

## Dear Prospective Teacher:

We appreciate your time and interest in Berean Christian Academy. In respect of your time and ours, allow us to share criteria that the BCA School Board of Directors and we believe to be essential in considering candidates. BCA has as a constant requirement "Academic Excellence in a Christ-Centered Environment".

Therefore, these qualifications have been required by the Board of Directors and administration of BCA for all teachers.

- 1. Have made a personal commitment to the Lord and are able to relate their Christian testimony
- 2. Be committed to serving God in a Christian school teaching system as the position is considered a ministry and not just that of a job
- 3. Be a strong Christian model for students to follow
- 4. Be able to effectively merge the qualities of love, discipline, and consistency in the classroom
- 5. Be highly effective in the area of classroom management
- 6. Have the willingness and ability to see themselves as part of a total team effort as they work with administration and staff
- 7. Be honest, reliable, responsible, and have a sense of integrity
- 8. Be willing to give time in extracurricular activities and other areas outside of the classroom
- 9. Be professionally competent in the teaching area to which application is made
- 10. Willingness to commit to a minimum of two years of service

If you feel you meet the previously stated criteria, we urge you to complete and return the enclosed teacher application as soon as possible. We will be in touch with you if you are a finalist for one of our positions.

In His Service,

Jennifer Shivel BCA Principal bcapostfalls@gmail.com

Please attach recent photo of yourself

## Berean Christian Academy 2289 W. Seltice Way Post Falls, ID 83854 Phone: (208) 981-0504 email:bcapostfalls@gmail.com

### APPLICATION FOR TEACHING POSITION

Berean Christian Academy is committed to a policy of non-discrimination on the basis of ethnic origin or sex in its hiring policies. Our school welcomes application from all individuals who have placed their faith in Jesus Christ as Lord and Savior.

Personal information		Date:			
Name	Last	Fir		day)	Middle (eve)
Present address					_ How long?
Previous address					How long?
Date of birth		Place of birth			
Marital status: Mar	ried Single _	Separated	Widow	Widower	_
Dive	prced				
Number of children					
Have you ever been of or any type of felony		plain.		C C	y type of moral impropriety,
Have you ever been	charged in civil or o	criminal proceedings	with impropri	eties regarding chi	ldren?
Employment Desired	<u>1</u>				
Position applying for	r				
Date you can start		ł	Salary desired		
Present employer			M	ay we contact you	r present employer?
If yes, person to cont	tact & phone #				

# **EDUCATION**

Give names of all schools (beyond high school) where you have pursued a course of instruction completed or not, most recent first.

	f	rom 20	to 20
Name of school	State		
	f	rom 19	to 19
Name of school	State		
	f	rom 19	to 19
Name of school	State		
	f	rom 19	to 19
Name of school	State		
		rom 19	to 19
Name of school	State		
List of degrees you hold			
Degree	course of study		Year earned
Degree	course of study		Year earned
Degree	course of study		Year earned
List teaching certificate/credentials/	/licenses you hold		
State / date	Grade / subject / area		Expiration date
State / date	Grade / subject / area		Expiration date
State / date	Grade / subject / area		Expiration date
Check the areas you can competentl	ly teach		
ChoirMusic	Band Chapel P.E Health		
Typing Art	Computer Science Student Council Yearbook		
Foreign Language (list)			
Sports (list)			

### Former Employers

(List below your last three employers)

Date month & year	Name, address of employer	Salary	Position	Reason for leaving
From				
То				
From				
То				
From				
То				
Have you ever been dism	nissed, resigned to avoid being dismissed	, or been asked to resi	gn from a positi	on?

#### References

Name	Phone	Position	Years known
Name	Phone	Position	Years known
Name	Phone	Position	Years known
Name	Phone	Position	Years known
Health good	_fair		
Do you have any physical handicaps which we	ould require special attention:		
If yes, please explain			

# **BCA STATEMENT OF FAITH**

- We Believe in the inerrancy of Scripture, that the Bible, Old and New Testaments are the inspired Word of God.
- We Believe that God is eternally existent in three separate persons: Father, Son, and Holy Spirit.
- We Believe that God the Father is the personal, transcendent and sovereign Creator of all things.
- We Believe that Jesus Christ is fully God and fully human, that He was born of a virgin, lived a sinless life, provided for the atonement of our sins by His vicarious death on the cross, was bodily resurrected by the power of the Holy Spirit, ascended back to the right hand of the Father, and ever lives to make intercession for us.
- We Believe that all people are by nature separated from God and are responsible for their own sin, but that salvation, redemption and forgiveness are freely offered to all by the grace of our Lord Jesus Christ. When a person repents of sin and accepts Jesus Christ as personal Savior and Lord, trusting Him to save, that person is

immediately born again and sealed by the Holy Spirit, all his/her sins are forgiven, and that person becomes a child of God, destined to spend eternity with the Lord.

- We Believe in the gifts of the Holy Spirit mentioned in the Scriptures, and that they are valid for today if they • are exercised within the scriptural guidelines. We as believers are to covet the best gifts, seeking to exercise them in love that the whole body of Christ might be edified. We believe that love is more important than the most spectacular gifts, and without this love all exercise of spiritual gifts is worthless.
- We Believe in teaching the Word of God in such a way that its message can be applied to an individual's life, leading that person to greater maturity in Christ.
- We believe that the only true basis of Christian fellowship is Christ's Agape Love, which is greater than any • differences we possess and without which we have no right to claim ourselves Christians.
- We believe worship of God should be fruitful. Therefore, we look for His Love in our lives as the supreme • manifestation that we have truly been worshipping Him.
- We believe in both the sovereignty of God and mankind's free will/choice. The believer in Christ is both • secure in his faith and responsible to live a life of faith.
- We believe in the imminent, visible, and bodily return of Jesus Christ.

Signed	
Comments:	

Please answer the following questions giving a detailed report: (Attach report to application.)

- 1) of conversion, personal testimony
- 2) of church affiliation, give present pastor's name, address and phone
- 3) what positions you are holding in your church or have held in the past
- 4) what evidence can you give of your spiritual growth
- 5) of current and previous volunteer experience in which the work was with children
- 6) your attitude towards discipline and teaching respect
- 7) what personal strengths and talents would you bring to the school
- 8) do you have any interests you would like to explore or develop here at BCA
- 9) why you wish to be considered on BCA staff

If you were accepted, would you commit yourself to be dependable, on time, prepared and cooperative with the principal and other staff members?

Would you be careful about your personal appearance (attractive grooming, appropriate clothing, etc.) and willing to comply with the standards expected of a Christian school?

Thank you for your consideration to serve Christ with Berean Christian Academy.

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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 to be unfavorable or to reflect adversely on the school or on me as a Christian role model. I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of 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 that I will be paid and will receive benefits only through the day of release.

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

# **REFERENCE**

Principal	Pa	stor	Employer
To the applicant: Please print your nar pastor, or employer who is qualified to			and give this reference to your principal,
			Date
Applicant's name			
Street			
City	State	Zip	Phone
employment.		-	his waiver is NOT required as a condition for
1. How long have you known the app	licant?		
2. Are you related to the applicant? Y	es No	_	
3. Has he/she had any serious emotion	nal problems?		
4. Are the applicant's habits and activ	vities distinctively C	Christ-honoring?	
5. Is the applicant's lifestyle uncompr	comising and separa	ated from world	liness?
6. State your opinion of the applicant	's integrity		
7. Has the applicant been active in an	y Christian service	work? Yes	No
8. Do you know of any doctrinal view Biblical position?	vs which might con	flict with anythi	ng you understand to be the Evangelical
9. To your knowledge, has the application	ant ever been in a p	enal institution?	
or been convicted of a legal offense	e other than a traffic	c violation?	
10. Give a brief summary of your eval	uation of this indiv	idual, explainin	g any particular weaknesses and strengths.

# PERSONALITY TRAITS

Please circle terms which best applies.

1. Spiritual life & gro	wth: small evidence	average spirituality	growth & separated liv	ing deeply spiritual	
2. Purposefulness:	vacillates in purpose	potentially purpo	oseful self-directed	well-formed purpose	
3. Initiative: requ	ires some direction	average initiative	good initiative	anticipates needs	
4. Responsibility: sho	ows some dependability	usually reliable	thoroughly dependable	highly responsible	
5. Industry: need	s encouraging perfo	orms assigned tasks	very cooperative	seeks additional work	
6. Influence on others	: passive/no positive ir	fluence varying influ	ence consistently good	unusually wholesome	
7. Acceptance by othe	ers: tolerated by others	liked by others	well-liked by others	sought after by others	
8. Leadership: trie	es, but lacks skills oc	casional leadership	good leadership in	spiring/successful leader	
9. Emotional qualities: excitable/unresponsive usually well balance consistently well balanced unusual emotional stability					
Relationship to appli	icant	Addr	ess		
I recommend I do not recommend this applicant for a teaching position in your Christian school.					
I recommend this applicant, with the following reservation, for a teaching position in your Christian school:					
Signature		D	Pate		

Mail to: Berean Christian Academy 2289 West Seltice Way Post Falls, Idaho 83854 Phone: (208) 981-0504

# **DECLARATION of ETHICAL and MORAL INTEGRITY**

As an applicant for employment at Berean Christian Academy and its ministry I, (*print name*) \_\_\_\_\_\_\_\_, recognize, understand and agree to live by the moral and ethical standards of the school. I further declare that with regard to my personal moral and ethical character and conduct as of this date, I am not, nor have I been in the past engaged in inappropriate conduct toward a minor, nor do I have inclinations toward such conduct. Inappropriate conduct included the following: homosexuality, verbal, physical or sexual abuse as defined by Scripture and state law. I do declare that the above statement is factual and true. By affixing my signature, I declare that I meet the moral and ethical standards of Berean Christian Academy as stated on the reverse side.

The following general principles and specific guidelines apply to all BCA employees during school and school related activities. All clothing must be modest, neat, clean, and in good repair. Clothing must not be revealing or tight but should be appropriate and sensible for a Christian school setting. Extremes in all areas of appearance are to be avoided. Please refer to the faculty handbook for specifics.

Applicant's signature

Date

Administrator's signature <u>after</u> discussion with applicant

Date

# MORAL AND ETHICAL STANDARDS OF BCA

#### PERSONAL LIFE

Because spiritual truths are spiritually discerned, only volunteers or teachers who have accepted Jesus Chris as their Savior and Lord can mentor in a manner pleasing to God. Consequently, only a Christian school with born again volunteers or teachers can give a child the education God expects in keeping with His instruction in Proverbs 22:6, "Train up a child in the way he should go; and when he is old, he will not depart from it."

## **STANDARDS OF CONDUCT**

James 3:1 states that teachers will be judged by a higher standard. Thus, mentors must assume a greater degree of accountability. They should never allow their Christian liberty to be a stumbling block to others, but rather, glorify God in all they do. They are called upon to separate themselves from questionable amusements, habits, attitudes, and practices which are not consistent with Christ-like living and would render themselves unfit for the position of influence they hold.

The volunteer or teacher will manifest by precept and example the highest Christian virtue and personal decorum, serving as a <u>role model</u> (I Timothy 4:12) both in and out of school to pupils (Luke 6:40), and as an example to parents and fellow faculty members in judgment, respect, and Christian living. This includes, but is not limited to, the refraining from such activities as the use of alcohol, tobacco, illicit drugs, and the use of vulgar and profane language. (Colossians 3:17, Titus 2:7-8, I Thessalonians 2:10, 5:18, 22; James 3:17-18.)

The volunteer or teacher agrees that the Scripture dictates standards of sexual behavior. Any promiscuity, homosexuality, or other deviant sexual behavior is forbidden and as such violates the requirement of being a <u>role</u> <u>model</u>. The unique roles of males and females are clearly defined in Scripture. Such deviation from Scriptural standards is grounds for termination. (Romans 12:1-2, I Corinthians 6:9-20, Ephesians 4:1-11 and 5:3-5, I Thessalonians 4:3-8, I Timothy 4:12, II Timothy 2:19-22, I Peter 1:15-16, I John 2:1-3.)

Any form of harassment, including sexual harassment, is prohibited. Sexual harassment includes:

- 1. Unwanted sexual advances
- 2. Offering employment benefits in exchange for sexual favors
- 3. Making or threatening reprisals after a negative response to sexual advances
- 4. Visual conduct: leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters
- 5. Verbal conduct: making or using derogatory comments, epithets, slurs, and jokes
- 6. Verbal sexual advances or propositions
- 7. Verbal abuse of a sexual nature: graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letter, notes or invitations.
- 8. Physical conduct: touching, assault, impeding, or blocking movement.

Any incident of possible harassment should be brought immediately to the attention of the administrator or to the BCA Board of Directors who will thoroughly investigate the matter in confidence. After reviewing all the facts, Berean Christian Academy will make a determination concerning whether reasonable grounds exist to believe that harassment has occurred. Disciplinary action, up to and including discharge, will be taken against any employee or volunteer who is found to have engaged in harassment.