



KEYSTONE CHRISTIAN ACADEMY

ACT JUSTLY LOVE KINDNESS WALK HUMBLY WITH GOD

Employment Application

Send to:

Mrs. Jessica Potter, M.Ed., Head of School
Keystone Christian Academy
340 East Market Street
York, PA 17403
Email Jessica.potter@kca-york.com

Please complete this form and include a personal letter in which you give your responses to the questions on the application. A resume and transcript should also be forwarded to the above address. Keystone Christian Academy is a PreK-9 school, which was established on the foundation of God's Word. Our mission is to partner with families to develop, nurture, and equip students to positively influence the world for Christ. Your interest in being a part of such a ministry at KCA is appreciated. We invite you to fill out this application and return it to our administrator for review. If an opening occurs for which you may qualify, you will be contacted to set up a phone interview and your references will be contacted. If we have continued interest in your candidacy, we will arrange for you to come teach a class observed by an administrator and will conduct a personal interview.

A. Applicant's Name and Address

Last Name _____ First Name _____ Middle Initial _____

Street Address _____

City _____ State _____ Zip _____

Phone: Day (____) _____ Evening (____) _____

Cell (____) _____ E-Mail _____

Best time to call _____ Length of time at this Address _____

Marital Status: Single _____ Married _____ Divorced _____ Widowed _____ Remarried _____

Application Date: ____/____/____ Date Available: ____/____/____

Position for which you are applying: _____

How did you hear about the position? _____

B. Church Affiliation

What is your local church affiliation? _____

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

Describe your present church involvement: _____

C. Questions for Instructional Personnel

Please list all certifications:

Area of Certification: Grades _____ or Subjects _____

Please list PreK–8 activities or sports that you would be capable and willing to direct, sponsor, or coach (indicate grade or ability levels):

D. 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 and follow the same format for additional positions.

1. Position _____ Dates of employment _____

Employer _____

Address _____

Supervisor’s name and phone number _____

Reason for leaving _____

Is it acceptable to contact your current employer for a reference? • Yes • No

2. Position _____ Dates of employment _____

Employer _____

Address _____

Supervisor’s name and phone number _____

Reason for leaving _____

3. Position _____ Dates of employment _____
Employer _____
Address _____
Supervisor's name and phone number _____
Reason for leaving _____

E. Personal and Professional References

By signing this application you understand that you give the administration at Keystone Christian Academy the written authorization to seek reference information which includes a written waiver of liability.

Give three references that are qualified to speak about you personally and spiritually. List your current pastor *first*. Please do not list relatives for references.

1. _____
Pastor's Name

Telephone

E-Mail Address

2. _____
Name

Relationship

Telephone

E-Mail Address

3. _____
Name

Relationship

Telephone

E-Mail Address

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

1. _____
Name

Occupation

Telephone

E-Mail Address

2. _____
Name

Occupation

Telephone

E-Mail Address

3. _____
Name

Occupation Telephone E-Mail Address

F. Questions for Personal Response

On a separate paper, please type your viewpoints on the following questions, providing a one-to-two-paragraph answer for each question.

1. Give a concise and adequate statement of your personal faith in Jesus Christ.
2. Why do you wish to teach/work in a Christian school especially at Keystone Christian Academy?
3. What areas in your professional life do you feel are your strengths? What areas are you working to improve?
4. Give a statement of your philosophy of Christian education (if applying for an instructional position).
5. What is your philosophy of classroom management? (If applying for an instructional position).

G. Applicant’s Reference Release, Background Checks, Statement of Faith, Lifestyle Statement, and Agreement

I understand that Keystone Christian Academy follows a Biblical philosophy of hiring, not discriminating in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment, and 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 on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. 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.

Reference Release

I authorize Keystone Christian Academy to thoroughly interview the primary references that 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 my former employers and any other references to disclose to the school any and all 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, all other references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the school.

FBI Fingerprinting and Background Checks

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 is necessary for such an investigation. I authorize the school to conduct a child abuse and criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditional until the school has received the 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.

Statement of Faith

1. We believe the Bible to be the inspired, 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 authority 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. We believe 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: those who are saved unto the resurrection of life and those who 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 2:12–13; 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).

Lifestyle Statement

Keystone Christian Academy is a religious non-profit organization representing Jesus Christ in York, Pennsylvania. An employee of Keystone Christian Academy will demonstrate a strong commitment to the Christian faith and strive to live a life consistent with the highest Christian virtue and personal decorum. He/she will serve as a Christian role model to students, parents and other employees, in judgment, dignity, respect, and Christian living. This includes, but is not limited to, the refraining from such activities as the use of, tobacco, illicit drugs, and the use of vulgar and profane language, posting any information or personal opinions/statements on social media that reflects negatively on the school, and gambling of any kind. A Christian lifestyle should reflect the Biblical perspective of integrity and appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, and a willingness to live contentedly under authority.

The employee agrees that the Bible dictates standards for moral conduct. Sexual promiscuity, sexual activity outside of marriage, homosexual behavior, the use or possession of pornography and/or other immoral sexual behavior violates the expectation that Keystone Christian Academy employees be Christian role models and is grounds for immediate termination.

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders 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, and 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 Keystone Christian Academy as the local Body of Christ, and to provide a Biblical role model to the members and the community, it is imperative that all persons employed by Keystone Christian Academy in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, 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 beliefs and practices of Keystone Christian Academy.

Agreement

I understand that this application for employment is valid for no more than 1 year. After that, I must resubmit an application in order to be considered for a position at this school.

I understand that this is only an application for employment and that no employment or employment contract is being offered at this time.

I understand that failure to complete any portion of this application or to sign this application will result in rejection of my application.

I understand that by signing this application I agree that the administration at Keystone Christian Academy has my written authorization to seek reference information which includes a written waiver of liability.

I have read and understand Keystone Christian Academy’s **Child Safety Policy** and will adhere to its tenets if hired.

I understand and am willing to sign a Disclosure Statement required by the Child Protective Service Law 23 PA. C.S. Section 6344.

I certify that I have carefully read, understand, and agree with the above statements.

Signature

Date

