



Dear Applicant,

Your interest in Longview Christian School is appreciated. We invite you to fill out this initial application and return it to our school office with a copy of your résumé. If an opening occurs for which you may qualify, we will notify you and then begin contacting 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 résumé and initial application. Thank you again 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.

Sincerely,

Ben Cammack  
Administrator



## LONGVIEW CHRISTIAN SCHOOL TEACHER APPLICATION

### A. APPLICANT'S NAME AND ADDRESS

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

Application date \_\_\_\_\_ Date Available \_\_\_\_\_

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

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

Phone (home) \_\_\_\_\_ Phone (cell) \_\_\_\_\_

Best time to call? \_\_\_\_\_ Social Security Number \_\_\_\_\_

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

### B. POSITION DESIRED

Please indicate 1, 2, 3 choices in the parenthesis. Then to the right please indicate the grades or subjects in order of preference.

( ) Kindergarten      ( ) Elementary      ( ) Junior High      ( ) High School

Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Substitute \_\_\_\_\_

Is there a specific open position for which you are applying?

\_\_\_\_\_

How did you learn about the position?

\_\_\_\_\_

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)

\_\_\_\_\_

\_\_\_\_\_

**C. CHRISTIAN BACKGROUND**

**\*On a separate paper, please briefly give your Christian testimony.**

**Statement of Faith**

Please carefully read our Statement of Faith (attached) and indicate below 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. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

**Church Service**

Denominational Preference \_\_\_\_\_

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

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

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

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

**D. PROFESSIONAL QUALIFICATIONS**

\*Please attach your professional résumé. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.

**Teaching Credentials**

Do you have an ACSI teaching certificate? \_\_\_\_\_

What level? \_\_\_\_\_ Valid for \_\_\_\_\_ years

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

What kind? \_\_\_\_\_ Valid for \_\_\_\_\_ years

Endorsements (s)

List semester hours in endorsement areas(s)

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

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**Please attach copies of any certificates held.**

### **Christian School Preparations**

Have you had any courses in the Christian Philosophy of Education? If so, where and when?

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Have you had other courses giving specific training for Christian schools? \_\_\_\_\_

If yes, please give details \_\_\_\_\_

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### **E. PERSONAL REFERENCES**

You will need to sign the Reference Release Form that is attached and return it with this application. **In addition to two professional references on your resume, please provide two references qualified to speak of your spiritual experience and Christian service.** Do not use family members or relatives for references. **List your current pastor first.**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Title/Position \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Title/Position \_\_\_\_\_

Address \_\_\_\_\_

**F. APPLICANT'S CERTIFICATION AND AGREEMENT**

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

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 receive benefits only through the day of release.

I authorize Longview Christian School to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals, which 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 job.

I authorize references and my former employers to disclose to the school any and all employment records, performance review, 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 fully cooperate in providing 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 to reflect adversely on the school or on me as a Christian role model.

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

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

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Applicant's Name (Print)

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Signature of Applicant

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Date

**G. AUTHORIZATION TO RELEASE REFERENCE INFORMATION**

I have made application for a position as a \_\_\_\_\_ with Longview Christian School. I have authorized the school to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references or other individuals, which 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 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 review, 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 Longview 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 Longview 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.

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Applicant's Name (Print)

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Applicant's Signature

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Date

## H. CHRISTIAN ROLE MODEL POSITIONAL STATEMENT

Longview Christian School uses the Bible as its basis for faith and practice (2 Tim. 3:16-17) and all employees or volunteers are required to be born again, to be active in a Christian church, and to live lives pleasing to Christ as Lord. (Col. 3:17)

Longview Christian School is a religious, non-profit organization representing Jesus Christ throughout the local community. Longview Christian School requires its employees to be Christians who live their lives as Christian role models (Romans 10:9; 1Tim. 4:12; Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity and of appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management personnel.

The LCS employee or volunteer 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 role model. The unique roles of male and female are clearly defined in Scripture. Romans 1:24-32 states that God recognized homosexual lifestyles as sinful. Such deviation from Scripture standards is grounds for immediate termination of the employee and dismissal of the volunteer position (Romans 12:1-2; 1 Cor. 6:9-20; Eph. 4:1-11; 5:3-5; 1 Thes. 4:3-8; 1 Tim. 4:12; 2 Tim. 2:19-22; 1 Peter 1:15-16; 1 John 3:1-3)

I declare (1) that during the past year I have not engaged in (2) that at the current time I am not engaging in, and (3) that I promise I will not engage in, during the term of my employment, inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual sexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual or lesbian sexual activity, sexual harassment, use or viewing of pornographic materials 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.

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Applicant or Volunteer Name (Print)

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Signature of Applicant or Volunteer

Date

## STATEMENT OF FAITH

- We believe the Bible is the verbally inspired, only infallible, authoritative Word of God (II Timothy 3:16-17; II Peter 1:21).
- We believe there is only one God, eternally existent in three persons - God the Father, Jesus Christ the Son, and the Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
- We believe in the deity of our Lord Jesus Christ (John 10:33); His virgin birth (Isaiah 7:14; Luke 1:35; 2:7); His sinless life (Hebrews 4:15); His miracles (John 2:11 ); His shed blood (Luke 22:20); His atoning death (I Corinthians 15:3; Ephesians 1 :7; Hebrews 2:9); His bodily resurrection (I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); and His personal return in power and glory (Acts 1:11, Revelation 19:11).
- We believe that by nature man is sinful, that salvation of the lost is possible by God's grace through faith, and that regeneration by the Holy Spirit is absolutely essential (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:9-10; Titus 3:5).
- We believe in the Holy Spirit's present continuous ministries by indwelling the Christian, thereby enabling the living of a Godly life and manifesting the gifts of the Spirit (I Corinthians 3:16; 12:8-10); Ephesians 5:18-21).
- We believe in water baptism, the baptism in the Holy Spirit, the Lord's supper, anointing with oil, divine healing, and the laying on of hands (Matthew 28:18-20; Acts 2:4; I Corinthians 11 :23-26; Exodus 15:26; II Timothy 1:6; James 5:4).
- We believe in the resurrection of the dead. The saved will be raised unto eternal life (John 11:25-26); the lost will face condemnation (John 5:28-29).
- We believe in the spiritual unity of all believers in our Lord Jesus Christ (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28).
- 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.
- 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.



- 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.)
- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)
- We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Longview Christian School.

Final Authority for Matters of Belief and Conduct - This statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Longview Christian School's faith, doctrine, practice, policy, and discipline, our school board is the final interpretive authority on the Bible's meaning and application.

# **LONGVIEW CHRISTIAN SCHOOL**

## **JOB DESCRIPTION FOR TEACHERS**

### **I. Academic/Professional**

- A. Called by God and qualified by previous training and/or experience for his particular position.
- B. Understands and can explain the Christian philosophy of Biblical basis for education.
- C. Attends classes, seminars, conventions, etc. as able and available in relevant areas for professional self-improvement.
- D. Follows school policies closely.
- E. Demonstrates loyalty to the school and staff.

### **II. Instructional**

- A. Lesson Planning
  - 1. Plans daily lessons in adequate depth on a weekly basis.
  - 2. Integrates Christ/Bible into all subjects.
  - 3. Utilizes a variety of instructional modes and groupings.
  - 4. Plans and implements follow-up or review activities to reinforce major objectives.
  - 5. Incorporates high-interest, fun, or enrichment learning activities, including field trips, to break up routine and aid motivation.
- B. Classroom Management
  - 1. Prepares materials, resources, etc. for lessons/activities prior to time of activity. Makes all necessary resources available to students. Screens questionable materials.
  - 2. Keeps adequate and accurate records (attendance, test results, inventory, Bible memory, etc.) Issues curriculum materials as necessary.
  - 3. Closely monitors individual student progress; deals with problems appropriately to the situation, as resources permit.
  - 4. Thoughtfully prepares required student progress report.
  - 5. Initiates and maintains effective communication with parents.

6. Responds promptly and appropriately to parent-initiated communications.
7. Develops, explains and consistently implements/enforces classroom disciplinary procedures within the parameters of school policy.
8. Motivates students effectively through a balanced combination of positive and negative incentives (praise, rewards, privileges, rebuke, loss of privileges, etc.).
9. Establishes other necessary and beneficial classroom procedures and policies (checking work and goals, bathroom use, composition format, etc.)
10. Carefully supervises students at all times they are under his/her direct charge.
11. Demonstrates Christ in all classroom actions, words, and attitudes.

#### C. Classroom Environment

1. Maintains a classroom that is conducive to learning.
2. Maintains decorative bulletin boards and displays.
3. Provides resources and activities for students with free time.

#### D. Instructional Proficiency

1. Demonstrates mastery of subject matter.
2. Employs Biblical perspective in all aspects of teaching.
3. Utilizes instructional techniques appropriate to the situation and student level. Effectively directs and controls learning activities. Helps students to discover answers for themselves. Utilizes different media as appropriate.
4. Utilizes positive and negative motivational techniques in teaching. Stimulates student interest and involvement. Inspires each child to achieve at a level consistent with his personal capabilities.
5. Is aware of the needs of the individual child with concern for his interests, limitation, talents, and abilities.
6. Ministers to students in all necessary areas (prayer, counseling, referral to other staff, etc.). Note: the "spiritual" and "academic" cannot be separated.
7. Uses curriculum materials as tools, not ends in themselves. Supplements these materials as necessary, i.e. teacher runs program, not vice versa.
8. Maintains an atmosphere conducive to learning.
9. Maintains the dignity of and respect for each child.

### **III. Personal**

- A. Maintains a neat personal appearance.
- B. Demonstrates a daily life being conformed to the character of Christ.
- C. Demonstrates the following personal characteristics to students, parents, and other staff:
  - 1. Love and respect
  - 2. Courtesy and tact
  - 3. Enthusiasm
  - 4. Loyalty
  - 5. Preserves confidences
  - 6. Balanced sense of humor
  - 7. Sensitivity to needs
  - 8. Emotional stability

### **IV. Spiritual**

- A. Prays regularly for students, their families, other staff, and self.
- B. Helps each student to become rooted and grow in his faith.