



Bowling Green Christian Academy
1165 Haskins Road
Bowling Green, Ohio 43402
419-354-2422

CLASSIFIED STAFF APPLICATION

Your interest in Bowling Green Christian Academy is appreciated. We invite you to fill out this initial application and return it to our administration office. If an opening occurs for which you may qualify, we will notify you and ask you to send your placement file to our office. We will also contact your references. If we have continued interest in your candidacy, we will send you some follow up questions 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, who really love children, and who, by the pattern of their lives, are Christian role models. Luke 6:40.

We look forward to receiving your initial 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.

A. APPLICANT'S INFORMATION

Application date: _____ Date available to start: _____

Full name: _____

Phone Number: _____ Best time to call? _____

Email address: _____

Present address: _____

Permanent address if different than present address:

Please list any additional addresses where you have resided at any time during the past five years:

B. POSITION DESIRED

Please indicate the position for which you are applying for: _____

(If Applicable) ___ Full time ___ Part time ___ Substitute

How did you learn about the position for which you are applying? _____

Can you submit verification of your legal right to work in the US? Yes___ No___

Please list any activities or sports for which you would be capable and willing to direct, sponsor, or coach. (Indicate grade or ability levels).

What would you like to be doing five years from now?

C. CHRISTIAN BACKGROUND

***In your own handwriting, on separate paper, briefly give your Christian testimony.**

Please carefully read our Statement of Faith (page 9) and indicate your degree of support (check one).

___ 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.

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth and conduct? Yes___ No___

Denominational preference? _____

What is your local church affiliation? _____ Years? _____

Are you presently a member in good standing? _____

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

What other Christian service have you done since becoming a Christian?

Describe your routine of personal Bible study and prayer.

What books have you read recently that have helped you spiritually?

D. PROFESSIONAL QUALIFICATIONS

What degree or degrees do you hold?

Degree	Date Received	Issuing Institution
--------	---------------	---------------------

Your Major(s) _____

Your Minor(s) _____

E. PERSONAL PHILOSOPHY

***On separate paper please label and succinctly answer in one or two paragraphs each of the questions below.**

1. Why do you wish to work in a Christian school?
2. What are the main characteristics that distinguish a Christian school from a public school?
3. What areas do you feel are your strengths? Weaknesses?
4. Please summarize any additional information that you would like to present regarding your candidacy for this position.

F. EMPLOYMENT HISTORY

Please start with your current or most recent employer, and work backwards for the past ten years. If necessary, please attach additional positions following the same format.

1) Position _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone Number _____
Reason for leaving: _____

2) Position _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone Number _____
Reason for leaving: _____

3) 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(s)?

Have you served in the military? Yes ___ No ___. If yes, what type of training or education did you receive?

Are you holding or have you already signed a contract for next year with any other educational institution? Yes ___ No ___

G. PERSONAL REFERENCES

Please do not list family members or relatives for references. By providing the names and contact information below, you are granting BG Christian permission to contact these listed references.

Give three references who are qualified to speak of your spiritual experience and Christian service. List your current pastor first.

Name	Email Address	Phone	Position
1)	_____		
2)	_____		
3)	_____		

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

Name	Email Address	Phone	Position
1)	_____		
2)	_____		
3)	_____		



Bowling Green Christian Academy STATEMENT OF FAITH

Each member of the Bowling Green Christian Academy School Board, and each employee, having accepted Jesus Christ as his/her personal savior, will subscribe in writing to the following Statement of Faith. This signed Statement of Faith will be deemed to be in effect until employment/service is terminated or otherwise stated in writing by the individual.

There Is one God, who is infinitely perfect, existing eternally in three persons: Father, Son, and Holy Spirit.

Jesus Christ is true God and true man. He was conceived by the Holy Spirit and born of the Virgin Mary. He died upon the cross as a substitutionary sacrifice and all who believe in Him in total surrender and commitment are justified on the grounds of His shed blood. He arose from the dead and will come again to establish His kingdom of righteousness and peace.

The Holy Spirit Is sent to indwell, guide, teach, empower the believer, and convince the world of sin, righteousness and judgment.

The Word of God, the Old and New Testaments, inerrant as originally given, is Inspired by God and is a complete revelation of His will for the salvation of men.

Man was originally created in the image and likeness of God; he fell through disobedience, incurring thereby both physical and spiritual death.

Salvation has been provided through Jesus Christ for all men; and those who repent and believe in Him are born again of the Holy Spirit, receive the gift of eternal life, and become the children of God.

There shall be a resurrection of the Just and unjust.

The second coming of the Lord Jesus Christ is certain. This Is the believer's blessed hope and is a vital truth that Is incentive to holy living and faithful service.

To assure unity on a continuing basis, employees will not attempt to influence each other or to teach in the classroom any point beyond this basic Statement of Faith. Some of the doctrines which could prove to be divisive are:

1. The age-old conflict between Calvinism and Arminianism (sovereignty and free will).
2. Baptism in or filling of the Holy Spirit.
3. The special gifts or ministries of the Holy Spirit.
4. The mode and necessity of water baptism.
5. Eschatology or (pre-, mid-, or post-) rapture of the church as it relates to the great tribulation.

Furthermore, even though the necessity of the new birth Is taught, it is the school's prerogative to educate rather than evangelize. Therefore, the employee shall not press for decisions of faith since parents and churches of school families differ concerning the age of responsibility and how to detect the work of the Holy Spirit in the heart of a child.

H. APPLICANTS CERTIFICATION AND AGREEMENT

I understand that Bowling Green Christian Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability.

Racial Nondiscriminatory Policy

The Bowling Green Christian Academy school recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in the administration of its education programs and athletic and extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered or public school initiated desegregation.

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 authorize Bowling Green Christian Academy to thoroughly interview the-primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who 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 position.

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 school, my former employers, references, and all other parties from any and all daims, 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 and recording as many sets of my fingerprints as is 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 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 certify that I have carefully read and do understand the above statements.

Signature of Applicant

Date



Declaration of Moral Integrity

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 inculcate in its students. As an applicant for a ministry position as an employee or as a volunteer at this school, I (print your name) _____ recognize, understand, and agree to live by the Christian moral standard of the school.

I declare that during the past year I have not engaged in, 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. 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 or lesbian sexual activity, sexual harassment, use or viewing of pornographic material or websites, 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.

Applicant's signature

Date

Administrator's signature after discussion with applicant/volunteer

Date

"Honor marriage, and guard the sacredness of sexual intimacy between wife and husband. God draws a firm line against casual and illicit sex." Hebrews 13:4 The Message

"A pupil is not superior to his teacher, but every one [when he is] completely trained - readjusted, restored, set to rights, and perfected - will be like his teacher." Luke 6:40 The Amplified Bible

1.12 STANDARDS OF CONDUCT AND BELIEF FOR BOARD MEMBERS AND EMPLOYEES

Background

Board members and employees of Bowling Green Christian Academy are involved in a special ministry, the training of children in the Christian faith and practices. BOCA firmly believes that this ministry's role is as important as, and is inseparable from, the other duties of a BGCA board member or employee.

In order to honor Christ and enhance the testimony of the school in the community, BGCA has established certain standards for persons serving as Board members or employees, which are based on scriptural admonitions to holiness and godliness (Titus 2:11-13, I John 2:1'5-17). By publication of these standards, BGCA does not suggest that spirituality or acceptance by God is based on conduct alone. However, certain conduct, being more visible and public, may do greater damage to BGCA's testimony or to its effectiveness in fulfilling its mission and ministry (I Tim. 5:17-20, 24). This is particularly the case of conduct of BGCA Board members and employees, since more is demanded of leaders than of other persons. For that reason, Scripture requires that the reputation of leaders must be above reproach (Acts 6:3, I Tim. 3:8, James 3:1).

By signing this Standards, each Board member and employee specifically acknowledges that his/her conduct outside school (i.e. outside normal school hours and/or off school premises) may significantly affect the school's reputation in the community and may affect the spiritual growth and well-being of each child. For that reason, each Board member and employee acknowledges that BGCA may consider his/her conduct outside school determining whether such board member or employee is abiding by the provisions of these standards or is otherwise violating such provisions.

These Standards are not exhaustive. They represent an effort to identify and to provide examples of conduct that is consistent with the general and specific admonitions of scripture. There are specific matters of faith and practice about which believers may differ in their convictions. However, these standards set forth matters of faith and practice on which there is general consensus among Christians and on which the scriptures speak clearly.

Commitments Concerning Conduct and Belief

As a condition of my serving as a member of the Board or as an employee of BGCA, I make the following commitments concerning my conduct and Christian beliefs:

1. I will read God's Word and pray daily (Acts 17:11, I Thess. 5:17).
2. I will refrain from unwholesome talk (i.e. gossip, slander, etc.) (Prov. 11:13, 17:9, 20:19, 26:20, Rom. 1:29-31, Eph. 4:29-32, James 1:26, 3:1-6).
3. I will use wisdom and discretion in my speech and behavior in my classroom or otherwise in the presence of the students.

4. If a woman, I will dress modestly, avoiding short skirts, revealing necklines, tight-fitting clothing which calls undue attention to my body, seeking to honor Christ with my apparel (I Timothy 2:9, I Peter 3:3-4).
5. If a man, I will avoid wearing clothing that calls undue attention to my body and keep myself well groomed.
6. I will refrain from reading or viewing pornographic literature or materials (including on the internet) and the use of explicitly or implicitly sexual or off-color language (Matthew 23:27- 28, Romans 6:19, Ephesians 5:4, James 1:21).
7. I will not participate in, advocate, support, or in any way adhere to any religion, philosophy, or conduct that is contrary to the Scriptural principles as expressed in the Statement (Romans 12:15, I Corinthians 1:10, 10:17, II Corinthians 13:11; Galatians 3:28, Ephesians 4:3, 4:13, Philippians 1:27, P 3: 8).
8. I will not become involved in immorality, impurity, fornication, adultery, or sensuality of the flesh (including but not being limited to homosexual acts), whether alone, with another employee, a student, or some person not associated with BGCA (Exodus 20:14, Leviticus 20:10 Job24:15, Romans 1:18-27, Romans 6:19, Ephesians 4:19-20, 5:3, Colossians 3:5-6, I Thessalonians 4:7-8, Hebrews 4:13, II Peter 2:9-10).
9. I will not advocate, support, or become involved in the practice of the horoscope, witchcraft, sorcery, hypnotism, or any other such activity (Leviticus 19:31, Deuteronomy 18:9-13, I Samuel 15:23, II Kings 17:17, 21:6, Isaiah 8:19, Micah 5:12, Malachi 3:5, Galatians 5:20, Revelations 18:23 21:8).
10. With regard to any disagreements I may have with other staff or Board members, I will resolve my differences with my brothers and sisters in the Lord by following the Biblical pattern established in Matthew 18:15-20, and I Corinthians 6:1-8.
11. The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of I Cor. 6:1-8, Matt. 5:23-24, and Matt. 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the employment relationship, including statutory or constitutional claims, shall be settled by biblically-based binding arbitration. If resolution of the dispute and reconciliation does not result from such efforts, the matter shall then be submitted to a panel of three arbitrators for binding arbitration. Each party to the agreement shall have the right to select one arbitrator. The two arbitrators selected by the parties shall jointly select the neutral, third arbitrator. The arbitration shall be conducted in accordance with the Rules for Christian Conciliation of the Association of Christian Services.

The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the employment relationship or this agreement and Board members and employees expressly waive their right to file a lawsuit against one another or BGCA in any civil court for such disputes, except to enforce a legal binding arbitration decision.

12. I will remain a member in good standing of a church whose doctrine and teaching support the tenants of this Statement and will:

- a) Regularly attend the services of the church to which I belong (Heb. 10:25).
- b) Give regularly and proportionately of my income to my church for the Lord's work (I
- c) Cor. 16:1, II Cor. 8:7).
- d) Refrain from destructive criticism of my church and its leaders (Heb. 13:17).

13. I will comply with and maintain not only the letter, but also the spirit of these standards.

14. I have received the Lord Jesus Christ as my Savior and Lord (John 1:12).

15. By signing these Standards, each BGCA board member and employee specifically acknowledges that his/her conduct outside school (i.e., outside normal school hours and/or off school premises) may significantly affect the school's reputation in the community and may affect the spiritual growth and well-being of each child. For that reason, each Board member and employee acknowledges that BGCA will consider his/her conduct outside school in determining whether such Board member or employee is abiding by the provisions of these standards or is otherwise violating such provisions.

THE UNDERSIGNED BOARD MEMBER OR EMPLOYEE ACKNOWLEDGES AND AGREES THAT NONCOMPLIANCE WITH OR VIOLATION OF THE ABOVE STANDARDS OF CONDUCT AND FAITH MAY BE GROUNDS FOR DISCIPLINE OR TERMINATION AT THE SOLE DISCRETION OF THE BOARD.

Signature

Date