



Community Christian School

4859 Kerry Forest Parkway
Tallahassee, FL 32309

Phone 850.893-6628
Fax 850.668-3966
www.ccs-chargers.org

Dear Applicant,

Thank you for your interest in employment at Community Christian School. I am enclosing a packet of material which describes our program, an employment application, reference forms, and a copy of the conditions of non-discriminatory employment given to all of our teachers. We hope this will enable you to understand the type of people that comprise our ministry organization.

Applicants for **Support Staff** positions must have the following:

- ◆ Received Jesus Christ as Savior
- ◆ Active involvement in a local church
- ◆ Ability to use technological tools appropriate to their employment area

If you are sensing God's call and are interested in pursuing employment at Community Christian School please submit a completed application. ***Please initial the bottom of each page of your application.***

Send the reference forms to the appropriate people who should return them directly to Community Christian School. Be sure to fill your name in the appropriate blank and sign and date the reference forms at the bottom prior to mailing them.

We look forward to receiving your application.

In His Service,

Tom Argersinger
Head of School

Encl:

- | | |
|---|----------------------------------|
| • Employment Application | • Reference Forms (3) |
| • Employee Benefits | • Statement of Faith |
| • Conditions of Non-discriminatory Employment | • Declaration of Moral Integrity |



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Support Staff Application

Full name _____ Application date _____

Home phone _____ Cell phone _____

Email address _____

Mailing address _____

City _____ State _____ Zip Code _____

Position _____ applying _____ for _____

Full-time ____ Part-time ____ Temporary ____ Summer ____

Desired salary range _____ Date available for work _____

Educational and Professional Training

Name & location (city, state) of last high school attended	Diploma received
Name & location (city, state) of business school, trade school, college or university	Type of certificate, diploma, degree received

Are you certified in CPR? ☐Yes ☐No Are you certified First Aid? ☐Yes ☐No

Employment History

Please start with your current or most recent employer and work backward for the past ten years. If necessary, use a separate paper.

Position _____ Dates of employment _____

Employer _____ Address _____

Supervisor's name and phone number _____

Reason for leaving _____

Position _____ Dates of employment _____

Employer _____ Address _____

Supervisor's name and phone number _____

Reason for leaving _____

Position _____ Dates of employment _____

Employer _____ Address _____

Supervisor's name and phone number _____

Reason for leaving _____

May we contact your previous employers and/or supervisors? ☐ Yes ☐ No

Special Skills

☐ Word processing

☐ Desktop publishing

☐ Spreadsheet

☐ Scheduling

☐ Other _____

Personal Spiritual Information *(If necessary, use a separate paper)*

Church denomination preference _____

Local church affiliation _____

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

Church responsibilities _____

Describe your personal experience with Jesus Christ. _____

Please read the CCS Statement of Faith and initial if you fully support it as written _____

General Information

Have you ever been arrested or convicted of a felony? ☐ Yes ☐ No

If yes, please explain in detail _____

All employees are required to submit to a national background check.

How did you discover CCS? ☐ Current employer ☐ Friend/family ☐ CCS website

☐ ACSI ☐ Printed ads ☐ Other _____

Why are you considering leaving your present position?

List any additional information that you would like us to consider _____

It is the responsibility of the applicant to forward the references to the appropriate sources.

References may be returned my mail, email or fax. Applications will not be considered until all references are received by CCS.

Applications will remain valid for no more than 120 days, After that, a new application will need to be submitted in order to be considered for positions at CCS.

I certify that the above is complete and accurate to the best of my knowledge.

Signature _____ Date _____



The following Statement of Faith is a summary of the foundational beliefs underlying the purposes of the Corporation. Each of the Corporation's directors and officers and each of the School's principals, assistant principals, and teaching faculty are required to profess the Statement of Faith as a condition to his or her nomination, election, or appointment.

STATEMENT OF FAITH

God

There is one true, holy God, externally existing in three persons: Father, Son, and Holy Spirit. In the beginning, God created out of nothing the world and everything in it, thus manifesting His power, wisdom, and goodness. By His sovereign power, He continues to sustain His creation. By His providence, He is operating through history to fulfill His redemptive purposes.

Jesus Christ

Jesus Christ is the second person of the Trinity, who was united forever with a true human nature by a miraculous conception and virgin birth. He lived a life of perfect obedience to the Father and voluntarily atoned for the sins of His people by dying on the cross as their substitute, thus satisfying divine justice and accomplishing salvation for all who trust in Him alone. He rose from the dead in the same body, though glorified, in which He lived and died. He ascended into heaven and sits at the right hand of the Father, where He continually makes intercession for His own, and where He rules as Lord forever. Through His atoning work, believers are received into eternal communion with God.

The Holy Spirit

The fruit of a saving relationship with Jesus Christ is a life of obedience, made possible for believers through the indwelling of the Holy Spirit. He awakens in sinners a recognition of their need of a Savior. He permanently indwells every believer and is their source of assurance, strength, and wisdom, and He uniquely endows each believer with gifts for the building of the body. The Holy Spirit guides believers in understanding and applying the Scripture.

Salvation

The central purpose of God's revelation in Scripture is to call all people into fellowship with Himself. Originally created to have fellowship with God, man defied God and suffered the corruption of his nature, alienating himself from God and his fellowmen. All of mankind have sinned and suffer these consequences of sin, and thus are in need of the saving grace of God. The salvation of mankind is a work of God's free grace, not the result, in whole or in part, of human works or goodness. It must be personally appropriated by repentance and faith.

The Church

All believers are members of Christ's body, the church. There is one true church universal, consisting of all those who acknowledge Jesus Christ as Savior and Lord, and the purpose of which is to glorify God.

The Bible

The Bible is the true and infallible Word of God and the unique and final authority on all matters of faith and practice.

I profess, subscribe to and acknowledge the Statement of Faith of CCS as defined in Article IV of the Articles of Incorporation in its entirety.

Signature

Date



DECLARATION OF MORAL INTEGRITY

Community Christian School expects all of its employees, as well as its volunteers who have 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 name) _____, recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that as a follower of Christ, I am not engaging in and commit to not 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 activity, sexual harassment, use of (including the 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 Community Christian School.

Applicant/Volunteer Signature

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 everyone [when he is] completely trained (readjusted, restored, set to rights, and perfected) will be like his teacher.” (Luke 6:40, AMP)



Conditions of Non-discriminatory Employment

1. The employee affirms that, as part of the qualifications for this position, he/she is a born again Christian who knows the Lord Jesus Christ as Savior. (John 3:3; I Peter 1:23)
2. The employee gives testimony that he/she has a sense of God's will, and that working in a Christian school is God's direction.
3. The employee will manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model (Timothy 4:12) both in and out of school to pupils (Luke 6:40) and as an example to parents and faculty members in judgment, dignity, respect and Christian living. This includes, but is not limited to, the refraining from any activities prohibited by Scripture.
4. The employee will faithfully attend and financially support a local church whose fundamental beliefs are in agreement with the school's *Statement of Faith*. (Hebrews 10:25)
5. The employee accepts without verbal or mental reservations both the *Statement of Faith* and the educational philosophy and goals of Community Christian School and is committed to upholding them.
6. We believe the *Statement of Faith* is an accurate representation of what the Bible teaches. Therefore, the employee agrees to refrain from advocating doctrines that are contrary to the *Statement of Faith* of CCS.
7. The employee agrees to abide by the regulations set forth in the *Parent-Student Handbook* and *Employee Handbook*, as well as any additions made during the year.
8. The employee agrees to cooperate in every way with the school authorities, adhere to, and support the policies adopted by the School Board.
9. The teacher must provide the office with completed employment folder, including a transcript of all college and graduate studies prior to receiving their first paycheck.
10. The teacher will maintain a work environment that is conducive to learning. This includes maintaining a professional appearance.
11. The full time teacher agrees to be present on time at **7:45 AM** for each school day and to remain on the premises until **3:15 PM**. He/she also agrees to arrive before school or remain after school for any additional meetings, conferences, or duty assignments as may be called by the administrator.
12. Assignment of room, grade, subject, and extracurricular duties is to be made at the discretion of the administrator in consultation with the teacher. He/she agrees to accept his/her proportionate amount of duties outside the regular assignment, the extent of such duties and assignment to be determined by the administrator.
13. The teacher will avoid highly debatable topics, as much as possible, that tend to divide Christians. A student is to be referred to his/her local church or parents if a debatable topic of a theological or political nature arises.
14. The teacher agrees to observe confidentiality in regard to pupil, parent, and school matters. (Titus 3:2 and Galatians 5:15)
15. The employee agrees to follow the Biblical pattern of Matthew 18:15-17 and Galatians 6:1 and always give a good report. All differences are to be resolved utilizing Biblical principles—always presenting a united front. Grievances, complaints, and disagreements may not be aired to students, parents or faculty and staff.

16. 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 Corinthians 6:1-8, Matthew 5:23-24 and Matthew 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 claims shall be settled by Biblically based mediation.
17. If resolutions of the dispute and reconciliation do not result from such efforts, the matter shall be submitted to an arbitrator for binding arbitration. Each party to the agreement shall agree to the selection of the arbitrator. If there is an impasse in the selection of the arbitrator, *The Association of Christian Conciliation Services* shall be asked to provide the name of a qualified person that will serve in that capacity. The mediation shall be conducted in accordance with the *Rules of Procedure for Christian Conciliation* of *The Association of Christian Conciliation Services*.
18. The parties agree that this method shall be the sole remedy for any controversy or claim arising out of the employment relationship or this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding mediation decision. Each party, regardless of the outcome of the matter, agrees to bear the cost of one-half of the fees and costs of the neutral arbitrator and any other mediation expenses.
19. The employee agrees that the Bible dictates standards of sexual behavior. Any promiscuity, homosexuality, or other deviant sexual behavior is forbidden and as such violates the bona fide occupational requirement of being a Christian role model. Such deviation from Scriptural standards is grounds for termination. (Romans 12:1-2; I Corinthians 6:9-10; Ephesians 4:1-11, 5:3-5; I Thessalonians 4:3-8; I Peter 1:14-17)
20. The employee acknowledges that he/she is fully aware of his/her obligations under state law regarding child abuse reporting requirements and that he/she will fulfill those obligations. (Please see attached).
21. The employee must give the Board **one month** prior written notice of intended resignation unless a different termination date is mutually agreed upon. If the employee resigns or is terminated during the period of service covered by this contract, payment shall be made of that proportionate part of the annual salary that the number of days of actual duty bears to the number of days (195 days) covered by the contract. All fringe benefits will end on the last day of employment.
22. Where cause exists, the Board may terminate the contract, if the employee has been informed in writing of the cause or causes for this discharge and has been given opportunity to respond to them prior to final termination. Failure to request a hearing with the Board within **seven days** of delivery of the termination notice shall waive the employee's right to such a hearing and the termination is final. Dismissal may be immediate or with longer notice depending upon the reason for dismissal. Cause, as used herein includes, but is not limited to any conduct tending to reflect discredit upon the school or upon the employee, or tending to seriously impair his/her continued usefulness as a Christian role model for the students, fluctuations in enrollment or school finances, and natural disasters.
23. Any previous agreements, whether written or oral, are fully merged into this agreement and no other agreement, statement or promise other than those contained in this contract shall be valid or binding on either party. This contract shall be interpreted under the laws of the State of Florida.