



APPLICATION FOR STAFF EMPLOYMENT

Your interest in *Shrewsbury Christian Academy* is appreciated. We invite you to fill out this initial application and return it to our school office with a copy of your resume attached. If an opening occurs for which you may qualify, we will notify you for a possible interview. We may also contact your references.

We realize that the key to a successful Christian School is its staff. We are seeking applicants who are professionally qualified, who 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.

APPLICANT'S NAME AND ADDRESS

Full name: _____

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

Home address: _____

City: _____ State: _____ Zip: _____

Phone: Home _____ Email: _____
Cell _____

POSITION DESIRED

Assistant Student Care

Preschool Early Childhood Elementary Middle School

Office _____ Other _____

Full time Part time

SKILLS: (Include typing speed, software programs used, etc.)

Professional Training:

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

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

CHRISTIAN BACKGROUND

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

Please carefully read our Vision Statement, Mission Statement, and Statement of Faith (see attached) and indicate your degree of support.

- 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? _____

Are you presently a member in good standing? _____ Years? _____

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

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

PROFESSIONAL QUALIFICATIONS* Please attach a copy of your resume to this application. Educational Background and Work Experience is to be listed on your resume.

PERSONAL REFERENCES

Do not list family members or relatives for references. You will also need to sign the Reference Release Form that is attached and return it with this application.

Give three references with whom are qualified to speak of your spiritual experience and Christian service. List your current pastor first. Please list their complete name address, phone and position held.

1. _____

2. _____

3. _____

Give three references with whom are qualified to speak of your professional training and experience. **List your current or most recent principal or supervisor first.** Please list their complete name address, phone and position held.

1. _____

2. _____

3. _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that *Shrewsbury 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.

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 *Shrewsbury 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 *Shrewsbury Christian Academy*, 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 the school.

Since I will be working with children, I authorize the school to conduct a Criminal Records Background check, Child Abuse History Clearance, PA Dep't of Ed Fingerprinting (Cogent), and Act 126 certification. I understand and agree that any offer of employment that I may receive from *Shrewsbury Christian Academy* is conditional upon the receipt of the aforementioned background information. *Shrewsbury Christian Academy* 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 have been given a copy and agree with the Vision Statement, Mission Statement, Statement of Faith, Purpose, Philosophy, Lifestyle Statement, At-Will, Non-Discriminatory, and Religious Policy. If at any time I breach any of the above listed items, I agree to terminate my employment with *Shrewsbury Christian Academy*.

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

Signature of Applicant

_____/_____/_____
Date

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as _____ with **Shrewsbury Christian Academy**. 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 **Shrewsbury Christian Academy**, 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 **Shrewsbury Christian Academy**.

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

Applicant's Name (Print)

Applicant's Signature

Applicant's Social Security Number

_____/_____/_____
Date



Vision Statement

Achieving excellence in knowledge and faith

Mission Statement

Educating students in a Christian environment that reveals God's ultimate purpose for their lives

Statement of Faith

- We believe in the divine inspiration, infallibility, and the final authority of the Bible as the Word of God.
 - II Timothy 3:16-17; II Peter 1:19-21
- We believe in the Triune God, eternally existent as Father, Son and Holy Spirit.
 - Matthew 28:19-20; II Corinthians 13:14; I John 5:4-7
- We believe in the uniqueness of man, by virtue of his special creation in God's image.
 - Genesis 1:27; Psalm 139:13-16
- We believe in Jesus Christ as true man and true God; in His unique Deity as the incarnate, virgin-born Son of God.
 - Isaiah 7:14; Matthew 1:22-23; John 1:1-3; 1:14; I Peter 2:21-24
- We believe in the representative and substitutionary death of our Lord Jesus Christ as the necessary atonement for our sins.
 - Romans 3:21-30; Galatians 4:4-7
- We believe in the Holy Spirit, through Whom we come to faith in Christ and Who enables us daily to grow in grace.
 - Luke 7:50; 18:42; John 3:15; Ephesians 2:8-9
- We believe in the resurrection of the crucified body of our Lord, and that blessed hope, His personal return.
 - Matthew 16:21; 17:9; John 11:25; Philippians 1:10
- We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved and the everlasting punishment of the lost.
 - Acts 24:15; II Corinthians 5:10; Matthew 25:41-46
- We believe that marriage is sanctioned exclusively by God which joins one man and one woman as a single union in holy matrimony.
 - Genesis 2:24; 19:5, 13; 26:8-9; Leviticus 18:1-30; Romans 1:26-29; I Corinthians 5:1, 6:9; I Thessalonians 4:1-8; Hebrews 13:4

Purpose

Shrewsbury Christian Academy partners with the home and church to provide an atmosphere in which the whole child may grow toward full God-given potential and assist them in developing his or her personal philosophy in each of the following areas:

Spiritual Growth: 2 Tim. 3:16-17; Rom. 3:23; Rom. 6:23; John 3:3; Acts 17:31

1. The student will understand that the Bible is the inerrant Word of God, the source of doctrine, and the guide for daily living.
2. The student will know the basic tenets of the Christian faith as listed in our school "Statement of Faith."
3. The student will be encouraged to make a personal commitment to Jesus Christ, honor Him as Lord and Savior, and seek to know and do the will of God.
4. The student will formulate a personal Christian world/life view, which will be integrated into every area of life.

Intellectual Development: I Cor. 11:7; 2 Tim. 2:15; Luke 2:52; Deut. 6:4-9

1. The student will learn the skills for effective critical thinking, comprehension, communication, and computation.
2. The student will develop creative thinking and appreciation of the arts and sciences.
3. The student will understand the integration of Biblical principles as seen in all areas of study in the development of a Christian work/life view.

Physical Improvement: I Cor. 6:19; I Tim. 4:8; Prov. 4:20-22; John 9:1-3

1. The student will understand that the body is the temple of God; the importance of a balanced diet, exercise, rest and abstinence from harmful substances.
2. The student will learn to apply Biblical principles in sportsmanship and in all athletic endeavors.
3. The student will understand the qualities of loyalty, enthusiasm, and discipline in building an effective team/group endeavor.
4. The student will develop physical coordination and skillful use of the body.

Emotional Stability: Col. 4:5; Gal. 5:22-23

1. The student will learn to apply Biblical principles in handling failure, success, stress, and emotions.
2. The student will know that each individual is a unique person of worth because each is a special creation of God and a recipient of His love.
3. The student will learn to apply Biblical principles in developing and accepting a realistic, wholesome self-image.

Social Maturity: Matt. 5:13-16; Psalm 133:1-3; I John 1:7

1. The student will develop proper attitudes, and exhibit respect for authority and for the rights and feelings of others.
2. The student will develop self-discipline and responsibility based on submission to God and those in authority.
3. The student will develop a Biblical understanding of family, good citizenship, and patriotism, and will assume responsibilities to home, church, community, and country.

Philosophy

What is a Christian School?

It is a non-public, privately funded school which gives instruction in all subjects normally taught in private and public schools, and which seeks at all times to give a central place to the Bible and Christian truth.

Why have a Christian School?

The Word of God provides our answer:

- "And these words which I command you this day shall be upon your hearts and you shall teach them diligently to your children." Deuteronomy 6:6,7
- "Train up a child in the way he should go and when he is old he will not depart from it." Proverbs 22:6

A Christian school exists so that a child may be led into a close relationship with God through a sound educational program. Education must do more than prepare us for life on this earth; it must begin to develop in us a Biblical worldview by which we see God's handiwork in all things.

Why is a Christian School unique?

The power of God in the Holy Spirit through the Word is the force which enables it to accomplish its purpose.

A special student-teacher relationship exists. The Christian educator sees each child as someone for whom Christ died.

All phases of learning are directed toward a single goal: Life in Christ.

Lifestyle Statement

Shrewsbury Christian Academy is a non-profit Christian school representing Jesus Christ throughout the evangelical Christian community. SCA requires its employees to be born-again Christians (believers in Jesus Christ and modeling His lifestyle), living their lives as Christian role models (Romans 10:9-10; I Timothy 4:12). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the Biblical perspective of integrity and appropriate personal and family relationships, business conduct, and moral behavior. 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 the Matthew 18 principle when an issue arises with fellow employees or management.

Moral misconduct, including but not limited to homosexuality or heterosexuality, sexual orientation, gender expression, or identity, or living together outside of marriage, as defined by scripture, violates the bona fide occupational requirement of employees being Christian role models. Employees acknowledge that the unique roles of male and female are clearly defined in Scripture (Romans 1:21-24; I Corinthians 6:9-20).

Personnel will maintain a lifestyle based on Biblical standards of conduct. Failure to do so may result in a reprimand, or in some cases, dismissal from employment (see Employee Dismissal). There are additional grounds whereby an employee may be dismissed from Shrewsbury Christian Academy. It is the goal of SCA that each employee has a lifestyle where "... [Jesus] might have the pre-eminence" (Colossians 1:18).

At-Will

The following policies and procedures cover a broad range of topics. They are not intended to create, nor are they to be construed to constitute a contract, expressed or implied, between the Shrewsbury Christian Academy and any of its employees. It is clearly understood that SCA is an "at-will" employer and any hourly employee may be terminated at any time, with or without cause.

Non-Discriminatory Policy

Shrewsbury Christian Academy welcomes all interested students who desire a strong academic program from a Christian perspective. Shrewsbury Christian Academy admits students of any race, color, gender, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, color, national and ethnic origin in the admission policies and school-administered programs.

Religious Policy

SCA is a religious institution providing an education in a distinct Christian environment, and it believes that its Biblical role is to work in conjunction with the home to mold students to be Christlike. On those occasions in which the atmosphere or conduct within a particular home is counter to or is in opposition to the Biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living with and having a sexual relationship outside of marriage; living in, condoning, or supporting sexual immorality; practicing homosexual lifestyle or alternative gender identity; promoting such practices; or otherwise having the inability to support the moral principles of the school (Leviticus 20:13a; Romans 1:27; Matthew 19:4-6). SCA reserves the right to dismiss any student whose words or actions indicate a disregard for the school's Statement of Faith and/or standards, or whose parents' actions are detrimental to the well-being of the school.