

# Riverside Christian School

721 Keys Road Yakima, WA 98901 965-2602

We are delighted you are considering employment with Riverside Christian School. The key to a successful Christian school is its staff. We are grateful for those who are professionally qualified, who love and know children and who, by the pattern of their lives, exemplify Christ. Potential RCS personnel need to abide by the following six conditions to be considered for employment. Your signature on page 3 implies full understanding and compliance with the position and mission of Riverside Christian School, *which is to develop students prepared, both academically and spiritually, to serve the Lord Jesus Christ through their character and leadership.*

It is the practice of Riverside Christian School to hire classified employees “At-Will”. Employment At-Will is not a contract but an offer of employment for an undetermined length of time based on the discernment of the Board, on student enrollment, school need, and/or employee performance. It may be terminated by Riverside Christian School at any time without cause.

## **CONDITIONS FOR BEING CONSIDERED FOR EMPLOYMENT**

1. The applicant affirms that, as part of the qualifications for employment, he/she is a “born again” Christian who knows the Lord Jesus Christ as Savior (John 3:3, I Peter 1:23).
2. The applicant manifests by precept and Biblical example the highest Christian virtue and personal decorum, serving as a **Biblical role model** (I Timothy 4:12) both in and out of school to pupils (Luke 6:40), and as an example to parents and fellow faculty members in judgment, dignity, respect, and Christian living. This includes, but is not limited to, drugs, the use of vulgar and profane language, sexual activity outside the confines of marriage as defined by the Bible, and the excessive or abusive use of tobacco or alcohol, keeping in mind we are to be an example to all and a stumbling block to none (Col. 3:17 KJ, Titus 2:7-8 TLB, I Thess. 2:10 TLB, I Thess. 5:18, 22-23 KJ, and James 3:17-18). At no time shall the employee use alcohol or tobacco in the presence of students.
3. The applicant faithfully attends a local church whose fundamental beliefs are in agreement with the Statement of Faith of this school (Hebrews 10:25).
4. The applicant accepts without verbal or mental reservations the Statement of Faith of this school and is committed to upholding them.

## STATEMENT OF FAITH

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- **Scriptures:** We believe in the Scriptures of the Old and New Testaments as verbally inspired by God, inerrant in the original writings and that they alone are the infallible Word of God. They alone are of supreme and final authority in faith and life.
- **God:** We believe there is one, and only one, living and true God and that He eternally exists in three equal persons: Father, Son and Holy Spirit.
- **Jesus Christ:** We believe that Jesus Christ is both true God and true man. We believe that as God, Jesus Christ exists from eternity to eternity as the Son of God. We believe that as man, Jesus Christ was begotten by the Holy Spirit and born of the virgin Mary. We believe that the Lord Jesus Christ died for our sins according to the Scriptures as a representative and substitutionary sacrifice; and that all who believe in Him are justified on the grounds of His shed blood. We believe in the resurrection of the crucified body of our Lord, in His ascension to heaven, in His present life there for us as High Priest and Advocate. We believe in “that blessed hope,” the personal imminent return of our Lord and Savior, Jesus Christ.
- **Holy Spirit:** We believe the Holy Spirit eternally exists as the third person of the Triune Godhead. We believe that the Holy Spirit convicts men of the need for Christ and regenerates them, giving every believer a new spiritual life. We believe the Holy Spirit seals, empowers, guides, teaches and sanctifies every believer. We believe the Holy Spirit sovereignly bestows gifts upon believers and produces spiritual fruit in each Christian as evidence of a Spirit-filled life.
- **Man:** We believe that man was created in the image of God; that he voluntarily sinned and thereby incurred not only physical death, but also spiritual death, which is separation from God; that all human beings are born with a sinful nature and are totally incapable, through any personal act or combination of actions of righteousness, to earn approval from God, which will solve the separation problem.
- **Salvation:** We believe that salvation is available to all who will receive it and is wholly of grace through the work of the Lord Jesus Christ alone. All who receive this gift are born again of the Holy Spirit and thereby become children of God. Faith in the Lord Jesus Christ is the only condition of salvation. We believe that all who are born again are kept by God the Father for Jesus Christ.
- **Resurrection:** We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved and the everlasting conscious punishment of the lost.
- **Church:** We believe in the great commission, which our Lord has given to His church to evangelize the world, and that the church is made up of all who truly believe on the Lord Jesus Christ. The local church is a congregation of believers who have associated for worship and fellowship.
- **Creation:** We accept the *literal* Genesis account of creation and believe that man came by direct creation of God and not by evolution.
- **Satan:** We believe in the personality of Satan, that he is the unholy god of this age, the author of all the powers of darkness and is destined to the judgment of an eternal justice in the lake of fire.

\_\_\_\_\_ I fully support the Statement of Faith without mental reservations.

Signature: \_\_\_\_\_

\_\_\_\_\_ I support the Statement of Faith, 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.

Signature: \_\_\_\_\_

**CONDITIONS FOR BEING CONSIDERED FOR EMPLOYMENT (CONT.)**

5. Upon request, the applicant agrees to submit to a physical examination by a licensed physician and furnish the school with a copy of a physician's report.
6. The applicant 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.

I have read and understand the expectations of this "Employment At-Will" statement. Inability to meet these expectations may disqualify you from being considered for a position at Riverside Christian School.

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Applicant Signature

Date

# Riverside Christian School

721 Keys Road • Yakima, WA 98901 • (509) 965-2602 • Fax (509) 966-7031

## Application for Classified Personnel

*Your interest in Riverside Christian School is appreciated. We invite you to fill out this application, and return it to our school office.*

*The key to a successful Christian school is its staff. We are grateful for those who are professionally qualified, who love and know children and who, by the pattern of their lives, exemplify Christ.*

*We look forward to receiving your application. We thank you for your interest in the ministry of Riverside Christian School. It is our prayer that God fulfills His perfect will in the lives of all applicants.*

Application Date: \_\_\_\_\_ Position Desired: \_\_\_\_\_  
Date Available: \_\_\_\_\_ Full time: \_\_\_\_\_ Part time: \_\_\_\_\_

### A. APPLICANT'S NAME and ADDRESS

Miss  
Mrs.  
Full Name Mr. \_\_\_\_\_  
*First Middle Last*

Present Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

Permanent Address \_\_\_\_\_  
\_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

### B. PERSONAL INFORMATION

Social Security # \_\_\_\_\_

Finances:

What was your most recent annual salary? \_\_\_\_\_

What salary do you think you would require to realistically meet your financial needs if you accept a position with us? \_\_\_\_\_

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**C. CHRISTIAN BACKGROUND**

Testimony On a separate sheet of paper in your own handwriting briefly give your Christian testimony.

Bible Do you believe the Bible to be the inspired and infallible Word of God, our final authority in all matters of faith, conduct and truth?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Signature \_\_\_\_\_

Church Denominational preference \_\_\_\_\_  
What is your local church affiliation? \_\_\_\_\_  
Are you presently a member in good standing? \_\_\_\_\_ Number of Years \_\_\_\_\_

Service In what church activities are you involved and with what degree of regularity? \_\_\_\_\_  
\_\_\_\_\_  
What other Christian service have you performed since becoming a Christian? \_\_\_\_\_  
\_\_\_\_\_  
What is your attitude toward working with those of other races and those of other denominational beliefs? \_\_\_\_\_  
\_\_\_\_\_  
To what extent should a Christian school employee become involved in Sunday and other weekday ministries in the church of which you are a member? \_\_\_\_\_  
\_\_\_\_\_

Devotional Describe your routine of personal Bible study and prayer. \_\_\_\_\_  
Life \_\_\_\_\_  
What books have you read recently which have helped you spiritually? \_\_\_\_\_  
\_\_\_\_\_

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**D. EMPLOYMENT HISTORY**

(Begin with your present or most recent job).

1. \_\_\_\_\_  
Employer Supervisor  
\_\_\_\_\_  
Address Phone  
\_\_\_\_\_  
Job Title Work Performed  
\_\_\_\_\_  
Date Employment Began Date Employment Ended  
\_\_\_\_\_  
Reason for Leaving

2. \_\_\_\_\_  
Employer Supervisor  
\_\_\_\_\_  
Address Phone  
\_\_\_\_\_  
Job Title Work Performed  
\_\_\_\_\_  
Date Employment Began Date Employment Ended  
\_\_\_\_\_  
Reason for Leaving

3. \_\_\_\_\_  
Employer Supervisor  
\_\_\_\_\_  
Address Phone  
\_\_\_\_\_  
Job Title Work Performed  
\_\_\_\_\_  
Date Employment Began Date Employment Ended  
\_\_\_\_\_  
Reason for Leaving

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**E. PROFESSIONAL QUALIFICATIONS**

Formal Training      What degree(s) do you hold? (If applicable)

<u>Degree</u>	<u>Date received</u>	<u>Institution from which received</u>
_____	_____	_____
_____	_____	_____

Your major(s) \_\_\_\_\_

Your minor(s) \_\_\_\_\_

Cumulative Grade Point Average: BA \_\_\_\_\_ Graduate Work \_\_\_\_\_

Total credits after date of Bachelor's degree \_\_\_\_\_

Are these quarter credits or semester credits? \_\_\_\_\_

**F. REFERENCES**

Personal:      Give 3 references, who are qualified to speak of your spiritual experience and Christian service. List your current pastor first. *(Do not list family members or relatives for references.)*

<u>Name</u>	<u>Complete Address</u>	<u>Phone</u>	<u>Position</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

School/Work: Give 3 references, who are qualified to speak of your professional training and experience. List your current or most recent supervisor first.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**F. PERSONAL PHILOSOPHY**

Short Essays      *On separate paper, please label and succinctly answer each of the questions below.*

A. Why do you wish to have a part in Christian education?

B. State what you consider to be the main characteristics that distinguish a Christian school from a public school.

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**G. PERSONAL PHILOSOPHY (continued)**

- C. What areas do you feel are your strengths? Weaknesses?
- D. What do you believe about the origin of the earth and mankind?
- E. Please summarize any additional information that you would like to present regarding your qualifications for this position.

**H. PERSONAL INTERESTS**

List memberships, offices and honors obtained:

High School \_\_\_\_\_

College \_\_\_\_\_

Currently \_\_\_\_\_

List your hobbies and personal interests. \_\_\_\_\_

What periodicals do you read regularly? \_\_\_\_\_

**I. APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that Riverside Christian School is an equal opportunity employer and as such does not discriminate in its employment practices against any person because of race, color and national or ethnic origin.

I understand that my character and life style must be in harmony with biblical morals.

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 significant omission of fact may prevent me from being hired, or if hired may subject me to immediate dismissal.

I authorize Riverside Christian School to inquire about my work and personal history and verify all data given in my application for employment, related papers or oral interviews. I authorize the giving and receiving of any information requested by Riverside Christian School, and I release from liability any person, organization or company giving or receiving any such information.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



# Riverside Christian School

## Church Involvement Form

### **Regular church attendance is a requirement for RCS employment**

*In order to **encourage spiritual growth and consistent teaching in accordance with Scripture, all employees at Riverside Christian School are required to attend a weekend place of worship regularly. Regular attendance is defined as no less than an average of two weeks per month over the course of a year. The church must be a Bible believing Evangelical church which is in agreement with the RCS statement of faith. Churches such as the LDS church, Unitarian church, and Wiccan church are NOT in agreement with our statement of faith and will not be recognized.***

**We ask that this form be completed by the PASTOR most able to attest to the person's involvement.** *The person listed below has applied for employment at Riverside Christian School. The purpose of this form is to show the level of church involvement.*

Name \_\_\_\_\_

How long have you known this person? \_\_\_\_\_

#### **ATTENDANCE AT WORSHIP SERVICES**

\_\_\_\_\_ Entire family attends on a weekly basis. If not, how often? \_\_\_\_\_

\_\_\_\_\_ Some family members attend on a weekly basis: \_\_\_\_\_ Father \_\_\_\_\_ Mother \_\_\_\_\_ Children

Comment \_\_\_\_\_

Please describe the pattern of attendance, if not consistent. \_\_\_\_\_

#### **CHURCH INVOLVEMENT**

How long has this person been **actively** attending your church? \_\_\_\_\_

Comment \_\_\_\_\_

In what church activities does the person participate? \_\_\_\_\_

**OTHER COMMENTS:** \_\_\_\_\_

Pastor's Name (please print) \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Church Name/Denomination \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Telephone \_\_\_\_\_

**Please mail completed form to:**

**Riverside Christian School  
721 Keys Road  
Yakima, WA 98901  
or fax to (509) 966-7031**