

Immanuel Christian School

1201 Hawkins Boulevard
El Paso, Texas, 79925



Employment Application

We realize that the key to a successful Christian School is its faculty and staff. We are seeking applicants who are professionally qualified, who genuinely love children, and who, by the pattern of their lives, are Christian role models. Employment at Immanuel Christian School is open to qualified individuals who are Christians of good character, without regard or reference to race, sex (gender), national or ethnic origin, color, age, or disability. Immanuel Christian School is a religious educational ministry, permitted to discriminate on the basis of religion. All perspective and current employees must agree with Immanuel Christian School's mission statement, and they must be willing to conduct their lives in conformity with the school's *Statement of Faith* and the school's declaration and agreement to ethical and moral integrity.

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 Full Name _____

Date of Application _____ Date of Availability _____

Office Use Only

Date Application Received _____

A. Personal Information

Full Name _____

Email _____

Current Address _____

Length of time at current address _____

Cell Phone Number (with area code) _____

Home Phone Number (with area code) _____

Best time to call _____

Permanent address and phone number if different from current _____

Additional Addresses of Residence (past 5 years) _____

Are you a US citizen? [] YES [] NO

Can you submit verification or your legal right to work in the US? _____

Have you ever been convicted of a crime? [] YES [] NO

If YES, please explain _____

Have you ever been the subject of an investigation related to child abuse? [] YES [] NO

If YES, please explain _____

B. Christian Background

Denominational Preference _____

Name of Local Church Affiliation _____

How many years have you been affiliated with this local church? _____

How often do you attend? _____

In which church activities are you involved, and to what degree of regularity? _____

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

In your own handwriting, and on a separate piece of paper, recount your salvation testimony.

Please carefully read our statement of faith (found near the end of this packet) and indicate your degree of support.

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

_____ I support the Statement of Faith **except** for the area/s listed and explained on a separate piece of 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

C. Position Desired

Check the status for which you are applying. [] Full Time [] Part Time [] Substitute

Please indicate your division preference by checking the appropriate row in the *applying* column; if multiple, please rank numerically (1, 2, 3, etc.). Additionally, list your grade and subject preferences.

RANK	APPLYING	DIVISION	SUBJECTS/GRADES
		Preschool (skip to section E to complete application)	
		Kindergarten	
		Elementary	
		Middle School	
		High School	
		Educational Support (i.e. TA, Administration, Guidance, etc.)	
		Athletics (Coaching)	

In addition to the above preferences, please list activities or sports for which you would be capable and willing to direct, sponsor, or coach (indicate grade or ability levels). _____

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

D. Professional Qualifications

Please attach photocopies of all your post-secondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.

What degrees and diplomas do you hold?

DEGREE	DATE RECEIVED	INSTITUTION	CUMULATIVE GPA	MAJOR & MINOR

Total semester hours completed after date of highest degree. _____

Sequentially list your educational experience, with your most recent experience listed first.

SCHOOL	GRADE/SUBJECT	DATES

List any other educational advantages that you have had including trainings, certificates, conferences, books read, opportunities for travel. _____

Have you completed ACSI's Christian Philosophy of Education requirement? _____

If YES to the above question, when did you complete it? _____

If NO was your response, would you be willing to take such a course by correspondence or otherwise?
 YES NO

Please attach a typed copy of your personal *Christian Philosophy of Education*, including how you would implement it at Immanuel Christian School.

Are you certified in education? YES NO

If YES, please provide details.

TYPE (State, ACSI, etc.)	LEVEL/KIND (Grades, Standard, etc.)	STATE (If applicable)	EXPIRES (Valid for how long)

Do you have plans to obtain certification? YES NO

Do you hold any endorsements? YES NO

If YES, which one/s?

ENDORSEMENT/S	SEMESTER HOURS (in endorsement area)

E. Employment History

Please start with your most recent employer and work backwards **for the past ten years**. If necessary, you may follow the same format on a separate sheet.

1. Most Recent Employer

Employer: _____

Position: _____ Dates: _____

Address: _____

Supervisor Name: _____ Supervisor Phone Number: _____ Supervisor Email: _____

Reason for Leaving: _____

2.

Employer: _____

Position: _____ Dates: _____

Address: _____

Supervisor Name: _____ Supervisor Phone Number: _____ Supervisor Email: _____

Reason for Leaving: _____

3.

Employer: _____

Position: _____ Dates: _____

Address: _____

Supervisor Name: _____ Supervisor Phone Number: _____ Supervisor Email: _____

Reason for Leaving: _____

4.

Employer:

Position: _____ Dates: _____

Address: _____

Supervisor Name: _____ Supervisor Phone Number: _____ Supervisor Email: _____

Reason for Leaving: _____

5.

Employer:

Position: _____ Dates: _____

Address: _____

Supervisor Name: _____ Supervisor Phone Number: _____ Supervisor Email: _____

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 ever served in the military? [] YES [] NO

If YES, what type of education or training did you receive? _____

Are you holding, or have you already signed a contract for next year with any other educational institution? [] YES [] NO

F. Personal References

Do not list relatives or family members for references.

Give three references that are qualified to speak of your spiritual experience and Christian service. **You must list your current Pastor first.**

1. Pastoral Reference

Name: _____ Position: _____

Name of Church: _____

Complete Address: _____

Pastor's Phone Number: _____ Pastor's Email: _____

2. Personal Reference

Name:	Position:
Complete Address:	
Phone Number:	Email:

3. Personal Reference

Name:	Position:
Complete Address:	
Phone Number:	Email:

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

1. Professional Reference: Current or Most Recent Principal or Supervisor

Name:	Position:
Complete Address:	
Phone Number:	Email:

2. Professional Reference:

Name:	Position:
Complete Address:	
Phone Number:	Email:

3. Professional Reference:

Name:	Position:
Complete Address:	
Phone Number:	Email:

By signing the statement at the end of this application packet, you authorize Immanuel Christian School to interview your provided references and investigate your work history.

Statement of Faith

As a fully accredited member school of the Association of Christian Schools International, all Immanuel Christian School staff adhere to and are guided by the following statements.

1. **THE SCRIPTURES:** We believe that the entire Bible, all 66 books of the combined Old and New Testaments, is verbally inspired by God and is inerrant in the original writings. Through the providence of God, the Word of God has been protected and preserved and is the only infallible and authoritative rule of faith and practice (2 Timothy 3:16-17; 2 Peter 1:20-21).
2. **GOD:** We believe that there is only one true, living, sovereign, holy, and eternally existent God. He exists in three co-equal persons – Father, Son, and Holy Spirit – each being a distinct person and with a distinct function, but all of one essence and all possessing the same nature, perfection, and attributes. The triune God is the creator and sustainer of all things, the source of all truth, and is worthy of worship and obedience (Deuteronomy 6:4-5; Genesis 1:31).
3. **JESUS CHRIST:** We believe that Jesus Christ is God. He was conceived by the Holy Spirit, born of a virgin, lived a sinless life, performed many miracles, shed His blood on the cross as a vicarious substitute, was buried, bodily resurrected, ascended to the right hand of the Father and will return literally, visibly, and personally in glory and power (John 1:1-3, 14; Matthew 1:18-25, Philipians 2:5-9; Colossians 1:15; 1 Corinthians 15:1-8; Acts 1:11).
4. **HOLY SPIRIT:** We believe that the Holy Spirit is God, co-equal and co-existent with the Father and the Son. He is the chief convictor of sin, the chief agent of regeneration and sanctification. The Holy Spirit indwells every believer and empowers every believer to live a godly life (John 14:16-19; 16:7-15; 1 Corinthians 6:19-20; Romans 8:9, 11; Titus 3:5).
5. **MANKIND:** We believe that in the beginning God created mankind in His image and is not in any sense the product of evolution. Mankind was originally created with the ability to live perfectly for God's glory (Genesis 1:27, 31).
6. **SIN:** We believe that Adam, the first man, sinned by disobedience. This act resulted in the fall of all mankind; therefore, all people have sinned and lost their ability to live for the glory of God. Mankind's fall has incurred both physical and spiritual death on all until there is forgiveness and salvation by the grace of God (Genesis 3:1-24; Romans 3:10- 23; 5:12-21, 23).
7. **HUMAN SEXUALITY AND MARRIAGE:** We believe that God has created each of us to pursue intimacy with Him, and that He calls some to this pursuit through marriage and others through singleness. We believe that God:
 - a. Creates people in His image as two distinct genders, male and female, and that the intended gender of an individual is determined by such individual's biological sex at birth (Gen. 5:2);
 - b. Has instituted the divine institution of marriage as a covenant relationship between one man and one woman (Ephesians 5:31-32);
 - c. Calls husbands and wives to exclusive sexual fidelity (Ephesians 5:31-32); and
 - d. Calls sexual relations outside of marriage (whether involving individuals of the same or opposite sex) inconsistent with God's call to intimacy in our lives, undermines the dignity and image of God in us, and alienates us from God and from each other (Hebrews 13:4).

Our beliefs regarding human sexuality and marriage shall apply in all policies and programs in the ICS Christian community. Among other things, in our policies and programs we will recognize only marriages consistent with our Christian beliefs about marriage.
8. **SALVATION:** We believe the salvation of lost and sinful mankind is a free gift of God's grace apart from human works, based solely upon Christ's vicarious and atoning death, effected by the regenerating work of the Holy Spirit, and received only through faith in the person and the finished work of Jesus Christ on the cross (Ephesians 2:8-10; 2 Corinthians 5:21).
9. **THE CHURCH:** We believe that the church is the body of Christ and the family of God. It is made up of saved believers who regularly join together on the Lord's Day for worship, fellowship, and ministry (Matthew 16:18; 2 Corinthians 12:12-14; Hebrews 10:25).
10. **EVANGELISM:** We believe that it is the responsibility and privilege of every Christian to proclaim the good news of Jesus Christ and to seek to make growing disciples (Matthew 28:18-20; Acts 1:8).

11. **THE HOME:** In addition to these important beliefs, we also believe that God has given the parents and the home the responsibility to bring up their children according to the principles found in God's word (Ephesians 6:4; Proverbs 22:6). We believe that a consistent and whole education will occur when the home, church, and school work closely together and are in agreement on the basic concepts of life.
12. **SANCTITY OF LIFE:** Immanuel Christian School believes that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. ICS is therefore called to defend, protect, and value all human life. (Ps 139).

Applicant's Certification and Agreement

I understand that Immanuel Christian School 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 Immanuel Christian School 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 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 claims, demands, or liabilities arising out of or 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 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 that it could reflect adversely on the school or on me as a Christian role model.

I understand this is only an application for employment and that no employment contract is being offered at this time. For my application to be considered complete, it must be accompanied with copies of my transcripts, my written personal testimony and philosophy of education, a completed background check, and completion of Ministry Safe's sexual abuse prevention training (link provided by ICS).

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 Printed Name _____ Date _____

Applicant's Signature _____