I must immediately apply to the Association of Christian Schools International (ACSI) for temporary certification by that body. I further understand that I will have two years following employment to achieve standard certification from ACSI.

I hereby agree to cheerfully serve the full term of my agreement, and to faithfully and efficiently perform the duties incumbent upon myself as prescribed by the administration of the school.

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

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Signature of Applicant

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Dated

## STATEMENT OF FAITH

Please read each article and indicate your agreement by initialing on the line provided. Sign this document where indicated at bottom of page.

Employees of Delmarva Christian Schools (DCS) affirm that, as a foundational requirement for employment, they are born again Christians, acknowledging Jesus Christ as their Lord and Savior. \_\_\_\_\_

Employees affirm the following Statement of Faith:

- I believe there is one God, eternally existing in three persons: the Father, the Son, and the Holy Spirit. \_\_\_\_\_
- I believe that the Bible is God's written revelation to man, and it is verbally inspired, authoritative, and without error in the original manuscripts. \_\_\_\_\_
- I believe in the deity of Jesus Christ, His virgin birth, sinless life, miracles, death on the cross to provide for our redemption, bodily resurrection, and ascension into heaven, present ministry of intercession for us, and His return to earth in power and glory. \_\_\_\_\_
- I believe in the personality and deity of the Holy Spirit, that He performs the miracle of the new birth for those who believe and indwells believers, enabling them to live godly lives. \_\_\_\_\_
- I believe that man was created in the image of God, but because of sin, was separated from God. Only through faith, trusting in Christ alone for salvation, which was made possible by His death and resurrection can that separation be removed. \_\_\_\_\_

Employees also affirm the following:

- I believe God made the heavens, earth, and man as related in the creation account in the first two chapters of Genesis. \_\_\_\_\_
- I believe faith without works is dead. \_\_\_\_\_
- I believe in the spiritual unity of all believers in our Lord Jesus Christ. \_\_\_\_\_

Employees agree to:

- Submit to the authority of the DCS school board and administration and to comply with the policies and practices set forth in school handbooks, policy manuals, and other written directives/memoranda. \_\_\_\_\_
- Obtain such health certificates or medical examinations as shall be required by the board and administration for employment. \_\_\_\_\_
- Use the principles outlined in Matthew 18:15-17 when dealing with inter-personal relationships and not engage in gossip of any kind. \_\_\_\_\_
- Settle disagreements with DCS in accordance with I Corinthians 6:1-8 and not take a complaint to a court of law. \_\_\_\_\_
- Strive to live a life of moral purity, following Biblical principles that define the roles of men and women. Homosexual acts and lifestyles are in violation of those principles. Any person so involved cannot be employed at DCS. \_\_\_\_\_
- Strive to fulfill their responsibilities as a Christian teacher by being aware of and 'acting' out the fact they are a 'Living Curriculum.' The children entrusted into our care are infinitely precious and deserving of our best efforts to love them as Christ loves us. \_\_\_\_\_

Violation of the above articles may result in termination of an employee's contract.

As an applicant to Delmarva Christian Schools, I acknowledge, understand, and adhere to the ethical standards of DCS. I declare that I am not, nor have been in the past, engaged in inappropriate behavior toward minors, including verbal, physical, or sexual abuse as defined in the Bible or by state law.

**I hold to this Statement of Faith without mental reservations except for the differences explained below.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Dated

## STATEMENT OF CONDUCT

1. Since "it is enough for the student to be like his teacher, and the servant like his Master" (Matthew 10:25) and that children learn appropriate behavior through modeling the "significant others" in their lives, it is essential that staff members model a Godly character in all facets of their lives. The modeling of Christian character to students and their parents and the ability and willingness to genuinely communicate a Christian worldview as a professing Christian to students and their parents are bona fide occupational qualifications for all teachers/staff members.
  
2. Since certain types of actions and behaviors are deemed inconsistent with the disciple-making process taught at Delmarva Christian Schools, teachers/staff members must:
  - Abstain from a sexually immoral lifestyle, including fornication, adultery, "living with" a member of the opposite sex or engaging in homosexual relationships. I Corinthians 6:18; I Thessalonians 4:3
  - Avoid the appearance of evil. I Thessalonians 5:22
  - Wear modest apparel. I Timothy 2:9
  - Avoid gossiping, grumbling and complaining. Philippians 2:14; Proverbs 26:20
  - Abstain from the use of tobacco or illegal drugs. I Corinthians 6:19, 20
  - Not be convicted of a felony or morally reprehensible misdemeanor.
  - Adhere to the following policy regarding alcohol:
    - Drunkenness is a sin (Ephesians 5:18) and is grounds for dismissal (or early contract termination in the case of a contracted employee). As a matter of biblical respect for others, consuming alcohol in the following circumstances is prohibited: I Cor 8:9, 10:32
      - In the presence of DCS students (other than members of one's own family) or in a public location where it is reasonably likely that DCS students (other than members of one's own family) will be present.
      - In the presence of any DCS parent or employee after such parent or employee tells you that he or she is offended by such consumption.
  
3. Christian fellowship is essential for spiritual growth. Each staff member will be regularly attending a local, evangelical, Bible-believing church.

**If hired, I will live in accordance with these stipulations except for the differences explained below.**

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Signature of Applicant

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Dated

## **AUTHORIZATION TO REQUEST REFERENCE INFORMATION**

I have made application for a position with Delmarva Christian Schools, Inc. I authorize Delmarva Christian Schools, Inc to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews.

I authorize the release and giving of any information requested by Delmarva Christian Schools, Inc such as employment records, performance reviews, and personal references whether such information is favorable or unfavorable to me, criminal record check and fingerprinting.

I release any person, organization, or company from any and all liability, claims or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

I further waive the right to ever personally view any references given to Delmarva Christian Schools, Inc.

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

\_\_\_\_\_  
Name of Applicant (Print)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Dated