

# 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:

<input type="checkbox"/> <b>Certified teacher positions</b> (✓ all that apply) <ul style="list-style-type: none"> <li><input type="checkbox"/> Preschool</li> <li><input type="checkbox"/> Primary (K-2)</li> <li><input type="checkbox"/> Intermediate (3-6)</li> <li><input type="checkbox"/> Middle school (7-8)</li> <li><input type="checkbox"/> High school (9)</li> </ul> <p style="text-align: center;">Teaching Certificate Details:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><b>Type:</b></td> <td>_____</td> </tr> <tr> <td><b>State:</b></td> <td>_____</td> </tr> <tr> <td><b>Expiration Date</b></td> <td>_____</td> </tr> </table> <p style="text-align: center;">(Please attach a copy of your current teaching certificate.)</p> <input type="checkbox"/> <b>Substitute teacher</b> (Check above what you feel comfortable subbing & fill in certificate details above. Substitute teachers need to be certified teachers. It is okay if your certificate is not current.)	<b>Type:</b>	_____	<b>State:</b>	_____	<b>Expiration Date</b>	_____	<input type="checkbox"/> <b>Certified teacher/specialist positions</b> (✓ all that apply) <ul style="list-style-type: none"> <li><input type="checkbox"/> PE specialist</li> <li><input type="checkbox"/> Music specialist</li> <li><input type="checkbox"/> Art specialist</li> <li><input type="checkbox"/> Tech specialist</li> <li><input type="checkbox"/> other: _____</li> </ul> <input type="checkbox"/> <b>Instructional assistant positions</b> (✓ all that apply) <ul style="list-style-type: none"> <li><input type="checkbox"/> Spring Creek Campus (preschool &amp; kindergarten)</li> <li><input type="checkbox"/> Sunset Campus (Grades 1-9)</li> <li><input type="checkbox"/> Substitute instructional assistant</li> </ul> <input type="checkbox"/> <b>Administrative position:</b> _____ <input type="checkbox"/> <b>School office position:</b> _____ <input type="checkbox"/> <b>Facilities / Transportation:</b> _____
<b>Type:</b>	_____						
<b>State:</b>	_____						
<b>Expiration Date</b>	_____						

What type of employment are you interested in?       full time       part time

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

**C. PROFESSIONAL QUALIFICATIONS**

What degree or degrees do you hold?		
Degree	Date Received	Issuing Institute

Teaching Internships/Experience <i>Sequentially list your teaching/school experience</i>		
School's Name	Grade Level/Subjects/Assignments	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.

If employment was under different name, indicate name:

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

FROM:    /    /	TITLE:	CURRENT OR MOST RECENT EMPLOYER:
TO:        /    /	PRIMARY DUTIES	
HOURS/WEEK:		ADDRESS:
SUPERVISOR:		
REASON FOR LEAVING:		SUPERVISOR'S PHONE#:

**D. EMPLOYMENT HISTORY CONT.**

FROM: / /	TITLE:	CURRENT OR MOST RECENT EMPLOYER:
TO: / /	PRIMARY DUTIES	
HOURS/WEEK:		
SUPERVISOR:		SUPERVISOR'S PHONE#:
REASON FOR LEAVING:		

FROM: / /	TITLE:	CURRENT OR MOST RECENT EMPLOYER:
TO: / /	PRIMARY DUTIES	
HOURS/WEEK:		
SUPERVISOR:		SUPERVISOR'S PHONE#:
REASON FOR LEAVING:		

FROM: / /	TITLE:	CURRENT OR MOST RECENT EMPLOYER:
TO: / /	PRIMARY DUTIES	
HOURS/WEEK:		
SUPERVISOR:		SUPERVISOR'S PHONE#:
REASON FOR LEAVING:		

FROM: / /	TITLE:	CURRENT OR MOST RECENT EMPLOYER:
TO: / /	PRIMARY DUTIES	
HOURS/WEEK:		
SUPERVISOR:		SUPERVISOR'S PHONE#:
REASON FOR LEAVING:		

**E. PERSONAL REFERENCES**

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

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

Name	Complete Address	Phone Number

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	Address	Phone Number	Position	School

**F. LETTERS OF RECOMMENDATION**

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 background and 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: \_\_\_\_\_

\_\_\_\_\_

**H. 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.

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Applicant's Signature

Date

## Statement of Belief

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

1. We believe and teach that God is our ultimate authority; the Bible has authority as the Word of God, divinely inspired as originally given.
2. We believe and teach in accordance with the Apostle's Creed:  
We believe in God, the Father almighty, creator of heaven and earth.  
We believe in Jesus Christ, God's only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried; he descended to the dead. On the third day he rose again; he ascended into heaven, he is seated at the right hand of the Father, and he will come to judge the living and the dead.  
We believe in the Holy Spirit, the holy Christian Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting.
3. We believe and teach that God's plan for human sexuality is to be expressed only within the context of marriage. God instituted monogamous marriage between male and female as the foundation of the family and the basic structure of human society. For this reason, we believe that marriage is exclusively the union of one genetic male and one genetic female.
4. We believe and teach that parents are responsible for the education of their children. Our school exists to partner with and help parents raise their children according to the truths of the Word of God.
5. We believe and teach that all students are made in the image of God. We believe and teach that God is visible in all he has made and in what he does. Our teaching reflects this biblical worldview.
6. We believe and teach unity in the church in the midst of diversity. We encourage students to think and handle questions in light of the truth of God's Word.

**I subscribe and pledge support to the above doctrine and uphold it in all my interactions with the school.**

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

## 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 be preeminent” (Colossians 1:18, ESV).

1. The teacher/staff member 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/staff member 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, 1 Timothy 4:12, Luke 6:40).
  - a. Use of alcohol and tobacco is prohibited on school property. The use of marijuana and recreational drugs are prohibited. The teacher/staff member agrees to use discretion and wisdom in regard 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.
  - c. 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) Teacher/staff member 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 administrator(s).
4. The teacher/staff member will faithfully attend a local Christian church whose beliefs are in essential agreement with the Statement of Belief 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 1<sup>st</sup> choice, 2<sup>nd</sup> choice, etc.

Thank you for applying for employment at BCS!