

ELLENSBURG CHRISTIAN SCHOOL

APPLICATION FOR EMPLOYMENT

Your interest in Ellensburg Christian School is appreciated. We invite you to fill out this application and return it to our school office. To help us evaluate your qualifications, please include your resume, letters of reference, and placement file if available. If we have continued interest in your candidacy, we may contact your references and 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, genuinely love children, who, by the pattern of their lives exemplify Christ, and who show a love for God with their heart, soul, mind, and strength. It is our prayer that God will fulfill his perfect will for our school in the lives of all applicants.



ELLENSBURG CHRISTIAN SCHOOL

Realizing that parents are accountable to God to raise their children in the Lord (Ephesians 6:4), ECS serves as an educational extension of the Christian home and works in conjunction with the local Churches in the nurturing of children and young people. We are seeking to partner with Christian families and Churches to raise Godly children.

OUR PURPOSE: To maintain a school that is centered in the authority of the Scriptures and person of Jesus Christ. Every aspect of ECS is to be permeated with the character of God. We will train our students to view the whole life from the Creator's perspective, not the creature's point of view.

OUR MISSION: To equip our students to put their Christianity into action and develop their academic potential from a biblical worldview; impacting their lives today and for eternity.

ECS STATEMENT OF FAITH:

Each member of the Board of Education, and each employee of ECS, having accepted Jesus Christ as personal Savior, shall subscribe in writing to the Statement of Faith paraphrased from the Nicene Creed:

We believe the Bible to be the inspired and only authoritative Word of God.

We believe that there is only one God, eternally existent in three persons: Father, Son, and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His holy resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

Each person born into this world possesses a nature that is continually inclined to sin, but can be made a new creation in Christ by the Holy Spirit, and thereafter can continuously grow in grace.

We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life.

We believe that the Church is the living body of Christ, and exists to proclaim the Gospel to all persons everywhere, and to bring believers to maturity in Christ.

We believe that both the saved and the lost will be resurrected; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of eternal punishment.

We believe that Christ shall return to judge the world.

We believe in the spiritual unity of believers in Christ.

OUR PHILOSOPHY OF EDUCATION :

The educational process in a Christian school is dependent on a Biblical philosophy, which provides the right world view and essential truths for life so that children may be prepared to assume their proper place in the home, the church, and in society. Accordingly, the philosophy of education for ECS is as follows:

A. To provide a quality education based upon a totally biblical view of the world. Only in this context can an individual be adequately trained and equipped for service to God. We subscribe to the idea that quality academic instruction can be provided without compromising spiritual integrity.

B. The administration and faculty of ECS are in complete agreement with God's standard as revealed through His Word as the only legitimate pattern by which one may live a fulfilling life. God's Word is the standard against which all instruction at ECS is measured. Our students learn to integrate their academic studies with the truth of God's Word. As a result, the type of training provided by ECS shall be that which is needed to prepare them to live their lives with integrity.

C. ECS's curriculum shall take into consideration the spiritual, physical and intellectual development of its students. The instructional program shall seek to achieve the curricular goals without creating divisions between sacred and secular knowledge. The teachers and staff shall endeavor to relate to the students in a loving way, and to develop an atmosphere of trust in which the spiritual development of each student can be enriched.

D. In seeking to establish an environment in which spiritual nurturing can occur, the School is careful not to neglect its stated purpose to provide a quality academic education. The School's academic goals are met through the employment of an academically sound curriculum taught by academically qualified teachers.

Employees shall be born-again believers who subscribe without reservation to the school's mission statement, philosophy and statement of faith. Such individuals shall be Christian role models in the school and community, and shall regularly attend a local church whose doctrine is in agreement with Article II of the bylaws.

Any person employed by Ellensburg Christian School in any capacity shall enroll their [K-8] children in Ellensburg Christian School, unless otherwise approved by the School Board. Exceptions will be considered by the Board for special cases. An example is when ECS determines that the school is not able to meet the academic or social needs of the child. (ECS Policies 5220 and 5210)

PERSONAL INFORMATION

Full legal name _____

Date of Birth ____/____/____

Application date ____/____/____ Date available ____/____/____

Address _____ City _____ State _____ Zip _____

Email address: _____

Primary Phone: _____ Secondary phone: _____

Church currently attending: _____ Member Yes ___ No ___

Pastor: _____ Phone _____

POSITION(S) DESIRED: _____

1. If hired, can you verify your legal right to work in the US? Yes ___ No ___
2. How did you learn of this opening?

PROFESSIONAL QUALIFICATIONS

Educational Background:

	Name and Location	Date Attended	Field or Degree	Date Earned
High School				
College				
Post College				

Student Teaching Experience (If applicable):

Name and Location of School	Grade(s)	Subjects Taught	Date
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Certification:

List Teaching, Administrative, and Special Certificates held. Should you be offered a position, copies of your certificates must be provided to the school.

State	Certificate and Certificate #	Grade Level(s)	Expiration Date	Date Earned

Teaching Experience (If applicable):

Sequentially list your teaching experience with the most recent teaching position first.

Name and Location of School	Grades(s)	Subjects Taught	Year(s)	Reason for leaving

**Work/Ministry Experience
Related to the school position**

Job Title	Business Name	Phone	Dates of Employment

CHRISTIAN BACKGROUND

1. Please carefully read our Statement of Faith, Philosophy of Education, and Mission (enclosed) and indicate below your degree of support.
 - a. ___ I fully support the Statements as written without reservations
 - b. ___ I support the Statements except for the area(s) listed and explained on a separate paper
 - c. ___ I do not support the Statements

2. What do you do to ensure that your faith continues to grow?

3. Over the last five years, in what Christian service and activities have you been involved?

4. What books have you read recently that have challenged you?

PERSONAL OPINIONS

As part of the application process, applications are asked to write an essay describing themselves, their background, their interests in Christian education, etc. The points below should be addressed in the response:

- Explain your relationship to Jesus Christ and how it will affect your work at ECS..
- Explain your view of scripture and how it influences your life.
- Explain why you are interested in working at a Christian school.
- Clearly state your philosophy of Christian education.
- Explain your philosophy of classroom management and student discipline (If applicable).
- List skills and interests that you possess which help to qualify you for this position..

REFERENCES

List references qualified to speak of your professional experience and Christian service.

Name	How long this person has known you?	Address, City, Zip	Area Code & Phone
Professional			
Pastor	Please use the attached Pastor reference form.	Pastor reference form must be returned to ECS prior to interview process.	
Personal (non-relative)			

PRELIMINARY BACKGROUND INQUIRY

If you answer “Yes” to either of the questions in this section, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition or other appropriate explanation. A conviction record will not automatically be a bar to employment. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job relatedness, and subsequent rehabilitation will be considered].

1. Have you ever been suspended, discharged, or resigned in lieu of discharge from any position? Yes ___ No ___
2. Have you ever entered a plea of guilty, a plea of “no contest” (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense? Yes ___ No ___

APPLICANT'S DECLARATION OF ETHICAL AND MORAL INTEGRITY

Please read each statement carefully, and then indicate your agreement by initialing in the blanks. Sign the statement at the end.

_____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 develop in students’ lives. As an applicant for a position with Ellensburg Christian School, I recognize, understand, and agree to live by biblical moral standards.

_____I declare that at the current time I am not engaging in, and promise that I will not during the term of my employment or volunteering, engage in inappropriate sexual conduct, (e.g., cohabitation or sexual relationships outside of a monogamous heterosexual marriage), sexual harassment, use or using of pornographic material or websites, or sexual abuse or improprieties toward minors as defined by Scripture and federal and state law.

_____I have not been found guilty of any abuse of children and youth in any form. By affixing my signature, I declare that the above statement is factual and true.

Applicant Signature: _____ Date: _____

APPLICANT'S CERTIFICATION AND AGREEMENT

It is the policy of Ellensburg Christian School not to discriminate on the basis of race, color, national origin, sex, age, or disability in employment, in its programs or activities as required by federal and state laws (to the extent applicable to the school). As a religious educational institution, Ellensburg Christian School is permitted and reserves the right to prefer employees or prospective employees on the basis of religion.

Do you fully agree with Ellensburg Christian School’s nondiscrimination statement? Yes ___ No ___

If no, please explain:

-----I hereby certify 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 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 and agree that I will be paid and receive benefits only through the day of release.

-----I understand that I may be required to pass a background check and fingerprint check by the FBI (and possibly other legal authorities). I agree to cooperate fully in producing and recording any information as is necessary, including as many set of fingerprints as are necessary, for such an investigation. I authorize Ellensburg Christian School to conduct a criminal background 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. Ellensburg Christian 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 is only an application for employment and that no employment contract is being offered at this time. I understand the falsification of information in this application will result in its cancellation, and, if I am employed, may be cause for immediate dismissal. Employment is subject to satisfactory reference and employment checks, including FBI and State Patrol Background checks, a satisfactory Driver Abstract, and verification of employment. Employment is subject to compliance with the requirements of the Immigration Reform and Control Act of 1986.

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

Applicant Signature: _____ Date:

407 S. Anderson St.
Ellensburg, WA 98926
Phone: 509.925.2411
www.ellensburgchristian.org

ELLENSBURG CHRISTIAN SCHOOL

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have submitted an application for a position of _____ with Ellensburg Christian School. I authorize the school to interview the primary references, which I have listed, any secondary references mentioned through interviews with primary references, or other individuals that know me and have knowledge regarding my testimony and work record. I also authorize the school to 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 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 Ellensburg 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 Ellensburg 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.

Applicant's Signature _____ Date _____

Applicant's Printed Name _____

List any additional names under which you have worked (or been known by) for the references provided:

1. _____
2. _____
3. _____