



Employment Application

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.

Full legal name: _____

Date of Application: _____ Date of Birth: _____ Age: _____

Position Applying For: _____

Phone Number: _____ Email: _____

Address: _____

Name of spouse (if married): _____

Children's names and ages (if applicable): _____

Name of Church you attend: _____ Years attended: _____

Pastor's name: _____

Pastor's phone or email: _____

All RCS Staff are required to attend a local church while serving in full time ministry

Do you know Jesus Christ as your personal Savior? _____

Briefly describe your salvation experience:

What is the nature of your daily devotional life (prayer, Bible reading, etc.)?

The mission of RCS is “to make and train Disciples of Christ.” What does that mean to you?

Please list any skills / interests / hobbies:

Is there any additional information that would be helpful for the RCS administration to know about you?

Do you hold a Bachelor's Degree? _____

If yes, what is your degree in? _____

If no, would you be willing to pursue a Bachelor's Degree if required? _____

***Please include an updated resume with this application ***

Academic background (if not included in your resume):

Institution	City/State	Years Attended	Major / Minor	Degree Earned
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Other Employment (if not included in your resume):

Employer	City/State	Years with employer	Position	Reason Left
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

References:

Please include three references (if not included in your resume):

Name	Phone or Email	Occupation	Relationship to you
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Verification and Authorization:

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 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. All staff, from the administrator to the janitor, receives the same \$450 monthly honorarium. Most must arrange for additional financial support in advance of coming into the work.
3. Academically we are a traditional school and fully accredited through the Association of Christian Schools International (ACSI).
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 115 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

I understand that if hired, I will be required to follow all guidelines set forth in the Riverside Christian School Staff Handbook. A copy of the Staff Handbook can be requested prior to signing the yearly contract.

Signature (Legal Name)

Date Signed