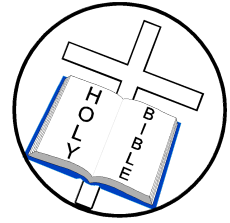


Riverside Christian School



“A Light in the Hills”

Lost Creek, KY 41348

ESTABLISHED 1906

Mr. Shane Neace, Administrator

Ms. Meg Plummer, Principal

PHONE (606) 666- 2359

FAX (606) 666-5211

Email- riverside@riversidechristian.org

Website – www.riversidechristian.org

APPLICATION FOR EMPLOYMENT

Applicants receive consideration on the basis of their qualifications for the positions without regard to race, color, sex, age, national origin, marital status, veteran status, or disability. As a religious organization, this ministry is permitted and reserves the right to prefer employees on the basis of religion. Title VII, Section 702-703, vs. Civil Rights Act of 1964.

This application will be considered only if it has been completed fully and accurately and all references have been received. All applications, resumes, transcripts, letters of reference, and verifications of employment are a permanent part of the applicant’s personnel file and shall not be returned to the applicant.

Applicants should be aware that the use of tobacco and/or non-prescribed controlled substances is not permitted.

Position Applying For: _____ Date of Application: _____

Name: _____ Phone: (____) _____
Last First M.I.

Address: _____ State: _____ Zip: _____

E-mail address: _____ Date of Birth _____

Name of Spouse (if married): _____ Children’s name and ages (if any): _____

Church affiliation: _____ Years of membership: _____

Do you know Christ as your personal Savior? _____ Briefly describe your salvation experience:

Do you hold a Bachelor’s Degree: Yes _____ No _____

If yes, what is your degree in?

Do you hold a teaching certificate? Yes _____ No _____

If yes, for what grade level? Elem. _____ Middle School _____ H.S. _____

In which state(s)? _____

Subject area(s):

List other skills, interests, and/or hobbies: _____

When could you begin work if hired? _____

State why you wish to work at Riverside: _____

Date and time you could come for a personal interview: _____

If the following information is readily available via E-mail, Interchristo, or other website, you may leave it blank. Web address that academic background and employment history can be found:

* Please submit an updated resume.

ACADEMIC BACKGROUND/TRAINING (List chronologically including high school)

Institution City, State Years Attended Major Field Date Graduated Degree Earned

OTHER EMPLOYMENT (list chronologically)

Employer City, State Years Worked Position Supervisor Reason Left

REFERENCES

Name _____

Address _____

Telephone # _____

Occupation _____

VERIFICATION AND AUTHORIZATIONS:

By signing below, I understand that I am providing the following verification and authorizations:

1. I certify that the information provided on this application is accurate. I understand that any misstatement of material facts will be grounds for disqualification from the selection process, or, if hired, will be grounds for discharge.
2. I understand that consideration for employment at Riverside Christian School (RCS) is contingent upon the results of a reference check. I authorize RCS to investigate any statements made on the application and to contact former employers and references. I also authorize contacted persons to respond to questions.
3. I authorize RCS to verify the education and professional license information provided on the application. I consent to the release of such information by any educational institution or professional licensing agency listed by me and release such educational institution, professional licensing agency, and RCS from any liability under the Family Educational Right and Privacy Act or any other state or federal law or regulation.
4. I authorize RCS to obtain and verify personal record information from the Department of Motor Vehicles (DMV) and release RCS and DMV from any liability under the Driver's Privacy Protection Act of 1994 or any other state or federal law or regulation.
5. Have you ever been convicted of a felony? Yes ___ No ___ If yes, please explain: _____

6. I understand that a record of conviction will not necessarily be a bar to my employment and that factors such as age and time of offense, seriousness and nature of the violation, and rehabilitation will be taken into account. I therefore authorize RCS to obtain limited criminal history information or a national criminal history background check as a condition of employment. I agree to release RCS and any third party providing such information from any and all liability with regard to the provision of such information or RCS's use of the same.
7. I understand that this information will be kept confidential and limited to those staff involved in the selection process. I waive any rights I might have to see the comments of my references and contacts. I release RCS and any associated organizations, employees, and agents, from any potential liability for damages that could possibly accrue to me or my family as a result of providing information due to this request.

Signature (Legal Name)

Date of Birth

Date Signed

RIVERSIDE CHRISTIAN SCHOOL STATEMENT OF FAITH

1. **We believe** the Bible to be the inspired, the only infallible, authoritative word of God.
2. **We believe** that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. **We believe** in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. **We believe** that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential.
5. **We believe** in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. **We believe** in the resurrection of both the saved and the lost; they that are saved unto resurrection of life and they that are lost unto the resurrection of damnation.
7. **We believe** in the spiritual unity of believers in our Lord Jesus Christ.

Initial / Date

Riverside Christian School, located in the beautiful mountains of Breathitt County in Southeastern Kentucky, is a unique ministry in God's kingdom. We are unique because:

1. We are a Special Ministry of the Brethren Church (headquarters in Ashland, Ohio).
2. All staff, from the administrator to the janitor, receives the same \$350 monthly honorarium. Most must arrange for additional financial support in advance of coming into the work.
3. Academically we are a traditional, not an A.C.E., school and a member of the Association of Christian Schools International.
4. The teacher-student ratio is low, with a total K-12 enrollment of about 75.
5. We keep the tuition (\$95/month) as low as possible to allow students from even low income families to attend. Our economically depressed service area has many families in need.
6. Considered one of the original settlement institutions of Appalachia, Riverside continues to serve new generations of mountain families after more than 100 years of continuous operation.

GENERAL GUIDELINES

Every person who joins the Riverside staff is considered a full time missionary. Each one is expected to maintain a good Christian witness and testimony in every reasonable and Scriptural way.

The Riverside staff members are examples to the youth and adults to whom we minister. The administrator will be responsible to recommend to the Board of Directors for acceptance to the work only those who commit themselves to this standard or, in the case of those presently serving, those who are, in the judgment of the administrator,

sincerely making a conscientious effort to do so in an acceptable manner.

The Riverside Board should call to serve only those who qualify in spiritual ways, in Christian behavior, and in lifestyle as well as in academic qualifications. The statements below are an attempt by the Executive Board to articulate such a standard.

1. Must sign and accept the statement of faith at the start of his or her service.
2. Must be a born-again Christian who shows forth the fruits of the Spirit in his or her life.
3. Should be in good standing in an evangelical, Bible-believing church of his or her choice with conscientious involvement.
4. Should be actively seeking to win others to Christ.
5. Is expected to attend regularly and punctually school chapel services, staff meetings, parent-teacher fellowship (PTF) meetings, and committee meetings or other conferences as called upon.
6. Is expected to be faithful and punctual in meeting all responsibilities whether it be classroom teaching, supervision of students in some activity, school bus driving, or whatever the task.

NOTE: In the case of a married couple, especially one with young children, only one is expected, although both are invited, to attend staff meetings, PTF meetings, chapel services, or other gatherings. Exceptions may be made in other cases depending on circumstances. The administrator should be notified, preferably in advance, why one cannot be present at a given meeting where he or she is expected.

Each staff member must do his or her utmost to cooperate with and uphold each other in the work. We should pray continually for each other. We should always speak to each other courteously and kindly even when we disagree. Always use titles – Mr., Mrs., or Miss – during school time or in the presence of students. Complaints should be made to the proper person in authority through the proper channel. We should conceive of ourselves as a team working together toward a common goal. If change is desired it should be sought in proper and constituted ways.

Initial / Date

JOB ANALYSIS: ALL WORKERS

1. Do your assigned job to the best of your ability. Take your position seriously. All jobs are integral parts of the work.
2. Be professional! You will be treated as such, thus, act as such.
3. Be promoters of the work and back it 100%. Look at the entire work objectively before being too critical.
4. We are in the work together. At times additional work may be requested of you.
5. Be patient, understanding, firm, honest, and fair, but tempered with love and mercy when dealing with students: often their problems are far deeper than you or I can imagine.
6. Since we are living rather closely together, there is often a tendency to mind the other person's business, which only leads to strained relationships. Remember

we are still individuals, individual families, and must respect the privileges and rights of personal privacy.

7. Be a community person as much as possible. This is our community; we are a part of it. Let's exercise community relationships.
8. If you are from another part of the country, you may find our mountain culture a little different from that of your home. Please remember this when interpersonal problems arise, and do whatever is necessary to then work for the good of the whole.
9. This above all: our Christian witness is of the utmost importance. We are not here for self, but because we have been commissioned by Christ to go and tell other about His redemptive grace and love. Through us and our work may His name be praised!

Initial / Date

DRESS CODE

The following brief guidelines are intended to reflect the policy of Christian modesty, cleanliness, and neatness in dress and grooming habits.

10. Dress Code for Riverside Staff Ladies:

- A. School: Dress slacks, dresses, skirts, or culottes may be worn. Dresses, skirts, and culottes must come to the top of the knee when standing or sitting. Tops should be modest and dressy with sleeves.
- B. Recreational, work, and athletic activities on or off campus: In addition to school attire, slacks, jeans, Capri's, and long shorts may be worn provided they are loose-fitting.

11. Dress Code for Riverside Staff Men:

- A. School: Dressy shirt and slacks are expected. Ties are encouraged.
- B. Recreational, work and athletic activities on or off campus: Never bare-chested in public, knee length shorts are allowed except during school day hours.
- C. Hair should not be lower than the top of the shirt collar. Sideburns no lower than the lower tip of the ear. Neat mustaches and beards are permitted.

Initial / Date

SCHOOL RESPONSIBILITIES

12. Only classroom performance should be used to evaluate a student's work for a grade in a course. Behavior outside the classroom and class time, when the student is not under the direct supervision of the teacher in a teaching situation, should not be used in grade computation.

13. Each teacher is expected to take care of the discipline in his or her own class. However, the administration may be called in when needed. It is advisable, if corporal punishment is deemed necessary during the school day, that whenever feasible only the administration handle the punishment. As a rule, at least two staff members should be present for any corporal punishment. It should usually be administered "to the seat of learning by the board of education."

NOTE: Corporal punishment should be avoided in the high school in favor of alternative punishment, as deemed appropriate in the situation at hand.

14. If a teacher is unable to meet a class, the administrator should be notified well in advance. Detailed lesson plans should be left for the substitute.
15. All teachers should be in their scheduled classrooms on time.

Initial / Date

GENERAL STAFF PROVISIONS

16. The school will provide, when available, suitable housing for all workers and cover moving costs for entry into the work when necessary. Pets are permitted. Pet owners are responsible for any damage or problems incurred because of their pets.
17. Certain food staples are purchased for general staff use, separate from the Food Service Program. Please see the Staff Food Manager for a complete list.
18. Staff members and their families are included in the Food Service Program for lunch every school day.
19. Staff members may make purchases in the name of Riverside ONLY after obtaining a purchase order form from the administrator or bookkeeper.
20. Although all utilities are paid for by the school, all staff member are strongly encouraged to conserve on energy at all times. Unless health is endangered, keep thermostats at 68 degrees and turn them down at night and during the day when you are at school.
21. All use of school vehicles, other than the regular bus runs, should be cleared with the administrator.
22. An honorarium of \$350 per month for full-time staff members is provided.
23. Each staff member may enroll in the Riverside group dental insurance. The school pays the premiums.

Initial / Date

