
Rincon Valley Christian School
4585 Badger Road Santa Rosa CA 95409
707-539-1486 or Fax 707-539-1493

APPLICATION FOR NON-INSTRUCTIONAL STAFF

Your interest in **Rincon Valley Christian School** is appreciated. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which it appears that you may qualify, we will contact you for an interview. We believe that the key to a successful Christian School is its staff. We are grateful for Christians who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models (Luke 6:40). We look forward to receiving your application and thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

A. APPLICANT'S NAME AND ADDRESS

Full name: _____

Application date: ____/____/____ Date available: ____/____/____

Present Address _____

Phone: Days (____) __ Evenings (____) _____

Best time to call you? _____ Soc. Sec. No. _____

How long have you lived at the above address? ____

B. POSITION DESIRED

Please indicate the position for which you are applying:

- Secretary Bookkeeper Administrative Assistant
 Janitorial Classroom Aide After School Aide Other

C. CHRISTIAN BACKGROUND

Bible Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth and conduct?

Yes No

Church Service

Denominational preference? _____

What is your local church affiliation? _____

Are you presently a member in good standing? _____

Years? _____

D. PROFESSIONAL QUALIFICATIONS

Formal Training	What degree or degrees do you hold?		
	Degree	Institution Issuing	Date Received

E. EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may make copies of this page or following the same format, use the reverse side.

Work Background	1. Employer _____
	Position _____ Dates of Employment _____ Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

2. Position _____	Dates of Employment _____
Address _____	

Supervisor's Name and Phone Number _____
Reason for leaving _____

Have you ever worked under a different name for any of the employers you have listed? If so, what was the name or names?

F. PERSONAL REFERENCES

Reference Give two references who are qualified to speak of your professional training and experience. List your current pastor.

Name	Complete Address	Phone	Position
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

G. APPLICANT'S CERTIFICATION AND AGREEMENT

Santa Rosa Bible Church - Statement of Faith

Rincon Valley Christian School was founded upon the basic principles of the Word of God. It operates upon these principles and espouses the historic Christian view of life as presented in the Bible. The following Statement of Faith (a condensed version of Santa Rosa Bible Church’s Articles of Faith) and practice are held by every Rincon Valley Christian School employee, Board member and are understood by the school family:

WE BELIEVE:

1. The Bible, being fully inspired by God in its entirety, is His perfect Word and the authority for all faith and life. That the act of creation was in six days (2 Timothy 3:16; 2 Peter 1:20-21; Genesis 1 and 2).
2. There is one God who is personal, infinite, perfect; and He exists eternally as Father, Son and Holy Spirit (Deut. 6:4; II Corinthians 13:14).
3. Jesus Christ is true God and true man, and was born of virgin Mary, lived a sinless life, died in our place, and rose bodily from the grave. (John 1:1-2; I Corinthians 15:1-58; Ephesians 1:7; Hebrews 2:9; John 11:25).
4. The Holy Spirit is a Divine Person, and works in convicting men of sin in the life of the believer. He is involved in New Birth, the sealing of salvation, and in developing holiness (Acts 5:4; Romans 8:9-16, 26-28; 1 Corinthians 6:19-20; Ephesians 4:30; Galatians 5:22-23).
5. Man was made in God's image and fell into sin in Adam. He is now a sinner both by nature and by choice and can be restored to God's favor only through the work of Jesus Christ and the ministry of the Holy Spirit (Genesis 1:26-27, 3:1-7; Romans 3:1-24, 5:12).
6. Jesus Christ is the only ground for man's legal standing before God which includes both forgiveness of sin and the gift of the Holy Spirit (I Peter 2:24-25; Acts 13:38; John 1:14).
7. Salvation comes to man only by grace through faith in Jesus Christ, apart from any human merit (Ephesians 2:8-9).
8. Every believer's salvation is secure, being kept by the power of God (Hebrews 13:5; Romans 8:32).

9. All people will experience the resurrection, believers to the state of eternal life and unbelievers to the state of eternal punishment (John 5:19-29; Revelation 20:11-15).
10. We believe in the literal and bodily Second Coming of Jesus Christ (Acts 1:11; I Thessalonians 4:13-18; Revelation 19:11-16).
11. We believe that Satan is a real personality and that he is the enemy of God and Christians (Job 1:6-7; Isaiah 14:12-17; Revelation 20:10).
12. We believe that God is sovereign in the bestowment of all His gifts, and, that speaking in tongues and the working of the sign miracles gradually ceased as the New Testament Scriptures were completed and their authority became established (James 1:17, I Corinthians 12:1-13, 12:8-12).
13. We believe that God is neither male nor female, but has chosen to refer to himself in the Bible with masculine gender references.

Life Style Statement

Rincon Valley Christian School is a religious, nonprofit organization representing Jesus Christ throughout the local community. Rincon Valley Christian School requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9–10, 1 Tim. 4:12, Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity, 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, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

Rincon Valley Christian School Statement of Faith expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity and homosexual behavior or any other violation of the unique roles of male and female (Rom. 1:21–27, 1 Cor. 6:9–20). Rincon Valley Christian School believes that biblical marriage is limited to a covenant relationship between a man and a woman.

Rincon Valley Christian School employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of Rincon Valley Christian School that each employee will have a lifestyle in which “He may have the preeminence” (Col. 1:18, NKJV).

I fully agree with this statement of faith I do not agree with this statement of faith

Please indicate any disagreements you have with this statement of faith below:

Disclaimer and Signature

Our 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 understand that Rincon Valley Christian School does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand that I will be paid and receive benefits only through the day of release.

I authorize Rincon Valley Christian High School to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

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

I declare that the information contained in this application is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of this Christian school. I certify that I have carefully read and do understand the above statements.

Applicant’s signature

Date

Administrator or Board’s signature *after* discussion with applicant/volunteer

Date