



Educate•Build•Inspire

Helena Christian School
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Following Christ's call to impact the world

ADMINISTRATIVE POSITION APPLICATION

Thank you for your interest in becoming part of the team at Helena Christian School. As a team, it is important that we are all focused on our mission, vision and core values to achieve our goals.

Motto/Tag Line

Educate~Build~Inspire

Vision Statement

Following Christ's call to impact the world

Mission Statement

Educate students with academic excellence and biblical training, build Godly character and inspire them to a life of service to their Savior.

Core Values

CLEAR

Community of Believers--Being led by God while partnering in unity to accomplish the school's mission. (Eph 4:3)

Leadership by Christ's Example-- Encouraging others in their pursuit of Christ by reflecting Christ's character while fulfilling the roles in which I have been placed. (Heb 10:24)

Excellence in all things- Achieving my best in the school, the home, the church and the community; to do as unto the Lord. (Col. 3:23)

Accountability on all levels--Answering to God & others for my speech, actions and attitude. (Rom 14:12)

Respect for everyone, everywhere--Being more like Jesus by exhibiting kindness, righteousness and humility. (John 13:34-35)

I agree to adhere to and support the school mission, vision and core values as outlined above.

Name

Date

ADMINISTRATIVE POSITION APPLICATION

Date: _____

Name: _____

Phone: _____

Address: _____

Are you born again? _____

Approx. Date: _____

Please give a detailed report of your conversion; subsequent experience, statement of faith, etc. on the reverse side of the application or a separate sheet of paper.

Number of Years of Schooling:

Bible School _____ College _____ Other _____

What is your present occupation? _____

Do you have any professional experience in the area of Christian education? _____

Do you have any special talents or areas of interest (coaching, clubs, curriculum, music, technology)? _____

Church Affiliation: _____ Member? _____ Baptized? _____

Do you use tobacco? _____ Do you drink intoxicants? _____

Have you ever been convicted for any crime, including sex related or child abuse related offenses? _____

If yes, explain: _____

Do you have any physical disabilities or health conditions that would affect your ability to perform the job or need special accommodations? _____

Will you uphold us in reference to morals, dress and Christian conduct? _____

For what position are you applying? _____

EMPLOYMENT EXPERIENCE

Employer	Employment Dates	Position
Phone	Email	Supervisor

Employer	Employment Dates	Position
Phone	Email	Supervisor

Employer	Employment Dates	Position
Phone	Email	Supervisor

Reason for leaving present or last position_____

PROFESSIONAL REFERENCES: Must include most recent employer

First Name	Last Name	Business
Position	Phone	Email

First Name	Last Name	Business
Position	Phone	Email

First Name	Last Name	Business
Position	Phone	Email

CHARACTER REFERENCES (Please include your pastor)

First Name	Last Name	Association
Phone	Email	

First Name	Last Name	Association
Phone	Email	

First Name	Last Name	Association
Phone	Email	

EDUCATION

Colleges or Universities Attended	Dates Attended	Graduation Date	Degree Earned

Please include a transcript with your application.

Type of professional license (held) or (anticipated)_____

Date of Expiration:_____

Administrative/Teaching Certificates valid in what state(s)_____

Can you teach:

Bible_____ Art_____ Band_____

Tech_____ Music_____ Foreign Language_____

Give your honest opinion of your personal classroom discipline:_____

MILITARY SERVICE RECORD

Induction Date	Discharge Date	Branch of Service	Length of Service

FAMILY, PERSONAL AND SPIRITUAL BACKGROUND:

Please write a brief response to each of the following items.

1. What church do you attend and to what degree are you involved?
2. What Christian service experiences have you had since becoming a Christian?
3. Describe your routine of personal Bible study and prayer.
4. What is your understanding of the significance of the Bible?
5. Describe how a person becomes a Christian.

REMARKS: Use this section to include a brief statement of your philosophy of Christian Education and any additional information you would like the school to know.

Employment at Helena Christian School is open to qualified individuals who are Christians of good character. Helena Christian School does not discriminate in employment, or in the terms or conditions of employment, on the basis of race, sex, national or ethnic origin, color, age, or disability. Helena Christian School is a religious educational ministry, and as such, utilizes religion as an employment criteria.

All prospective and current employees must agree with Helena 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 code of ethics, serving as a Christian role model.

All employees at Helena Christian School are called to share the Gospel message and should seek opportunities to pray and counsel with students and parents.

I authorize the school to thoroughly interview my references. I authorize references to disclose all employment records and any other information related to my life and employment, without giving me prior notice of such disclosure.

I release the school, my references and all other parties from claims, demands or liabilities arising out of or in any way related to such an investigation or disclosure. In signing below, I acknowledge that the above information is accurate.

I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW AND UNDERSTAND THE CONTENTS THEREOF. I SIGN THIS RELEASE VOLUNTARILY AS MY FREE ACT WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE, INTENDING TO BE LEGALLY BOUND THEREBY.

By selecting the "I Accept" button, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions.

I Accept Applicant: _____

Printed Name: _____ Date: _____

Philosophy of Christian Education

The Christian Philosophy of Education is unique when contrasted to all other philosophies. Most educational philosophies place man at the center with a decidedly humanistic theme. The Christian school philosophy places God at the center and seeks to view life in every dimension from God's perspective. God is the Creator of all things. "In Him we live, move and have our being" (Acts 17:28)

We believe that God is the Creator of all things and is the author of all truth, and that all truth and life are traceable back to God. Hence the educational process must never remove the author of knowledge.

We believe that the Bible is very explicit in its establishment of the family unit. We further believe that parents are responsible to "bring up their children the fear and admonition of the Lord" (Eph. 6:4). It is our desire to assist parents in their God-given responsibilities to train their children. For the school to truly function in this capacity there must be continuous communication between the school and home in order that each student may receive maximum benefit.

We believe that man was created in God's own image but has had that image tainted through the sin of Adam. Man is basically sinful and needs to be re-born into a right relationship with God. We believe our primary goal through instruction and counsel is two-fold: to provide a positive atmosphere where academic excellence is expected and where Christ-centered growth is encouraged.

In keeping with these convictions, the educational program at Helena Christian seeks to keep Christ central. This, we believe, is accomplished by following guidelines set down for us in the Word and through the living revelation of His Son "in Whom are hidden all the treasures of wisdom and knowledge" (Col. 2:3).

We further believe that this Biblio-centric view should extend to all areas of the student's educational experience; therefore, every attempt is made to integrate the principles of faith and learning so that each child will truly develop a Christian world-view and will live a life that brings glory and honor to God.

I agree to adhere to the principals of the Philosophy of Christian Education as outlined above.

Name

Date

Helena Christian School Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons-Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28–29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12–13, Galatians 3:26–28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).
8. 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 (Genesis 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 Corinthians 6:18, 7:2–5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
9. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27).

Our Statement of Faith is not exhaustive of all of our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. The HCS Board of Directors holds final interpretive authority on biblical meaning and application with regard to faith, doctrine, policy, practice, and discipline.

Could you wholeheartedly defend this statement of faith? _____

Signature _____ Date: _____

Code of Ethics

Employee agrees that he/she adheres to and has Biblical New Testament beliefs and a lifestyle patterned by these beliefs and practices.

It is specifically understood that good cause for discharge shall include but not be limited to: inadequacy of teaching, misconduct, neglect of duty, physical or mental incapacity, actions involving moral turpitude, violation of the terms of this agreement or conduct in conflict with New Testament beliefs as determined by the Board in its sole discretion, such action shall be deemed just cause for termination of employment.

Name: _____

Signature: _____ Date: _____

Personal Testimony of

****Confidential****

Request for Criminal Records Check and Authorization

I hereby authorized Helena Christian School's designated individual making inquiry on behalf of Helena Christian School to obtain any information from police departments and any other criminal justice agencies relating to any criminal record. This information may include, but is not limited to, arrest and conviction records. I hereby direct you to release such information upon request, whether favorable or unfavorable, to any representative of the above-named institution presenting this authorization or a photocopy or facsimile copy of it. In order to assist in the compilation of this information, I hereby give the following information:

Name: _____

Maiden Name (if applicable): _____

Date of Birth: _____ Place of Birth: _____

Aliases (if any): _____

Driver's License Number: _____

State of Driver's License: _____ Expiration Date: _____

Social Security Number: _____

I hereby release any individual, including record custodians, from any and all liability for damages, of whatever kind or nature, which may at any time result to me on account of compliance, or any attempts to comply, with this authorization. This authorization shall be void six months from date of execution.

A photocopy or facsimile copy of this document and any signature shall be considered for all purposes as an original.

By checking this box, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions.

Date _____ Signature _____