bayarea
CHRISTIAN SCHOOL

Instructions for Completing the Employment Application Online

IMPORTANT: Download this form to your computer BEFORE attempting to complete it

Use the latest version of Adobe Reader

To open and complete the PDF application forms, you will need Adobe Reader (the latest version is recommended). If you do not have it installed on your computer, you may download the latest version free of charge from **http://get.adobe.com/reader/otherversions**.

Chrome users: Don't use Chrome PDF Viewer

For Chrome browser users: DO NOT use the Chrome PDF viewer program to fill in the PDF form. Adobe Reader is the only program that will allow you to work with the form properly. If you do not already have Adobe Reader, please use the link above to install it to your machine.

Mac users: Don't use Preview

For Macintosh system users: DO NOT use the Preview program to fill in the PDF form. Adobe Reader is the only program that will allow you to work with the form properly, and allow us to read the results once back on a Windows machine. If you do not already have Adobe Reader, please use the link above to install it to your machine.

To fill out the form and save it using Adobe Acrobat Reader:

- Fillable PDF forms may be completed and saved using **Adobe Acrobat Reader** (this software must be loaded on your computer).
- To accomplish this, you must first click 'download' to save the empty form on your own computer to the desired file location.
- Use the Adobe Acrobat Reader to open the empty PDF form that you saved on your own computer or network.
- Complete the form. You can either type information directly into each field, or copy and paste text.
- On the Reader menu, go to File > Save As
- Choose the PDF format
- You should then be prompted to choose a location to save the file.
- Select the location on your own computer or network and click Save.

Please email the completed application, along with any additional documents you would like to submit (PDF format preferred), as attachments to hr@bacschool.org

Employment Application – Bay Area Christian School

(Last Rev. 05.01.2020)

bayarea CHRISTIAN SCHOOL

The information given on this form is solely for the use of Bay Area Christian School and will be held in the strictest confidence. It will be to the applicant's advantage to answer each question fully and accurately. The use of this form does not indicate that there are any positions open and does not obligate the School in any way. Bay Area Christian School is a ministry of Bay Area Church.

Bay Area Church is an Equal Opportunity Employer; however, the Church reserves the right to lawfully discriminate on the basis of religion and to employ persons who have a religious philosophy and lifestyle consistent with the Bay Area Church Statement of Faith and religious and faith-based principles.

PERSONAL INFORMATION

Date of Application: _____

Full Name (Last, First M.): _____ Preferred Name: _____

Email Address: _____ Phone Number: _____

Home Address: _____

Date Available to Start: _____ Best time to contact you: _____

Position(s) Applied for: _____ Desired Salary or Hourly Rate: $_____

How did you hear about this position? _____

Have you ever worked or volunteered for our organization before? ____Yes ____No

If yes, list any jobs and/or volunteer roles held with us: _____

Are you legally eligible for employment in the U.S.?____Yes ____No Are you at least 18 years of age? ____Yes ____No

Willing to travel? ____Yes ____No Work overtime (incl. weekends)? ____Yes ____No Transfer? ____Yes ____No

Type of Employment You're Seeking (check all that apply): ____Full-time ____Part-time ____Seasonal ____As needed

EMPLOYMENT BACKGROUND

Must be completed in its entirety, including salary information.

1) Previous (or current) Employer: _____ Phone: _____

Address: _____ May we contact at this time? ____Yes ____No

Dates Employed: _____ Job Title: _____ Supervisor: _____

Starting Base Salary: $_____ Ending Base Salary: $_____ Reason for Leaving: _____

Summarize the nature of work performed and job responsibilities (include number of persons supervised, if applicable):

EMPLOYMENT BACKGROUND (cont.)

2) Previous Employer Name: _____ Phone: _____

Address: _____

Dates Employed: _____ Job Title: _____ Supervisor: _____

Starting Base Salary: $_____ Ending Base Salary: $_____ Reason for Leaving: _____

Summarize the nature of work performed and job responsibilities (include number of persons supervised, if applicable):

_____

3) Previous Employer Name: _____ Phone: _____

Address: _____

Dates Employed: _____ Job Title: _____ Supervisor: _____

Starting Base Salary: $_____ Ending Base Salary: $_____ Reason for Leaving: _____

Summarize the nature of work performed and job responsibilities (include number of persons supervised, if applicable):

_____

EDUCATION

High School/Location:_____ Diploma or GED Obtained: ____Yes ____No

Trade, Business, or Correspondence School: _____

College Name/Location: _____

Type of Degree and Major: _____ *Degree Earned: ____Yes ____No

College Name/Location: _____

Type of Degree and Major: _____ Degree Earned: ____Yes ____No

College Name/Location: _____

Type of Degree and Major: _____ Degree Earned: ____Yes ____No

*If no degree obtained, indicate total number of college credit hours completed: _____

Special awards or recognitions:

_____

SKILLS

List office skills, trades, abilities, or license certifications that may be beneficial in the job for which you are applying:

_____

(Optional) Foreign languages and degree of proficiency: Speak ____ Read ____ Write ____

_____

MILITARY BACKGROUND

Active Duty Branch: _____ Dates of Active Duty: _____ Highest Rank Attained: _____

Reserve Status: _____ Reserve Branch: _____

CRIMINAL HISTORY

Have you ever plead guilty or nolo contender (no contest), received deferred adjudication, received probation, court-ordered community service, pre-trial diversion, or been convicted of any criminal offense (felonies and misdemeanors) other than minor traffic citations? ____Yes ____No

- If YES, please list the date, nature, locations, and disposition:

_____

REFERENCES

List three professional references most familiar with your abilities (supervisors preferred)

1) Name: _____ Association: _____ Years Known: _____

Occupation: _____ Phone: _____ Email: _____

Address: _____

2) Name: _____ Association: _____ Years Known: _____

Occupation: _____ Phone: _____ Email: _____

Address: _____

3) Name: _____ Association: _____ Years Known: _____

Occupation: _____ Phone: _____ Email: _____

Address: _____

MISSION STATEMENT OF BAY AREA CHURCH

We glorify God by making disciples, equipping families,

and serving the world with the Gospel of Jesus Christ.

RELIGIOUS PROFILE

1) Name of your current church affiliation: _____

2) Are you a member of the church you currently attend? ____Yes ____No

3) How often do you normally attend the following?

	Weekly	Monthly	Seldom	Never	N/A
Weekly Bible Study:					
Sunday Morning Worship:					
Sunday Evening Worship:					

4) List any church organizations / activities in which you have participated:

_____

5) Describe your routine regarding Bible reading and prayer time:

_____

6) Please provide your testimony of how you came to know Jesus Christ as your Lord and Savior and what He is doing in your life right now:

_____

7) Have you ever led someone to Christ? If no, please explain how you would approach this if someone you encountered wanted to know how to accept Christ:

_____

8) As an institution of Christian education, having a Biblical world view is important to us. Please state your thoughts on what it means to have a Biblical world view:

9) If applying for a teaching position, what is your philosophy of Christian education? (May attach additional document if needed)

BAY AREA CHURCH'S STATEMENT OF FAITH (Applicant must review and sign below)

GOD
We believe in one triune God who has eternally existed in three persons; the Father, the Son Jesus Christ, and the Holy Spirit. Each member of the Godhead is co-equal in essence, power, and glory; and yet, is nevertheless distinct in person.
Genesis 1:1, 26, 27, 3:22; Psalm 90:2; Matthew 28:19; 1 Peter 1:2; 2 Corinthians 13:14

THE FATHER
God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise.
Genesis 1:1, 2:7; Exodus 3:14, 6:2-3, 15:11ff, 20:1ff; Leviticus 22:2; Deuteronomy 6:4, 32:6; I Chronicles 29:10; Psalm 19:1-3; Isaiah 43:3, 15, 64:8; Jeremiah 10:10, 17:13; Matthew 6:9ff, 7:11, 23:9; Mark 1:9-11; John 4:24, 5:26, 14:6-13, 17:1-8; Acts 1:7; Romans 8:14-15; I Corinthians 8:6; Galatians 4:6; Ephesians 4:6; Colossians 1:15; I Timothy 1:17; Hebrews 11:6, 12:9; I Peter 1:17; I John 5:7

THE SON, JESUS CHRIST
Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again someday to Earth to reign as King of kings and Lord of lords.
Matthew 1:22,23; Isaiah 9:6; John 1:1-4, 14:10-30; Hebrews 4:14, 15; I Corinthians 15:3,4; Romans 1:3,4; Acts 1:9-11; I Timothy 6:14,15; Titus 2:13

THE HOLY SPIRIT
The Holy Spirit is co-equal with the Father and the Son of God. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. He gives every believer spiritual gifts for the edification of the body. As Christians we seek to live under His control daily.
II Corinthians 3:17; John 16:7-13, 14:16,17; Acts 1:8; I Corinthians 2:12, 3:16; Ephesians 1:13, 5:18; Galatians 5:25

THE BIBLE
We believe the Bible, consisting of the 66 books of the Old and New Testament, is the infallible Word of God, verbally inspired by God, and without error in the original manuscripts.
2 Timothy 3:16; 2 Peter 1:20-21; Psalm 119:105,160, 12:6; Proverbs 30:5

HUMANS
Humans were created good and in the image of God, to be like Him in character and represent Him on Earth. Therefore, humans are the apex of God's creation. Tragically, through Adam's sin, the entire race fell from this purpose, inherited a sinful nature, and became alienated from God. In this state, humans are totally unable to remedy their lost condition, and destined for eternal punishment in Hell. This condition and destination can only be remedied through the atoning sacrifice of Jesus on the cross and personal faith in Him.
Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a, 59:1, 2; Romans 3:23, 8:19-2

SALVATION
We believe that salvation is the free gift of God brought to man by grace and received through personal faith in the Christ Jesus as Lord and Savior. This free gift is in no way the result of personal effort or of good works but, instead, displays the grace, love, and mercy of God. Once an individual expresses true personal faith in Jesus, they are adopted by God and are forever held by His persevering grace. Further, there is no salvation apart from personal faith in Jesus Christ as Lord. Biblically, salvation includes regeneration, justification, sanctification, and glorification.

- Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart brought about by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace.
- Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Savior.
- Justification is the point at which God declares believers righteous based on the completed work of Christ on the cross.
- Sanctification is the lifelong process, beginning with regeneration, by which God through the work of the Spirit moves believers toward moral and spiritual maturity.
- Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

Genesis 3:15; Exodus 3:14-17, 6:2-8; Matthew 1:21, 4:17, 16:21-26, 27:22-28:6; Luke 1:68-69, 2:28-32; John 1:11-14,29, 3:3-21,36, 5:24, 10:9,28-29, 15:1-16, 17:17; Acts 2:21, 4:12, 15:11, 16:30-31, 17:30-31, 20:32; Romans 1:16-18, 2:4, 3:23-25, 4:3ff, 5:8-10, 6:1-23, 8:1-18,29-39, 10:9-10,13, 13:11-14; I Corinthians 1:18,30, 6:19-20,15:10; II Corinthians 5:17-20; Galatians 2:20, 3:13, 5:22-25, 6:15; Ephesians 1:7, 2:8-22, 4:11-16; Philippians 2:12-13; Colossians 1:9-22, 3:1ff; I Thessalonians 5:23-24; II Timothy 1:12; Titus 2:11-14; Hebrews 2:1-3, 5:8-9, 9:24-28, 11:1-12:8,14; James 2:14-26; I Peter 1:2-23; I John 1:6-2:11; Revelation 3:20, 21:1-22

BAPTISM
Baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus.
Matthew 3:13-17, 26:26-30, 28:19-20; Mark 1:9-11, 14:22-26; Luke 3:21-22, 22:19-20; John 3:23; Acts 2:41-42, 8:35-39, 16:30-33, 20:7; Romans 6:3-5

THE LORD'S SUPPER
The Lord's Supper, one of the two ordinances of the Church, is a symbolic act of obedience through partaking of the bread and the fruit of the vine, memorializing the death of the Redeemer and anticipating His second coming.
I Corinthians 10:16, 21, 11:23-29; Colossians 2:12

THE CHURCH
The Church is both local and universal. The universal Church includes all of those in the world who confess Christ both past and present. The local Church is a local expression of the universal church and is comprised of regenerated believers who, in obedience to scripture, organize under biblically qualified leadership, come together regularly for preaching and worship, observe the ordinances of baptism and the Lord's Supper, are held accountable through discipleship, and go out into the world to fulfill the Great Commandment and the Great Commission as missionaries for the glory of God and the salvation of humanity.
Matthew 16:15-19, 18:15-20; Acts 2:41-42,47, 5:11-14, 6:3-6, 13:1-3, 14:23,27, 15:1-30, 20:28; Romans 1:7; I Corinthians 1:2, 3:16, 5:4-5, 7:179, 13-14, 12; Ephesians 1:22-23, 2:19-22, 3:8-11,21, 5:22-32; Philippians 5:1-4; Revelation 2-3, 21:2-3

ETERNITY
People were created to exist forever. We will either exist eternally separated from God by sin in Hell, or eternally with God through the forgiveness and salvation found in Jesus Christ alone. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life. Heaven and Hell are real places of eternal existence.
John 3:16, 14:17; Romans 6:23, 8:17, 18; Revelation 29:15; I Corinthians 2:7-9

THE RETURN OF JESUS

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the Earth, will gather His people from throughout the world, and will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever with the Lord.

Isaiah 2:4, 11:9; Matthew 16:27, 18:8-9, 19:28, 24:27,30,36,44, 25:31-46, 26:64; Mark 8:38, 9:43-48; Luke 12:40,48, 16:19-26, 17:22-37, 21:27-28; John 14:1-3; Acts 1:11, 17:31; Romans 14:10; I Corinthians 4:5, 15:24-28,35-58; II Corinthians 5:10; Philippians 3:20-21; Colossians 1:5, 3:4; I Thessalonians 4:14-18, 5:1; II Thessalonians 1:7ff, 2; I Timothy 6:14; II Timothy 4:1,8; Titus 2:13; Hebrews 9:27-28; James 5:8; II Peter 3:7ff; I John 2:28, 3:2; Jude 14; Revelation 1:18, 3:11, 20:1-22:13

MARRIAGE AND FAMILY

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race. The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant-leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation. Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; I Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs1:8;5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; I Corinthians7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; I Timothy 5:8,14; II Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; I Peter 3:1-7.

I certify that I have carefully read the Statement of Faith. I understand that anyone who does not adhere to this statement cannot be employed by Bay Area Church. Upon my employment, should problems arise in which my beliefs do not reconcile with this statement of faith, I agree to withdraw quietly as an employee of Bay Area Church.

FULL NAME OF APPLICANT: _____ DATE: _____

APPLICANT SIGNATURE: _____

BAY AREA CHURCH'S STANDARD OF CONDUCT (Applicant must review and sign below)

Members of Bay Area Church staff are expected to maintain a godly lifestyle and abide by certain separation standards. Those standards include such matters as remaining above reproach regarding the use of tobacco or alcoholic beverages, and abstaining from illegal drugs, sexual immorality, and homosexuality. Staff members are expected to present the finest Christian testimony in their appearance, association (to include social media), and business transactions. I affirm my agreement to the Standard of Conduct of Bay Area Church. I will uphold these standards. I realize failure to do so would be grounds to terminate my employment at Bay Area Church.

I hereby acknowledge that I have read and understand the preceding statements.

FULL NAME OF APPLICANT: _____ DATE: _____

APPLICANT SIGNATURE: _____

APPLICANT'S STATEMENT (Applicant must review and sign below)

I certify that answers given herein are true and complete to the best of my knowledge. I authorize the Church to investigate all statements in this application and to secure any necessary information from all my employers, references and academic institutions. I authorize the Church to investigate my background and as a result I will be requested to complete an Authorization to Obtain Consumer and Investigative Consumer Report form. I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my background check, MVR, academic credentials, and employment references. I further understand that any false information, misleading statements or omission of facts will be sufficient cause for rejection of my application if the Church has not employed me and for immediate dismissal if the Church has employed me.

In the event of my employment with the Church, I will comply with all rules, regulations, and policies set forth in the Church's policy manual or other communications distributed by the Church. Further, I understand that I must immediately notify the Church if I am convicted of, receive deferred adjudication in, or otherwise plead guilty or no contest to any criminal offense, while my application is pending or during my tenure as an employee.

I understand that nothing in this employment application, in the Church's policy statements or personnel guidelines, or in my communications with any Church official is intended to create an employment contract between the Church and me or for providing any benefit. I also understand that the Church has the right to modify any of its policies at any time without giving notice of the changes to me. No promises of employment have been made to me. I acknowledge that in the event of my employment, it is for no definite period of time, and may regardless of the date of payment of my salary, be terminated at any time with the customary notice as prescribed by law either by myself or by the Church without necessity on the part of either for showing special cause for termination.

I hereby acknowledge that I have read and understand the preceding statements.

FULL NAME OF APPLICANT: _____ DATE: _____

APPLICANT SIGNATURE: _____