

# Alta Loma Christian School

A Ministry of Solid Ground Church  
**STAFF APPLICATION**

Your interest in **Alta Loma 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 you may qualify, we will notify and ask you to send your placement file to our office. If we have continued interest in you candidacy, we will arrange for a personal interview.

We realize that the key to a successful Christian school is its staff. We are seeking applicants 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 initial application. 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** Best time to call you? \_\_\_\_\_

Full Name \_\_\_\_\_

Application Date \_\_\_\_\_ Date Available \_\_\_\_\_

Email \_\_\_\_\_

Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: Days \_\_\_\_\_ Phone: Evenings \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_

Permanent Address and Phone number if different than present address \_\_\_\_\_

\_\_\_\_\_

**Please list any additional addresses here:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

School Telephone – (909) 989-2804 / School Fax – (909) 466-4579

Physical Address: 9974 19<sup>th</sup> Street, Alta Loma, CA 91737

Mailing Address: Box 8698 Alta Loma, CA 91737

**B. POSITION DESIRED** Please indicate 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> choice on the lines. Then to the right please indicate the grades or subjects in order of preference.

Position for which you are applying for: \_\_\_\_\_

Teacher: \_\_\_\_\_ Aide: \_\_\_\_\_ Coaching: \_\_\_\_\_ Other: \_\_\_\_\_

Pre-Kindergarten \_\_\_\_\_ Kindergarten \_\_\_\_\_ Elementary (1-5) \_\_\_\_\_ Junior High (6-8) \_\_\_\_\_

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Substitute \_\_\_\_\_

Other \_\_\_\_\_

How did you learn about the position for which you are applying? \_\_\_\_\_

Special Abilities: Please list activities or sports which you would be capable of and willing to direct, sponsor, advise, or coach. Indicate grade or ability levels.

Future Plans: What would you like to be doing five years from now?

**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

**Statement of Faith**

Please carefully read our attached Statement of Faith and indicate below agreement of your degree or support.

I fully support the Statement as written without mental reservations.

I support the Statement except for the area(s) listed here. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

**Church Service** Denominational Preference \_\_\_\_\_

What is your local church affiliation? \_\_\_\_\_

Are you presently a member in good standing? \_\_\_\_\_ Number of years \_\_\_\_\_

In what church activities are you involved and with what degree of regularity?

---

---

What other Christian service have you done since becoming a Christian?

---

---

What experience do you have teaching a Bible class? \_\_\_\_\_

---

To what extent do you believe you should become involved in Sunday and other weekday ministries of the sponsoring church or the church of which you are a member?

---

---

**Devotional  
Life**

Describe your routine of personal Bible study and prayer. \_\_\_\_\_

---

What books have you read recently that have helped you spiritually? \_\_\_\_\_

---

**D. PROFESSIONAL QUALIFICATIONS**

\*Please send photocopies of all your postsecondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.

Formal Training What degree or degrees do you hold?

Degree	Date Received	Issuing Institution
_____	_____	_____
_____	_____	_____
_____	_____	_____

Your Major(s)

---

---

Your Minor(s)

---

Cumulative grade point average: BA \_\_\_\_\_ Graduate Work \_\_\_\_\_

---

Total semester units after Bachelor's degree \_\_\_\_\_

Teaching Experience Sequentially list your teaching experience with most recent first.

School's Name	Grades or Subjects	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

To what degree are you familiar with various Christian or secular textbook series (i.e., ACSI, ABeka, Bob Jones, Saxon math, Open Court Reading, etc.)?

\_\_\_\_\_  
\_\_\_\_\_

Textbook series preferences: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List any books or articles that you have read recently that have helped you to grow professionally.

\_\_\_\_\_  
\_\_\_\_\_

Teaching Credentials Do you have an ACSI Teaching Certificate? \_\_\_\_\_

What Level? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years

Do you have a State Teaching Certificate? \_\_\_\_\_ State \_\_\_\_\_

What kind? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years

Endorsements(s) List Semester hours in endorsement area(s)

\_\_\_\_\_  
\_\_\_\_\_

If you do not hold a certificate, what requirements do you lack?

\_\_\_\_\_

\*Please send photocopies of any certificates held.

## Christian School Preparation

Have you had any courses in the Christian Philosophy of Education? \_\_\_\_\_

If so, where and when?

\_\_\_\_\_

If not would you be willing to take such a course by correspondence or otherwise?

\_\_\_\_\_

Have you had other courses giving specific training for Christian day school? \_\_\_\_\_

Give details. \_\_\_\_\_

\_\_\_\_\_

## E. PERSONAL PHILOSOPHY

Short Essays: In one or two paragraphs please label and succinctly answer, each of the questions below on another sheet of paper.

- A. Why do you wish to teach in a Christian school?
- B. What are the main characteristics that distinguish a Christian school from a public school?
- C. What do you consider to be the proper classroom atmosphere for learning?
- D. What is your philosophy of discipline? Your attitude toward physical punishment?
- E. What areas do you feel are your strengths? Weaknesses?
- F. What do you believe about the origin of the earth and mankind?
- G. Please summarize any additional information that you would like to present regarding your candidacy for this position.

## F. EMPLOYMENT HISTORY

Please start with you current or most recent employer and work backwards for the past ten years. If necessary, you may list further information on another sheet of paper.

### Work Background

Employer #1 \_\_\_\_\_

Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employer #2 \_\_\_\_\_

Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employer #3 \_\_\_\_\_

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? \_\_\_\_\_

Have you already signed a contract for next year with any other educational institution? Yes \_\_\_ No \_\_\_

**G. PERSONAL REFERENCES:** Do not list family members or relatives for references.  
Give three references who are qualified to speak of your spiritual experience and Christian service.  
List your current pastor first.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Complete Address \_\_\_\_\_

Position \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Complete Address \_\_\_\_\_

Position \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Complete Address \_\_\_\_\_

Position \_\_\_\_\_

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

Name \_\_\_\_\_ Phone \_\_\_\_\_

Complete Address \_\_\_\_\_

Position/School \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Complete Address \_\_\_\_\_

Position/School \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Complete Address \_\_\_\_\_

Position/School \_\_\_\_\_

**H. APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that Alta Loma 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 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 Alta Loma Christian School to thoroughly interview the primary references which 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 job.

I authorize references and my former employers to disclose to the school any and all employment records, performances 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, 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.

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 are necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment, or terminate conditional employment, if the school deems any background information unfavorable which may reflect adversely on the school or on me as a Christian role model.

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

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

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_



# ALTA LOMA CHRISTIAN SCHOOL

*Reaching Out and Building Up*

Dear Applicant,

It is very important to our staff at Alta Loma Christian School that all ALCS families and new applicants understand our Statement of Faith. This signed acknowledgement of our Statement of Faith must be turned in with your application when re-enrolling or applying.

**We believe** in one God, eternally existing in three co-equal persons: Father, Son, and Holy Spirit.

*Deuteronomy 6:4; Matthew 28:19; II Corinthians 13:14*

**We believe** that God the Son became human in the person of Jesus Christ, was conceived by the Holy Spirit, born of the Virgin Mary, and is fully God and fully man.

*Matthew 1:18-25; John 1:14; Colossians 1:15, 19*

**We believe** that Jesus Christ lived a sinless life and offered himself as the only perfect sacrifice for the sins of all people. All who believe in Him are declared righteous on the basis of His death.

*Romans 3:24-26; 5:6-10; II Corinthians 5:14-15, 21; I Peter 3:18*

**We believe** Jesus Christ rose physically from the dead and ascended into heaven to demonstrate His power over sin and death.

*John 20:25-27; Acts 1:9-11; Romans 1:4*

**We believe** that Jesus Christ will return again to earth to establish His kingdom and reign forever in righteousness and peace.

*Isaiah 9:6-7; Matthew 24:30; Acts 1:11; Revelation 21:1-8*

**We believe** that the Bible, consisting of all sixty-six books of the Old and New Testaments, is the written Word of God, our final authority on all matters to which it speaks, without error in the original manuscripts.

*Psalms 19:7-11; II Timothy 3:16-17; I Peter 1:20-21*

**We believe** that human beings were created in the image of God to be like Him in character and to be in relationship with Him. Human beings are born with a sinful nature and, apart from Jesus Christ, are eternally separated from God. As a result, each one has sinned by defying God and has fallen short of God's perfect standard.

*Genesis 1:26-27; 2:15-17; 3:6; Romans 5:12-19; Ephesians 2:1-3*

**We believe** that salvation from our sinful condition is a free gift of God. It is not something we earn or deserve because of good works. It must be received personally by repentance and faith in Jesus Christ alone.

*John 1:12; 3:16; 10:27-30; Romans 3:28; 8:31-38; Ephesians 2:8-9*

**We believe** that the Holy Spirit lives in every believer from the moment of salvation. He provides all Christians with power for living and is in the on-going process of transforming believers into the likeness of Jesus Christ.

*John 14:16-17; Romans 6:1-14; 8:9-17; Galatians 5:16-26; Ephesians 2:10; Philippians 1:6*

**We believe** that human beings were created to exist forever. They will either exist eternally separated from God in hell or eternally united with Him in heaven.

*John 5:28-29; I Corinthians 15:50-58; I Thessalonians 4:15-18; Revelation 20:12-15*

**We believe** in the reality and personality of Satan, who attempts to defeat Christians through deception. Believers overcome Satan's schemes by applying biblical truth in the power of the Holy Spirit.

*Job 1:6-12; John 8:44; Ephesians 6:10-18; I Peter 5:8-9*

**We believe** the Church consists of all who put their faith in Jesus Christ. Jesus Christ is the head of the Church. Believers need to maintain a regular commitment to attend a local church fellowship. Believers are to grow in spiritual maturity, love each other as Christ loved us and proclaim the Good News of Jesus Christ through words and compassionate actions.

*Matthew 16:16-18; 22:37-38; 28:19-20; John 13:34-35; Acts 1:8; II Corinthians 5:18-20; Ephesians 4:11-16; Colossians 1:18; Hebrews 10:25*

**I understand the above Statement of Faith of ALCS and commit to support a biblically-based, Christ-centered education.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_