



### Employment Application

Your interest in applying for the teaching position at River City Believers Academy is appreciated. We invite you to fill out this application and return it to our school office, at which time we will review your application and contact your references. We realize that the key to a successful Christian school is its staff, therefore, we are seeking personnel who are experienced and qualified, who really love the Lord, and who, by the pattern of their lives, are Christian role models (Luke 6:40). We look forward to receiving your 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 NAME AND ADDRESS

*\* enter dates as mm/dd/yyyy*

Full Name: \_\_\_\_\_

Application date: \_\_\_\_\_

Date Available: \_\_\_\_\_

Current address: \_\_\_\_\_

*\* include area code in phone numbers*

Phone: Day \_\_\_\_\_

Evenings \_\_\_\_\_

Best time to call you? \_\_\_\_\_

Soc. Sec. No.: \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_

Permanent address and phone number if different than present address (if applicable)

\_\_\_\_\_

B. POSITION DESIRED

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

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Please list extra-curricular activities or sports which you would be capable of or willing to direct, sponsor, advise, or coach. (Indicate the grade level or ability levels.)

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

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C. PERSONAL INFORMATION

Marital - Being a Christian role model in all aspects of life is a major requirement for this position. The Bible is our standard for marriage and sexual conduct. It is a bona fide occupational requirement for the staff to live by those standards. Please indicate your marital status.

Single       Engaged       Married       Separated   
Divorced       Re-married       Widow(er)

If you are married:

Spouse's name \_\_\_\_\_

Years married \_\_\_\_\_ Occupation \_\_\_\_\_

Please attach an explanation if divorced or remarried.

Personal - (If you answer 'yes' to any of the questions in the following section, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition or other appropriate explanation.)

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer or if you were *offered* a resignation, by your previous employer?

Yes       No

Have you ever been reprimanded, disciplined discharged, or asked to resign from a prior position?

Yes       No

Have you ever resigned from a prior position without being asked, but were under circumstances involving your employer's investigation of sexual harassment or sexual contact with another person, of mishandling of funds, or criminal conduct?  Yes  No

Have you ever been charged in civil or criminal proceedings with improprieties regarding children?  Yes  No

Have you ever been convicted of any offense involving dishonesty, breach of trust, stealing, any type of moral impropriety, or any type of felony?  Yes  No

Have you ever entered a court plea of guilty, a court 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 public service or in an education program for any crime other than a minor traffic offense?  Yes  No

Ability to Perform Essential Job Functions

Is there any reason why you might be unable to perform all the duties and responsibilities of the position for which you are applying?  Yes  No  
If yes, please explain:

If you answered 'yes' to the above question, is there anything that we can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position?

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If you are offered a position, will you be able to verify that you are legally permitted to be employed in the United States?  Yes  No

D. CHRISTIAN BACKGROUND \*On a separate piece of paper, briefly give your Christian testimony.

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

I **fully support** the Statement of Faith as written without reservations.

**ELECTRONIC SIGNATURE: The electronic signatures below and their related fields are treated by River City Believers Academy like a physical handwritten signature on a paper form.**

Check for electronic signature

Denominational preference? \_\_\_\_\_

What is your local church affiliation? \_\_\_\_\_

Are you presently a member in good standing?  Yes  No 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?

\_\_\_\_\_

What is your attitude toward working with those of other races and those of other Christian denominational beliefs?

\_\_\_\_\_

Describe your routine of personal Bible study and prayer life.

\_\_\_\_\_

E. PROFESSIONAL QUALIFICATIONS

What degrees do you hold?

Degree	Date Received	Issuing Institution	Major(s)	Minor(s)
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_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
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Have you had any courses in the Christian Philosophy of Education?

Yes  No

If so, where and when?

\_\_\_\_\_

If not, would you be willing to take such a course?  Yes  No

Have you had other courses giving specific training for Christian day schools?

Give details:

\_\_\_\_\_

List any conferences or seminars that you have led in the past.

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F. PERSONAL PHILOSOPHY

*\* On a separate paper, please label and succinctly answer in one or two sentences each of the questions below. Please type your answers.*

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. What is your philosophy of discipline?
5. Please summarize any additional information that you would like to present regarding your qualifications for this position.
6. Please describe how well you get along with your peers.

G. CURRENT ISSUES

We live in a pluralistic society with many conflicting beliefs and values. As a staff member you may be asked specific questions about controversial issues by the students. Your answers will come from your personal convictions. We need to know the views of those who would be **Christian role models** for our children. Please share your personal convictions as a Christian toward the following:

Wine, beer, and other alcoholic beverages:

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Smoking and chewing tobacco:

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Marijuana and other non-prescription drugs

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Entertainment (music/dancing)

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Pre-marital sex

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Divorce and remarriage

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Abortion

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Homosexuality

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Personal debt

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Gossip/lying/cheating

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H. EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past five years. If necessary, you can attach another page (please use same format as below).

Employer: \_\_\_\_\_

Position: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Reason for leaving:  
\_\_\_\_\_

Employer: \_\_\_\_\_

Position: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Reason for leaving:  
\_\_\_\_\_

Employer: \_\_\_\_\_

Position: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ 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 or names?  
\_\_\_\_\_

Have you already signed a contract for the next school year with any other institution?

Yes

No

**I. PERSONAL REFERENCES**

*\* Do not list family members or relatives for references.*

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

Name/complete address/phone/position/e-mail address (if known)

1. \_\_\_\_\_

2. \_\_\_\_\_

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

Name/complete address/phone/position/e-mail address (if known)

1. \_\_\_\_\_

2. \_\_\_\_\_

J. AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as a \_\_\_\_\_ with **River City Believers Academy**. I have authorized the school to thoroughly interview the primary references which I have listed and 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 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 notices of such disclosure.

In addition, I hereby release **River City Believers 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 **River City Believers Academy**.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the evidenced by my electronic signature below.

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

Check for electronic signature:

Applicant's name: \_\_\_\_\_ Date: \_\_\_\_\_

K. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that River City Believers Academy 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 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.

I authorize **River City Believers Academy** to thoroughly interview the primary references that I have listed, and 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 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 **River City Believers 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 **River City Believers Academy**.

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 fingerprints as are 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 to 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.

#### Agreements

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

I certify that the answers I have given on this questionnaire are accurate and truthful.

**ELECTRONIC SIGNATURE: The electronic signature below and its related fields are treated by River City Believers Academy like a physical handwritten signature on a paper form.**

Check for electronic Signature

Applicant's name: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE SAVE A COMPLETED COPY OF THIS PDF AND EMAIL IT, ALONG WITH THE FOLLOWING:

CURRENT RESUME  
CHRISTIAN TESTIMONY  
PERSONAL PHILOSOPHY  
Any other documentation as needed

Email to :VFORDYCE@RCBAONLINE.COM

## **Statement of Faith**

River City Believers Academy is a ministry of [River City Community Church](#) in San Antonio, and follows the core teaching distinctives of our church.

We believe that there is one God, a loving creator eternally existing, and revealing Himself in three Persons: Father, Son, and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, who was fully God and fully man.

We believe in His virgin birth, His sinless life, His miracles, His substitutionary death on our behalf, His physical resurrection, His ascension to the right hand of the Father, and in His ultimate, victorious return.

We believe that God created man for a meaningful relationship with Him, but man's willful sin has created a wall of separation between him and God. God sent His son, Jesus, to pay the just death penalty for our sin with His death on the cross. God's gift of salvation brings forgiveness and eternal life to all who repent and put their faith in Jesus Christ. It removes the separation that sin created and allows us to be reborn into God's divine nature through the presence of His Holy Spirit.

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

We believe the Bible to be the unique, Spirit-inspired, word of God. It is infallible and authoritative in all that it addresses.

We believe in the eternal resurrection of all people—those who are saved to the resurrection of eternal life, and those who are lost to the resurrection of separation and judgment.

We believe in the spiritual unity of believers in Christ.