

# **The King's Christian School**

## **Staff Application**



In partnership with Christian parents, The King's Christian School equips and strengthens students through education and example to stand firmly on God's Word, to become servant-leaders who impact the world through a Christ-centered life.

## **DOCTRINAL STATEMENT**

We recognize that The King's Christian School is not a church but rather a supportive arm of the church, and that it does not replace the unique and distinctive elements of the local church.

This abbreviated statement enables us to share the doctrinal position of The King's Christian School with you. It is a doctrinal position based on the infallible Word of God and interpreted in accordance with the reformed standards of the Westminster Confession of Faith (the London Confession of 1689).

### **God**

We believe that God is a Spirit (Jn. 4:24): infinite (Job 11:7-9), eternal (1 Tim. 1:17), unchangeable (Jas. 1:17; Mal. 3:6), and incomparable (Ps. 145:3; Rom. 11:33-36) in all that He is; one God but three persons (1 Jn. 5:7; Mt. 3:16; 28:19-20; 2Cor. 13:14) the Father (Eph. 4:6) the Son (Jn. 1:14; 10:30) the Holy Ghost (Jn. 15:26) Our Creator (Gen. 1:1; Jn 1:10), Redeemer, and Sanctifier, in Whose power and wisdom, righteousness, goodness, and truth (Rom. 1:20; Jer. 10:12; 32:17) we may safely put our trust. (Prov. 3:5-6; Acts 17:24-25).

### **God's Word**

We believe that our one aim in life and death should be to glorify God (1 Cor. 1:31; 10:31) and enjoy Him forever (Ps. 73:25-28; 90:14), and that God teaches us how to glorify and enjoy Him in His holy Word – that is the Bible (Ps. 1). He has given the Bible by the infallible inspiration of His Spirit (2 Tim. 3:16; 2 Pet. 1:20-21), allowing no errors in original writing, in order that we may know with certainty what we are to believe concerning Him (2 Tim. 3:15), and what duty He requires of us (Ps. 119:9-11; 105; Mic. 6:8; Mt. 22:34-40). We believe that the canon of Scripture is closed with the revelation of Jesus Christ, the Son of God (Heb. 1:1-2; Rev. 22:18-19).

### **Creation**

We believe that the heavens and the earth, and all that is in them, are the direct work of God's hands (Jn. 1:3; Job 26:13) - created from nothing (Gen. 1; Heb. 11:3), without the process of evolution: and all that He has made He directs and governs (Ps. 115:3; Eph. 1:11), so that they fulfill the end for which they were created (Col. 1:16). We who trust in Him may rest securely in the protection of His almighty love (Acts 17:28).

### **Man**

We believe that God formed man from the dust of the ground and breathed life into him (Gen.2:7). God created men and women in His own image (Gen. 1:26), distinct in gender and roles (Gen. 1:27; 2:18, 21:24; 1 Cor. 11:7-9; 1 Tim. 2:12-14), but equal in worth, dignity, and inheritance (1 Pet. 3:7, Gal. 3:28), with wonderful and permanent intention, (Psa. 139:13-16), in knowledge, righteousness, and holiness (Ecc. 7:29; Eph 4:24), requiring of man the obedience that was God's due (1 Jn. 2:6). It was by willfully disobeying God that man fell into sin and misery (Gen.2:17; Rom. 1:19 -32).

### **Statement on Marriage and Sexuality**

We believe that God wonderfully and immutably creates each person as either male or female. These two distinct, complementary sexes together reflect the image and nature of God (Gen.1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, or use of pornography) is sinful and offensive to God (Matt. 15:18- 20; 1 Cor. 6:9-10).

We believe that in order to preserve the function and integrity of TKCS and to provide a biblical role model to the student body and the community, it is imperative that all persons employed by TKCS in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage and Sexuality (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor.6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of TKCS.

### **Sin**

We believe that through the devices of Satan (Gen. 3:13; 2 Cor. 11:8) all mankind is fallen in Adam (Rom. 5:12-19). We are by nature children of wrath (Eph. 2:3), under the condemnation of God (Gal. 3:10) and corrupted in body and soul (Eph. 4:18), prone to evil (Rom. 7:5, 15-24; Eccl. 8:11), and liable to eternal death (Rom. 6:23) and everlasting punishment (Dan. 12:2; Mt. 25:41; 2 Thess. 1:9); from this dreadful state we cannot be delivered save through the unmerited grace of God our Savior (Jn. 3:16; Eph. 2:8-9; Titus 2:11; 3:5).

### **Salvation**

We believe that God has not left the world to perish in its sin (2 Pet. 3:9); but, out of the great love wherewith He has loved it (Jn. 3:16), He has from all eternity graciously chosen (Rom. 8:30; Eph. 1:4) unto Himself a multitude which no man can number (Rev. 5:9; 7:9), to deliver them out of their sin and misery.

We believe that God has redeemed His people unto Himself (1 Pet. 2:9-10) through Jesus Christ Our Lord (Eph. 2:15-19; 1 Pet. 1:18); Who, though He was and ever continues to be the eternal Son of God (Jn. 1:14; 1 Jn. 5:20), yet was born of a virgin (Is. 7:14; Mt. 1:23), born under the law, that He might redeem them that were under the law (Gal. 4:4-5). We believe that He bore the penalty due to our sins (Is.53; 1 Pt. 2:24; 3:18).

### **Jesus Christ**

We believe that Jesus Christ, our Redeemer (Acts 4:12; Gal. 3:13), died for our offenses (Is.53:4-12), was raised again for our justification (Rom. 4:25), and ascended into the heavens (Acts 1:9-11; Heb. 4:14-16), where He sits at the right hand of the Father Almighty (Heb. 1:3; 12:2), continually making intercession for His people (Rom. 8:34; Heb. 7:2). Because He governs the whole world as Head over all things for His church (Eph. 2:20-23; Col. 1:18), we surely know that nothing can snatch us out of His hands (Jn.10:27-30) and nothing can separate us from His love (Rom. 8:35-39).

### **Holy Spirit**

We believe that the redemption wrought by the Lord Jesus is effectively applied to all His people by the Holy Spirit (Jn. 6:63; 1 Cor. 4:13; Eph. 7:17-19), Who works faith in them and thereby unites them to Christ (1 Cor. 12:13; Eph. 2:14-16). As His Spirit renews them in the whole man after the image of God (Col 3:10), they are enabled more and more to die unto sin and to live unto righteousness (Rom. 6:11; 1 Pet. 2:24); until this gracious work having been completed (Phil. 1:6; 2 Tim. 3:17) in them, they shall be received into glory. Abiding in this hope (Titus 2:13), we must ever strive to perfect this holiness in the fear of God (Heb. 12:10).

### **Sanctification**

The principal acts of saving faith are accepting, receiving, and resting upon Christ alone for justification, sanctification, and eternal life (Jn. 1:12; Acts 16:31; Gal. 2:20). Good works done in obedience to God's commandments are the fruits and evidences of a true and living faith (Jas.2:18, 22): and by them believers manifest their thankfulness (Ps. 116:12-13; 1 Pet. 2:9), strengthen their assurance (1 Jn. 2:3, 5; 2 Pet. 1:5-10), edify their brethren (2 Cor. 9:2), adorn the profession of the gospel (Eph. 4:1-3; Titus 2:5), stop the mouths of the adversaries (1 Pet. 2:15), and glorify God (1 Pet. 2:12) whose workmanship we are, created in Christ Jesus unto holiness and good works (Eph. 2:10) that we may have eternal life (Rom. 6:22). Thus,

we are to work out our salvation with fear and trembling. For it is God who works in us both to will and to do of His good pleasure (Phil. 2:12-13). We believe that immediately upon death the souls of Christians are made perfect in holiness (Heb. 12:23; 2 Tim. 4:6-8) and are in the presence of the Lord forever (Lk. 23:43; 2 Cor. 4:8).

### **Christ's Return**

We believe that as Jesus Christ will physically and visibly return a second time in glory (Dan.7:13; Mt. 24:30) according to His promise to consummate His kingdom (Mt. 24:14, 42); to judge the world in righteousness (Is. 22:3-4), and to assign each to His eternal reward (Rev. 20:7-15). Now if we be dead with Christ, we believe that we shall also live with Him (Rom. 5:8; 1 Cor. 15:51-53); and when He shall return in glory, we shall be raised in Him (1 Cor. 15:42-44; 1 Thess. 4:13-19) and made perfectly blessed in the full enjoyment of God to all eternity (1 Pet. 5:10; 2 Tim. 2:10-13; Jude 24).

And to Him, our Redeemer  
With the Father,  
And the Holy Spirit,  
Be glory forever, world without end,  
Amen and Amen.

Adopted June 1987
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# **CONSTITUTION OF THE KING'S CHRISTIAN SCHOOL ASSOCIATION**

## **ARTICLE I. NAME**

The organization shall be known as The King's Christian School Association. The location and address of its registered office is 5 Carnegie Plaza, Cherry Hill, NJ 08003.

## **ARTICLE II. BASIS**

The Basis of the Association is the infallible Word of God, interpreted in accordance with the Reformed Standards. The Association is committed to the following fundamental principles:

- (a) That the instruction and education of children in the school, as well as in the home, must be in accordance with the Word of God.
- (b) That education is primarily the responsibility of the parents.

## **ARTICLE III. PURPOSE**

The purpose of the Association is to establish a private school (or schools) which will give to the youth of the community instruction in all subjects normally taught in public and private schools, such instruction to be in agreement with ARTICLE II to the end that the students may grow in grace and in the knowledge of God.

## **ARTICLE IV. MEMBERSHIP**

Section 1: Annual membership in the Association is open to all who:

- (a) profess a personal belief in/relationship with Jesus Christ for salvation.
- (b) agree with the provisions of ARTICLES II and III of the Constitution.
- (c) are believers in Christ committed to being in fellowship with a local church.
- (d) are 21 years of age or older.
- (e) are employees or current parents who meet the eligibility requirements of (a), (b), (c), and (d) above, or:
- (e) are individuals with a relationship to TKCS (alumni, parents of alumni, former employees, grandparents) who meet the eligibility requirements of (a), (b), (c), and (d) above and make an annual contribution of \$100 or more to TKCS at the time of application, or:

(f) are other interested friends of TKCS who meet the eligibility requirements of (a), (b) (c), and (d) above, and make an annual contribution to TKCS of \$100 or more at time of application, subject to the approval of the Board of Directors.

(g) local pastors who meet the eligibility requirements of (a), (b) (c), and (d) above and make application to be an Association member subject to the approval of the Board of Directors.

Section 2: For the purpose of this Constitution, the Reformed Standards referred to in ARTICLE II shall be the Westminster Confession of Faith or the Philadelphia Confession of Faith which is the London Confession of 1689 or the Abbreviated Doctrinal Statement of The King's Christian School.

## **ARTICLE V. MEETINGS**

Section 1: The Annual Meeting shall be held in March, the date, time, and place to be set by the Board. The Secretary of the Board shall report on prior meetings, and the President of the Board and the Head of School shall report on the activities and progress of the school. The Treasurer of the Board shall give an accounting of finances. (See ARTICLE VI, Section 3, regarding terms of Board members.)

Section 2: Special meetings may be called by the Board of Directors or by the President of the Board. Meetings shall be called by the officers of the Association upon a written request signed by twenty (20) or more members of the Association. Such a request must state the reasons for the meeting, and the business at special meetings shall be confined to the business stated.

Section 3: Written notice of all meetings shall be given to all members at least two weeks prior to the meeting. Written notice of all special meetings shall state the purpose of the meeting. When notice has been given, those members who appear at the time of place specified shall constitute a quorum.

Section 4: A special meeting will be called by the President of the Board prior to the beginning of the re-registration of pupils; the date, time, and place to be set by the Board. The purpose of this meeting will be to adopt the budget for the next fiscal year and conduct any other business that is properly presented.

Section 5: Voting privileges at Association meetings are limited to those who were members in good standing as of midnight on the date that occurs 30 days before a scheduled Association meeting.

## **ARTICLE VI. BOARD OF DIRECTORS**

Section 1: The Board of Directors shall consist of twelve members elected from, and by, the Association. Members elected to the Board shall publicly affirm their full agreement with the Basis and Purpose of the Association as expressed in ARTICLES II and III of this Constitution.

Section 2: Each year a Nominating Committee appointed by the Board shall receive nominations from the Association in writing by November 1. The Nominating Committee's report will be submitted to the Board that they may interview nominees concerning Constitutional requirements for membership on the Board. At least one month prior to the election

of Board Members, the Board will publish a list of all approved nominees to the membership of the Association.

Section 3: The term of office of Board members shall be three years. The Board shall be divided into three classes of four members each, with one class being elected each year at the annual meeting. Board members can serve up to nine consecutive years and would be eligible for re-election at the following year's annual meeting.

Section 4: Vacancies occurring during the year shall be filled by appointment by the Board. Such appointees shall meet all qualifications of a Board member, but shall hold office only until the next annual meeting, at which time the vacancy will be filled by election.

Section 5: The Board of Directors shall elect its own officers, and the officers of the Board shall be the officers of the Association.

Section 6: Candidates for membership on the Board of Directors must personally ascribe to the Spiritual Qualifications as set forth in the Board Policy Manual and be active members in good standing of a local, evangelical church that has a statement of faith in agreement with the school's statement of faith.

Section 7: The Board of Directors shall have the authority to remove from office any Board Member who is either unable or unwilling to perform his duties. The vacancy shall be declared by a majority vote of the Board present at a regular meeting.

## **ARTICLE VII. DUTIES OF THE BOARD OF DIRECTORS**

Section 1: The Board of Directors shall be responsible for the governance of the school (or schools) in accordance with the Constitution and By-Laws of the Association.

Section 2: The President of the Board shall appoint all board committees.

Section 3: The officers of the Board shall constitute an Executive Committee whose authority and responsibilities shall be determined by the Board.

## **ARTICLE VIII. FINANCES**

Section 1: The source of funds used in the operation of the school will be tuition and other charges, and contributions. Contributions shall be consistent with the teachings of Scripture.

Section 2: Capital campaign programs must have prior approval of the Board.

Section 3: The fiscal year of the Association shall be July 1<sup>st</sup> through June 30<sup>th</sup>.

Section 4: The Treasurer shall annually seek approval of the Board to engage an individual or a firm to perform an audit or a review of the school's financial statements.

## **ARTICLE IX. TEACHING STAFF**

Section 1: All members of the teaching staff must declare their unconditional acceptance of the Basis and Purpose of the Association as expressed in ARTICLES II and III of this

Constitution. They must be qualified to teach at least according to the standards of the best public and private schools; they must be members of a church whose doctrine is in agreement with these ARTICLES; they must be scripturally sound in their teaching and lead a consistent Christian life.

Section 2: The substance of this ARTICLE shall be made a part of all contracts entered into with members of the teaching and administrative staff.

Section 3: In order to be eligible for the teaching and/or administrative staff of the The King's Christian school candidates must personally ascribe to the Spiritual Qualifications\* as set forth in the Board Policy Manual and be active members in good standing of a local, evangelical church that has a statement of faith in agreement with the school's statement of faith.

## **ARTICLE X. AMENDMENTS**

The Constitution may be amended only by a two-thirds vote of those present at any regular meeting of the organization, provided that the amendment has been presented at a previous regular meeting. Amendments to ARTICLES II and III shall be made only at an annual meeting and then by a vote of three-fourths of all members of the Association, the amendments having been proposed at the previous annual meeting.

## **ARTICLE XI. DISSOLUTION**

In case of the dissolution of the Association, the property and assets belonging to the Association shall be donated, after liquidation, to such a Christian cause as the Association may direct.

## **ARTICLE XII. OTHER**

Anything not covered by this Constitution shall be governed by Roberts Rules of Order.

Revised January 22, 2024



## **THE KING'S CHRISTIAN SCHOOL PEACEMAKER PLEDGE**

As people reconciled to God by the death and resurrection of Jesus Christ, The King's Christian School believes that each individual is called to respond to conflict in a way that is remarkably different from the way the world deals with conflict (Luke 6:27-36; Gal. 5:19-26; Matt. 5:9). The King's Christian School also believes that conflict provides opportunities to glorify God, serve other people, and grow to be like Christ (1 Cor. 10:31-11:1; Rom. 8:28-29; James 1:2-4). Therefore, in response to God's love and in reliance on His grace, all employees are asked to commit themselves to respond to conflict according to the following principles:

**Glorify God** - Instead of focusing on our own desires or dwelling on what others may do, we will seek to please and honor God – by depending on His wisdom, power, and love; by faithfully obeying His commands; and by seeking to maintain a loving, merciful, and forgiving attitude (1 Cor. 10:31; James 4:1-3; Psalm 37:1-6; Philippians 4:2-9; Colossians 3:1-4; 1 Peter 2:12; John 14:15; James 3:17-18; Romans 12:17-21; Mark 11:25).

**Get the Log Out of Your Own Eye** - Instead of attacking others or dwelling on their wrongs, we will take responsibility for our own contribution to conflicts – confessing our sins, asking God to help us change any attitudes and habits that lead to conflict, and seeking to repair any harm we have caused (Matt. 7:3-5; 1 John 1:8-9; Prov. 28:13; Col. 3:5-14; Luke 19:8).

**Go and Show Your Brother His Fault** – Instead of pretending that conflict does not exist or talking about others behind their backs, we will choose to overlook minor offenses, or we will talk directly and graciously with those whose offenses seem too serious to overlook. When a conflict with another Christian cannot be resolved in private, we will ask others in the body of Christ to help us settle the matter in a Biblical manner (Matt. 18:15-20; James 5:9; Prov. 19:11; Gal. 6:1-2; Eph. 4:29; 2 Tim. 2:24-26; 1 Cor. 6:1-8).

**Go and Be Reconciled** - Instead of accepting premature compromise or allowing relationships to wither, we will actively pursue genuine peace and reconciliation – forgiving others as God, for Christ's sake, has forgiven us, and seeking just and mutually beneficial solutions to our differences (Matt. 5:23-24; Eph. 4:1-3, 32; Matt. 7:12; Phil. 2:3-4).

By God's grace, we apply these principles as a matter of stewardship, realizing that conflict is an assignment, not an accident. We will remember that success, in God's eyes, is not a matter of specific results but of faithful, dependent obedience. And we will pray that our service as peacemakers brings praise to our Lord and leads others to know His infinite love (Matt. 25:14-21; 1 Peter 2:19; Rom. 12:18; John 13:34-35).

As an employee (full or part-time) of The King's Christian School, I agree to follow the process as described above in all matters of concern or disagreement with an individual, administrative regulation, or directive, and/or board policy. I also agree and forfeit my right to file suit and/or a legal claim against The King's Christian School, an employee of The King's Christian School, or the Board of Directors of The King's Christian School. I will seek biblical resolution to all matters following the prescribed grievance procedures as stated in Board Policy and the Employee Handbook with mediation/arbitration as the final means of resolving an issue or concern.

## **PERSONNEL ARBITRATION/MEDIATION AGREEMENT**

(Official requirement of all employment agreements at The King's Christian School)

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 injunction of 1 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 any claim or statutory claims, shall be settled by biblically based mediation as defined below.

If resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be submitted to a panel of three arbitrators for binding arbitration. Each party to the agreement shall have the right to select one arbitrator. The two arbitrators selected by the parties shall jointly select the neutral, third arbitrator. If there is an impasse in the selection of the third 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 arbitration shall be conducted in accordance with the Rules of Procedure for Christian Conciliation of the Association of Christian Conciliation Services (Peacemaker Ministries)

(406)256-1583, [www.hispeace.org](http://www.hispeace.org).

The parties agree that these methods 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 arbitration decision. Each party, regardless of the outcome of the matter, agrees to bear the costs of the neutral arbitrator and any other arbitration expenses.

## **DECLARATION OF ETHICAL AND MORAL INTEGRITY**

As an applicant for employment at The King's Christian School and its ministries, I \_\_\_\_\_ recognize, understand, and agree to live by the moral and ethical standards of the school. I further declare that regarding my personal moral and ethical character and conduct as of this date, I am not, nor have I been in the past engaged in inappropriate conduct towards minors, nor do I have inclinations towards such conduct. Inappropriate conduct includes the following: homosexuality, verbal, physical or sexual abuse as defined by Scripture and state law.

I do declare that the above statement is factual and true.

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

## **SPIRITUAL STANDARDS STATEMENT**

With a strong desire to maintain a pure testimony for Christ in every phase of our school life in the face of today's drift from Scriptural principles and standards, it is essential that we recognize the reality of our three-fold enemy -Satan, the world, and the flesh. We must develop keen Spiritual discernment so that we will be able to stand courageously against the influence of the world and be separated from those things which are a hindrance to our spiritual growth and testimony, realizing first that we are new creations in Christ Jesus (II Cor. 5:17) and second that we have an obligation to present our bodies a living sacrifice, holy acceptable unto God (Romans 12:1,2).

We recognize that neither a consuming desire for material things of this world nor constant indulgence in worldly amusements is consistent with the desired Spiritual growth and vital testimony. As to the flesh, here too, an attitude of crucifixion and death is the only safe and Scriptural answer to this ever-present peril (Rom. 6; Gal. 5:16, 24, 25). We must especially refrain from the sins specified in the murmurings, whisperings (gossip), backbiting, misuse of the tongue, etc. (Rom 1; Gal. 5; Eph. 4; Phil. 2; Col. 3; James 3). Our minds and hearts should be permeated with sincere desire not to grieve the Holy Spirit in any way but on the other hand to please Him by our obedience and to glorify God in all our service. (I Cor. 6:19, 20).

All members of the board of directors and teachers (full-time, substitute, and part-time) are to annually consent to and indicate their sincere and whole-hearted agreement with this entire statement and, by the grace of God and in dependence upon the Holy Spirit, do their utmost to maintain these standards. If at any time an individual is no longer willing to maintain these standards, it will be incumbent upon that one to voluntarily resign his or her position.

Adopted 11/16/65

## **BOARD POLICY #530.1 -EMPLOYMENT CRITERIA**

Candidates for hire for employment as Educational/Administrative, Instructional or Support Staff must believe in the Lord Jesus Christ as their personal Savior and must agree with the doctrinal statement of The King's Christian School.

Recognizing the wide range of beliefs among Association members and school families of The King's Christian School, each of us must respect the distinctive aspects of individual conviction beyond the basic elements of personal faith in Jesus Christ alone for salvation. However, in keeping with the school's position on the authority of the Word of God as His revelation to man, The King's Christian School holds that the revelatory activity of God ceased with the completion of the New Testament. Thus, Scripture is sufficient as the Christian's authority, and there is no need for subsequent experience to supplement that authority.

All employees must believe that the revelatory activity of God ceased with the completion of the New Testament. Thus, Scripture is sufficient as the Christian's authority, and there is no need for subsequent experience to supplement that authority. The King's Christian School considers the gift of speaking in tongues revelatory, as the gift is used and described in Acts. Therefore, it is the policy of The King's Christian School that speaking in tongues or the interpretation of such shall not be advocated or practiced by adults or students in classes, meetings, or other gatherings of the Association or school.

Policy 530.1

(Revised 1/96; 11/00; 1/03)

# APPLICATION FOR STAFF POSITION

## PERSONAL DATA

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

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

Contact Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Position for which applying: \_\_\_\_\_

Position you presently hold: \_\_\_\_\_ Number of Years in Position: \_\_\_\_\_

Have you ever been dismissed, resigned to avoid being dismissed, or been asked to resign from a position?

Yes \_\_\_\_ No \_\_\_\_

If "yes", please explain:

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Have you ever been convicted of any offense (misdemeanor and/or felony)? Yes \_\_\_\_ No \_\_\_\_

If "yes", please explain:

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# SPIRITUAL DATA

Church Name: \_\_\_\_\_ Pastor's Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Have you been a member of this church for six months or more? Yes \_\_\_\_ No \_\_\_\_

If not, please list the name, address, phone number, and pastor of the previous church of which you were a member:

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What is your present church involvement? \_\_\_\_\_

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Have you ever received Jesus Christ as your Savior and Lord? Please give your testimony:

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# **EDUCATION**

(Check all that apply)

High School Graduate \_\_\_\_\_ College \_\_\_\_\_ Business Training \_\_\_\_\_

Technical School \_\_\_\_\_ Bible School \_\_\_\_\_

School

Years Attended

Degree/Major

\_\_\_\_\_

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**EXPERIENCE:** (List most recent position first, list others in descending order)

Name of Company or Firm and Address:

\_\_\_\_\_

Dates Worked: \_\_\_\_\_ Position Held: \_\_\_\_\_

Name of Company or Firm and Address:

\_\_\_\_\_

Dates Worked: \_\_\_\_\_ Position Held: \_\_\_\_\_

May we ask your previous employers about you? \_\_\_\_\_

If now employed, when may we ask your present employer? \_\_\_\_\_

## **SPECIALTY SKILLS**

Proficient in the following computer programs (check all that apply):

Microsoft Word \_\_\_\_\_ Microsoft Publisher \_\_\_\_\_ Microsoft Excel \_\_\_\_\_ Microsoft PowerPoint \_\_\_\_\_

Microsoft Outlook \_\_\_\_\_ Google Docs \_\_\_\_\_ Google Sheets \_\_\_\_\_ QuickBooks \_\_\_\_\_ Raisers Edge \_\_\_\_\_

RenWeb \_\_\_\_\_ FACTS Management \_\_\_\_\_

Are you skilled in using spreadsheets/data base computer programs? \_\_\_\_\_



MAINTENANCE/REPAIR (only if applying for a maintenance position)

1. Are you capable of performing minor electrical/plumbing repairs? \_\_\_\_\_
2. Do you have construction skills? \_\_\_\_\_
3. Are you able to operate floor cleaning equipment? \_\_\_\_\_
4. Are you able to do yard work and grounds keeping? \_\_\_\_\_
5. Can you operate a school bus? \_\_\_\_\_ CDL/License? \_\_\_\_\_

List any other skills you possess that would be beneficial in performing the position for which you are applying: \_\_\_\_\_

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Why do you desire to work at The King's Christian School?

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# REFERENCE DATA

Please list names and addresses of individuals who will attest to:

## **Professional Qualifications and Abilities**

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

POSITION \_\_\_\_\_ PHONE/E-MAIL \_\_\_\_\_

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

POSITION \_\_\_\_\_ PHONE/E-MAIL \_\_\_\_\_

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

POSITION \_\_\_\_\_ PHONE/E-MAIL \_\_\_\_\_

## **Character Reference**

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

POSITION \_\_\_\_\_ PHONE/E-MAIL \_\_\_\_\_

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

POSITION \_\_\_\_\_ PHONE/E-MAIL \_\_\_\_\_

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

POSITION \_\_\_\_\_ PHONE/E-MAIL \_\_\_\_\_

I, \_\_\_\_\_, attest to the fact that the information provided in this application is accurate and honest to my fullest knowledge and ability.

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Signature of Applicant

Date

By signing below, I agree that I have read and agree with and will comply with the following:

Document	Please Initial
Constitution of TKCS Association	
Spiritual Standard	
Peace Maker's Pledge	
Arbitration/Mediation Agreement	
Doctrinal Statement	
Moral and Ethical Integrity Standard	Must Sign Declaration Page

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

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

Administrator's signature after discussion with applicant:

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

## **NOTICE**

1. All employment contracts and hiring agreements are provisional until satisfactory results of a criminal history check are received by TKCS.
2. Appropriate paperwork will be provided.
3. All necessary paperwork **MUST BE** in your personnel file **BEFORE** your first day of work. This includes the receipt of your criminal history review.