

RUSSELL CHRISTIAN ACADEMY



INSTRUCTIONAL EMPLOYMENT APPLICATION

RUSSELL CHRISTIAN ACADEMY
1844D HWY. 11 & 80
Meridian, MS 39301
601-484-5888

Name: _____

Date: _____ Position Desired: _____

Applicants are considered for employment without regard to color, sex, national or ethnic origin.

Statement of Belief

- There is one God: the Father, the Son and the Holy Spirit, who subsist as co-equals in unity, and also as three separate, distinct Persons; Jesus Christ is God's Son. He was born of a virgin as both God and man, lived a sinless life, died to atone for the sins of human beings, was buried, arose from the grave, ascended into heaven where He will continually minister as our Great High Priest and Advocate.
- We believe in the literal, bodily return of Jesus Christ to this earth.
- The Holy Spirit is the divine helper, assistant, counselor and instructor and His work is to reveal Christ, convict of sin, lead to repentance, guide believers, comfort, strengthen, and sanctify the soul.
- The Bible is God's Holy Word, without error, and is the sole authority for life.
- Human beings are the special creations of God, made in His image and through the sin of the first man, Adam, have inherited a sinful nature, and thus are in need of salvation.
- Salvation is a gift through faith in Jesus Christ. Every person who truly is saved is eternally secure in the Lord Jesus Christ and will spend eternity in heaven, while those who die without salvation in Jesus Christ will spend eternity in hell.
- Each believer has, by prayer, direct access to God through the Lord Jesus Christ.
- The church is a local body of believers with the Lord Jesus Christ as the head.
- Believers are to live in accordance to God's commandment and to proclaim the Gospel to the entire world.
- We believe that all true believers from the day of Pentecost until the Rapture are members of the universal church regardless of organizational affiliation.
- I PERSONALLY ACCEPT RUSSELL CHRISTIAN SCHOOL as my particular responsibility in helping fulfill the Great Commission of our Lord. Therefore, I, by the Grace of Almighty God through Christian education, endeavor to fulfill this responsibility.
- AS A MEMBER OF THE RUSSELL CHRISTIAN SCHOOL FACULTY, realizing the necessity of standing together, I hereby commit myself to stand behind the decisions of the Board and make every effort to support loyally the School and its staff and defend it against undue or invalid criticism.
- Should the time come when I cannot in good conscience adhere to the above commitment, I agree to resign.

I fully support the Statement of Belief as written without mental reservations.

I support the Statement of Belief except for the area(s) listed on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Print Name: _____ Signature: _____ Date: _____

Declaration of Moral Integrity

Russell Christian School expects all of its employees and its volunteers with 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 _____ (print name) recognize, understand, and agree to live by the Christian moral standards of the school.

I declare (a) that during the past year I have not engaged in, (b) that at the current time I am not engaging in, (c) that I promise I will not engage in, and d) that I will not condone in my personal, teaching or professional standards during the term of my employment or volunteering, 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, lesbian, or other sexual misconduct, sexual harassment, use or 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 Russell Christian School.

Let marriage be held in honor among all, and let the marriage bed be undefiled, for God will judge the sexually immoral and adulterous. (Heb 13:4)

A disciple is not above his teacher, but everyone when he is fully trained will be like his teacher. (Luke 6:40)

ANY INTENTIONAL FALSIFICATION OF ANY PORTION OF THIS APPLICATION WILL BE GROUNDS FOR IMMEDIATE DISMISSAL.

I declare that all of the above information and statements are factual and true. My signature below indicates that I meet the moral-integrity standards and Christian role-model life-style requirements of Russell Christian School. I understand that any intentional falsification of any portion of this application will be grounds for immediate dismissal.

Applicant's signature

Date

Staff Expectations

Relational Expectations:

I affirm that I have submitted my life to the Lordship of Jesus Christ and I have been saved by grace through His mercy, love, and forgiveness.

I understand the importance of maintaining a regular and personal time of devotion, prayer, Bible study and fellowship with Jesus Christ in order to be effective as a teacher at Russell Christian Academy, and I agree to do so.

I affirm that I will carefully guard the unity within the family of God. I will speak truly and deal truly with every person in accordance with the scriptural principles outlined in Matthew 18.

Personal Expectations:

I will conduct my personal life to set a worthy example of Christian life. I will not involve myself in the sale or use of illegal drugs, or tobacco, and will refrain from the use of alcoholic beverages in public; I will avoid any scriptural deviant personal relationships and behaviors. I am a member of and will regularly attend and actively support and participate in a local Bible-believing church.

Professional and Academic Expectations:

I understand that decisions I make as I plan for instruction influence all aspects of the classroom, including content, materials, teaching, activities, goals and learner needs.

Content: includes identifying the subject matter, judging its appropriateness to the learner, its relation to previous and future lessons, curriculum materials and school guidelines.

Materials: includes selecting instructional materials that are appropriate and available during instruction.

Teaching Activities: includes identifying teaching strategies, their order, roles of the teacher and students, time spent on each activity, appropriateness of the activity, and organization of the class for the activity.

Goals: includes identifying learner outcomes resulting from instruction, understanding and acting upon the relationship between goals and planned instruction, and justifying goals in terms of curriculum guidelines.

Learner Needs: includes identifying what students need to know, matching learner needs with instructional elements and determining that students have performed at an acceptable level following instruction.

Applicants Certification and Agreement

I understand that this school does not discriminate in its employment practices against any person because of age, race, color, national or ethnic origin, gender, or handicap. I further understand that any offer of employment is conditioned on the proof of legal authority to work in the U.S. as well as conditioned on the results of pre-employment drug screening.

I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or significant omission of fact during any phase of the hiring process may prevent me from being hired or if hired may subject me to immediate dismissal.

I authorize this school to inquire about my work and personal history and to verify all data given for employment, related papers, and my oral interviews.

I authorize the release and giving of any information requested such as employment records, performance reviews, and personal references whether such information is favorable or unfavorable to me. Pursuant to this application only, I release any person, organization or company from liability, claims or damages that may directly or indirectly result from the use, disclosure, or release of any such information, whether this information is favorable or unfavorable to me.

I further waive the right to ever personally view any references given.

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.

I, the undersigned, affirm the accuracy of all responses set forth in this application.

Applicant's signature

Date

Application

I. PERSONAL DATA

Full Name _____
Last First Middle Maiden

Address _____
Street

City State Zip Code

Phone: Home () _____ Cell () _____ Work () _____

Email address: _____ Date Available: _____

Are you a U.S. citizen? Yes No

Have you ever served in the United States Military? Yes No

Please list any other names that you may be known as or have used: _____

On a separate sheet of paper, please list any additional addresses where you have lived anytime during the past five years.

II. CHRISTIAN FAITH

Are you a "born again" believer as described in John 3:1-8? Yes No (initial _____)

Do you believe the Bible to be the inspired, infallible, Word of God, our final authority in all matters of faith, truth and conduct? Yes No (initial _____)

III. CHURCH AFFILIATION

Name of present church _____

Pastor's Name _____ Denomination _____

Address _____

Telephone Number _____ Are you active in your church _____ If yes,
in what capacity? _____

IV. TEACHING POSITION DESIRED

Have you already signed a contract for next year with any other institution? YES () NO ()

- Preschool
- Kindergarten – 4th Grade List preference of Grades and/or Subjects for grades:
- 5th – 8th Grade _____
- 9th – 12th Grade _____
- Administration

Extra-Curricular Experience

(For coaching or club sponsorship consideration; this is not mandatory of all applicants)

Sport / Activity _____ Title _____

Professional Affiliation / University / School _____

Years of Experience _____ Supervisor Contact Number _____

Sport / Activity _____ Title _____

Professional Affiliation / University / School _____

Years of Experience _____ Supervisor Contact Number _____

V. PROFESSIONAL QUALIFICATIONS

Please have a transcript forwarded to Russell Christian Academy from all issuing institutions.

What was your COLLEGE MAJOR? _____

What was your COLLEGE MINOR? _____

Do you hold a teaching certificate? Yes No

Valid in what state: _____

Granted (date): _____ Expires: _____

Do you hold a current ACSI certificate? YES NO

If yes, what type? _____

Total years of teaching experience: Public _____ Private _____

Are you willing to assist in sponsoring extra- curricular activities? Yes No

RECORD OF EDUCATION/TRAINING

	Name of Institution	Dates (From/To)	Year Graduated	Degree & Major	GPA
High School:					
College/ University					
College/ University					
College/ University					
Other					

Please include a copy of undergraduate and graduate transcripts.

TEACHING EXPERIENCE

Beginning with your most recent position, list all teaching or instructional experience for which you have been compensated.

School	City/State/Zip	From/To	Subject(s)/Grades

OTHER WORK EXPERIENCE &/OR EDUCATION ADMINISTRATION EXPERIENCE

Beginning with the most recent, please list all *NON-INSTRUCTIONAL* work experience for which you have been compensated, including *EDUCATION ADMINISTRATION*.

Organization	City/State/Zip	From/To	Type of Work	Reason for Leaving

Personal/Professional Form



Please copy, distribute and return to:
 Russell Christian School
 1844D Highway 11 & 80
 Meridian, MS 39321

_____ is applying for a position in our school system.
Applicant

Please rate this applicant based on the criteria below by placing a checkmark under the appropriate column. Thank you in advance for your assistance.

	Exceptional	Good	Average	Needs Improvement	Unsatisfactory	Not Known
Willingness to work hard	<input type="checkbox"/>					
Understanding of students	<input type="checkbox"/>					
Rapport with students	<input type="checkbox"/>					
Rapport with fellow staff	<input type="checkbox"/>					
Classroom control	<input type="checkbox"/>					
Maturity of judgment	<input type="checkbox"/>					
Leadership ability	<input type="checkbox"/>					
Creativity	<input type="checkbox"/>					
Loyalty to school	<input type="checkbox"/>					
Tact	<input type="checkbox"/>					
Scholarship	<input type="checkbox"/>					
Personal appearance	<input type="checkbox"/>					
Evidence of Christian Faith	<input type="checkbox"/>					
Leadership in Church activities	<input type="checkbox"/>					

Length of acquaintanceship (Years) ____ (Months) ____ Dates of service: From _____ to _____

If a former employee; why did applicant leave your employment? _____

Would you employ or reemploy? Yes No **COMMENTS:** _____

Name (Please print): _____

Signed _____ Title _____ Date _____

Telephone (Day): _____ Telephone (Night): _____

Email: _____ Organization: _____

Questions

1. Which books have you read in the past year? _____

2. What are your favorite television programs? _____

3. Please list the last three movies you have seen:

1. _____

2. _____

3. _____

4. Please rate your computer knowledge on the following scale (please circle one):

No experience

Extensive experience

1

2

3

4

5

5. Explain ways that you have used computer technology to enrich a unit of teaching or daily lesson:

6. In which computer software programs are you proficient? _____

7. What is your philosophy of Christian Education? _____

8. If a student came to you and wanted you to pray with him/her to receive the Lord, would you feel comfortable? Yes No Please explain why or why not: _____

How would you proceed? _____

How would you follow-up? _____

9. What does it mean to you to teach a Christian worldview? _____

10. What is your attitude toward working with people of other races or denominational beliefs? _____

11. Describe your routine of personal Bible study and prayer: _____

12. Why do you desire to teach at Russell Christian Academy? _____

13. Please explain how you would make your teaching distinctively Christian? _____

14. We live in a pluralistic society with many conflicting beliefs and values. As a teacher you may be asked specific questions about controversial issues by your students. Your answers will come from your personal convictions. We need to know the view of those that would be Christian role models for our children.

Please share your personal convictions as a Christian toward: tobacco, illegal drugs, sex outside of marriage, divorce and remarriage, abortion and homosexuality. Please be specific.

Faculty Application Checklist

Upon submission of this application, you must include the following:

- 1. Copy of College Transcripts
- 2. Copy of current teaching certificate or statement of your Mississippi state certification status
- 3. Two personal/professional forms
- 4. One personal/professional forms from a church leader

Your application will not be considered for a job opening unless the full application is complete with the above items attached.