



Staff Application

Our school exists to provide a distinctive, Biblically based education in a nurturing environment through which students are instilled with Godly character, inspired to excel and prepared for a life of enduring commitment to Christ. We appreciate your interest in being a part of the ministry of 'Woodland Christian School'. We invite you to fill out this application and return it to our school office at 1787 Matmor Road, Woodland, CA 95776. If an opening occurs for which you may qualify, we will notify you and ask to contact your references. If we have continued interest in your candidacy, we will arrange for a personal interview.

We realize that the key to a successful Christian school is its staff. We are seeking applicants who are professionally qualified, who love children, and who, by the pattern of their lives, are Christian role models (Luke 6:40). We look forward to receiving your application. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

A. Applicant's Name and Address

Last name _____ First name _____ Middle initial _____

Position applied for _____

Full-Time _____ Part-Time _____ Either _____

Application date ___/___/___ Date available ___/___/___

Current street address _____

City _____ State _____ Zip _____

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

Cell phone (_____) _____ E-mail _____

Permanent address and phone number if different from current address:

What are your long-term goals? _____

Have you the legal right to work in the United States? Yes No

(Hiring is subject to verification that applicant meets legal age and U.S. work permit requirements.)

Are you physically or otherwise unable to perform the essential duties of the job for which you are an applicant? Yes No

If "yes," explain _____

Have you ever been convicted of any crime? Yes No

If "yes," explain _____

B. Christian Background

In your own handwriting, briefly give your Christian testimony.

Statement of Faith

"Each member of the Board of Directors, and each employee of the Corporation, having accepted Jesus Christ as personal Savior, shall subscribe annually in writing to the following Statement of Faith:

- 1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).*
- 2. We believe 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 Christ (John 10:33),
His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35),
His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11),
His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9),
His Resurrection (John 11:25, 1 Corinthians 15:4),
His Ascension to the right hand of God (Mark 16:19),
His personal return in power and glory (Acts 1:11, Revelation 19:11).*
4. *We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).*
5. *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 condemnation (John 5:28–29).*
6. *We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 2:12–13, Galatians 3:26–28).*
7. *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; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18)."*

Lifestyle Statement

"The Bible determines what is true and right, not our personal judgment. Scripture provides the instructions for how we are to live privately and publicly."

After carefully reading our Statement of Faith and Lifestyle Statement; 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? _____

How many years have you been actively involved in your church? _____

Pastor's Name: _____ Church Phone: _____

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

C. Questions for Personnel

Answer all questions which apply to the position you are seeking.

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 _____

Check the following middle/high school subjects which you are prepared to teach or in which you have interest and ability:

- | | | |
|------------------------|------------------|--------------------|
| Art/Ceramics | Bible | Spanish |
| Coaching – sport _____ | Drafting | Yearbook |
| Journalism | Creative Writing | Vocal Music |
| Speech/Drama | Home Economics | Reading Skills |
| Computer Science | Business | Instrumental Music |
| Other _____ | | |

What experience or training have you had that indicates ability to teach in any of the above?

I hold a valid California Teaching Credential: Yes No

Check One:

- Professional Clear, Standard, General Preliminary Intern Pre-Intern Emergency

Check One:

- Multiple Subject (Elementary) Single Subject – subject _____ 30 Day Substitute

Tests passed:

- CBEST MSAT RICA PRAXIS/SSAT – subject _____

Have you had other courses giving specific training for Christian early education programs?

Please give details. _____

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 another states teaching or administrator's certificate?

- Yes No; If yes, state _____ what level? _____ remains valid for _____ years

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

Please, briefly share your viewpoints on each of the following questions.

What do you believe are the qualities of a good teacher, and what evidences do you have that would make you believe that you have these qualities?

What do you consider to be the most important function of the Christian school and the distinctive characteristics of its education practices?

If your children are in a public school, explain why. If your children are in a Christian school, explain why. Are you interested in enrolling your children in WCS?

Describe a difficult problem that you have had with a coworker. How did you handle the problem?

WCS values the integration of Christianity into the daily experience of each student. Please briefly describe how you might facilitate that integration, when appropriate, in your subject area.

Can you perform the duties of this position without violating any obligations or proprietary information of a previous employer? Yes No

D. Professional Qualifications

What degree or degrees do you hold?

Degree / Major / Minor	Issuing Institution

Please attach photocopies of all your postsecondary transcripts.

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:

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

Administrative Skills Assessment

For administrative skills - please indicate skill level (B=Basic, I=Intermediate, A=Advanced):

_____ Typing (words per minute _____) _____ 10-Key (keys per minute _____)

_____ Word Processing _____ Filing _____ Letter Composition

_____ Excel _____ Bookkeeping (Program _____)

_____ Accounting Software (Program _____)

_____ Database (Program _____) _____ Access

_____ Photoshop _____ Publisher

_____ Desktop Publishing Software (Program _____)

_____ Windows _____ MAC

_____ Presentation Software _____ PowerPoint

Please give a brief description of your experience/skill level in the areas you've indicated above:

Please list special training in above areas:

Please list any certifications held and include photocopies:

E. Personal Philosophy

Please, briefly share your viewpoints on each of the following questions.

Why do you wish to serve in a Christian program?

What are the main characteristics that distinguish a Christian program from a secular program?

What areas in your professional life do you feel are your strengths? What areas are you working to improve?

Please state your views on pre-marital sex, co-habitation, homosexuality and adultery.

Please state your views on the consumption of alcohol and tobacco.

Please state your views on abortion.

Please state your views on divorce and remarriage.

Please state your views on the Genesis account of creation.

Please summarize any additional information you would like to present regarding your candidacy.

F. Employment History

Please start with your current or most recent employer and work backward for the past ten years.

Position _____ Dates of employment _____

Employer _____ Address _____

Supervisor's name and phone number _____

Reason for leaving _____

Position _____ Dates of employment _____

Employer _____ Address _____

Supervisor's name and phone number _____

Reason for leaving _____

Position _____ Dates of employment _____

Employer _____ Address _____

Supervisor's name and phone number _____

Reason for leaving _____

Position _____ Dates of employment _____

Employer _____ Address _____

Supervisor's name and phone number _____

Reason for leaving _____

How many days of sick/personal leave have you taken in the past two years? _____

Are you holding or have you already signed a contract for next year with any other educational institution?

Yes No

G. References

Do not list family members or relatives for references.

Give three references who are qualified to speak about your spiritual experience and Christian service.

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

In addition to the above references, please provide a letter of reference from your Pastor.

H. Applicant's Certification and Agreement

I understand that "Foundation For Excellence At Woodland 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 "Foundation For Excellence At Woodland 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 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. Declaration of Moral Integrity

Our school expects all of its employees and its volunteers with unsupervised access to children to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for a ministry position, as an employee, or as a volunteer at this school, I recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that as a follower of Christ, I am not engaging in and commit to not engage in inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual activity, sexual harassment, use of (including the viewing of) pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of this Christian school.

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

Applicant signature

Date