

Bellingham Christian School Job Application

BELIEVE – GROW- GO

Your interest in **Bellingham Christian School** is appreciated. We realize that the key to a successful Christian School is its staff. We are grateful for those who are professionally qualified, who love children, and who, by the pattern of their lives, are Christian role models. We look forward to receiving this 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. If we have continued interest in your candidacy, we may arrange for a personal interview.

A. APPLICANT'S NAME AND ADDRESS

Full name: _____

Address _____

Phone: (_____) _____ E-mail Address: _____

Check the kinds of positions you are interested in applying for:

<p><input type="checkbox"/> certified teacher positions (✓ all that apply)</p> <p> <input type="checkbox"/> preschool <input type="checkbox"/> primary (K-2) <input type="checkbox"/> intermediate (3-6) <input type="checkbox"/> middle school (7-8) <input type="checkbox"/> PE specialist <input type="checkbox"/> music specialist <input type="checkbox"/> art specialist <input type="checkbox"/> other: _____ </p> <p>Teaching Certificate Details: Type: _____ State _____ Expiration Date _____ (Please attach a copy of your current teaching certificate.)</p> <p><input type="checkbox"/> substitute teacher (Check above what you feel comfortable subbing & fill in certificate details above. Substitute teachers need to be certified teachers but it's okay if their certificate is not current.)</p>	<p><input type="checkbox"/> instructional assistant positions (✓ all that apply)</p> <p> <input type="checkbox"/> Spring Creek Campus (preschool & kindergarten) <input type="checkbox"/> Sunset Campus (K-8) <input type="checkbox"/> Substitute instructional assistant </p> <p><input type="checkbox"/> administrative position: _____</p> <p><input type="checkbox"/> school office position: _____</p> <p><input type="checkbox"/> facilities / transportation: _____</p>
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What type of employment are you interested in? full time part time

B. CHRISTIAN BACKGROUND: *On a separate paper, briefly write your Christian testimony.*

C. PROFESSIONAL QUALIFICATIONS

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

Teaching
Experience

Sequentially list your teaching/school experience with most recent first (including practicums & internships)

School's Name Grade Level/ Subjects / Job Assignment Dates

D. EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may make copies of this page or following the same format, use the reverse side.

Work
Back-
ground

1. Employer _____
Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

2. Employer _____
Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

3. Employer _____
Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

4. Employer _____
Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

5. Employer _____
Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

Have you ever worked under a different name for any of the employers you have listed?

If so, what was the name or names? _____

Have you already signed a contract for next year with any another institution? Yes ____ No ____

E. PERSONAL REFERENCES

Please give a total of three references. Do not use family members.

Reference Give **one to three** references who are qualified to speak of your *spiritual growth and Christian service*.

	Name	Complete Address	Phone	Position
1.	_____	_____	_____	_____
	_____	_____	_____	_____
2.	_____	_____	_____	_____
	_____	_____	_____	_____
3.	_____	_____	_____	_____
	_____	_____	_____	_____

Give **one-three** references who are qualified to speak of your *professional training and experience*.
List your current or most recent principal or supervisor first.

	Name	Complete Address	Phone	Position	School
1.	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____

F. LETTERS OF RECOMMENDATON

Please provide 1-3 letters of recommendation.

G. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that **Bellingham 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 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 **Bellingham Christian School** to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

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 are necessary for such an investigation. I authorize **Bellingham Christian School** to conduct a criminal records check.

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.

Applicant's Signature _____ Date _____

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as Teacher with **Bellingham Christian School**. I have authorized the school to thoroughly investigate references, work records, evaluations, education, and 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 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 **Bellingham 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 **Bellingham Christian School**.

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

Applicant's Signature _____ Date _____

Statement of Belief

The basis of the Bellingham Christian School Association is the Word of God. In the light of this Word we stand committed in our educational program to the following truths and regulations:

1. The Bible is the Word of God, divinely inspired as originally given, and is the supreme authority in life and its preparation.
2. God is triune - one eternal God existing in three Persons: Father, Son and Holy Spirit. Man is created in His image. Creation and providence reveal the nature of God.
3. Christ is God manifested in the flesh, born of a virgin; He lived a sinless life, suffered and died on our behalf; and He arose bodily from the grave, ascended, and is coming again in power and glory.
4. Regeneration by the Holy Spirit is absolutely fundamental to Christian life and should be basic for all preparation in life. By God's grace only, and through faith alone are we and our children saved from sin and its evil consequences.
5. Parents are responsible for the education of their children. To bring them up in the Lord, they, through the agency of a board, employ teachers who give evidence of a born-again life and who manifest ability to educate children morally and intellectually in the light of God's Word.
6. The students (those taught), being images of God, must be subject to His sovereign rule in their lives. Creation and providence (that which is taught), being God revealing, must be taught as such. Such teaching makes for God-consciousness without which no Christian teaching is possible.
7. Doctrines that divide the denominations represented in the student body are not to be discussed in school. A student raising a question concerning such a doctrine is to be referred to the parents or pastor of the student.

I fully support the Statement of Belief as written without reservation.

Signature: _____

Employee Lifestyle Statement

Bellingham Christian School is a Christian nonprofit organization representing Jesus Christ throughout the local community. All Bellingham Christian School employees should understand that employment at Bellingham Christian School is a ministry. It is the goal of Bellingham Christian School that each employee will have a lifestyle in which “He might have the preeminence” (Colossians 1:18, KJV).

1. The teacher affirms that as part of the qualifications for this position, she/he is a “born again” Christian who has put her/his faith in the Lord Jesus Christ as her/his Savior (John 3:3, 1 Peter 1:23).
2. The teacher understands that she/he is considered a Christian role model by virtue of the position offered by the school, and will be aware that they live out the gospel both on and off school grounds and online. Employees will conduct themselves in a way that will not raise questions regarding their Christian testimony and will maintain a lifestyle based on biblical standards of conduct. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal & family relationships, business conduct, and moral behavior. (Romans 10:9–10, I Timothy 4:12, Luke 6:40).
 - a. Use of alcohol and tobacco is prohibited on school property. The use of marijuana and recreational drugs is prohibited. The teacher agrees to use discretion and wisdom in regards to alcohol and tobacco use, language, and behavior in his/her public life that might adversely impact children or the reputation of BCS. (1 Corinthians 8:9)
 - b. We believe that God wonderfully and intentionally creates each person as male or female. These two distinct genders together reflect the image and nature of God. Marriage is established by God as an exclusive, lasting union of one man and one woman. (Genesis 1:26-27; Genesis 2:24-25, Matthew 19:4-6; Ephesians 5:31-32; Hebrews 13:4) Teachers will not engage in promiscuity, homosexual behavior, adultery, bisexuality, transgender behavior, living with a partner without being married or any other violation of the unique roles of males and females (Romans 1:24-27; 1 Corinthians 6:9-20; 1 Corinthians 6:18-20; 1 Thessalonians 4:3-5)
3. 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 Biblical principles if an issue arises with fellow employees or administrators.
4. The teacher will faithfully attend a local church whose beliefs are in essential agreement with the Statement of Faith of Bellingham Christian School.
5. Staff will not “friend” or be “followed by,” etc, BCS students on social media. Social media accounts should be set to “private.” Your online presence reflects on BCS, keep posts respectful and family appropriate.

Date: _____ Signed: _____

You may submit your application one of these ways:

1. Scan and e-mail completed application and any attachments you have to complete your application to:
bcs@bellinghamchristianschool.org
(please write “application” in subject line).
2. Send completed application and any attachments to us via USPS:
Bellingham Christian School
Attention: Hiring Committee
1600 E. Sunset Avenue
Bellingham, WA 98226
3. Fax your completed application and any attachments to
360-647-0683.
4. Visit our school office and submit the application materials in person. If an administrator is available, you’ll get a brief opportunity to introduce yourself.

If after five business days, you do not hear confirmation that your application was received, please call our school office at 360-733-7303 to make sure application was received.

Before turning in your application, check page one:

It’s okay to check off more than one thing you are applying for. For example, you might be applying for instructional assistant, but you’d also be willing to substitute if you were not hired for that position. Or maybe you are a certified teacher who is also willing to apply for an instructional assistant position. Feel free to check off as many of the position types as you are interested in. Feel free to prioritize your interest by numbering the positions 1st choice, 2nd choice, etc.

Thank you for applying for employment at BCS!

If you have any questions, please call 360-733-7303 and our school secretary will forward you to whoever can answer your questions.