



Albany Christian School

Dear Applicant,

Thank you for being interested in becoming a part of Albany Christian School. Please read through the information and return the enclosed application to the school office. Albany Christian School expects all applicants to hold current certifications for the positions for which they are applying. If you qualify for this position, a school representative will contact you to set up an interview.

We believe that God already knows the individuals that are best suited to serve at Albany Christian School and what positions they are best suited for, and it is our prayer that this knowledge would become incredibly clear to us throughout the application process. We also believe that God has a definite purpose for your life and our prayer is that you would discern this throughout the process as well.

We look forward to receiving your application, as well as answering any questions you might have along the way. Please indicate on the application the grade levels you are interested in teaching or the support area in which you wish to serve. If you have any question, please feel free to contact the school at 541-928-1110 or email at office@albanychristian.org.

In Christ's service,
Albany Christian School Board of Directors

Our Mission

*Albany Christian School exists to **partner with families**, to **educate students** with excellence from a **biblical perspective**.*

Employment at Albany Christian School is open to qualified individuals who are Christians of good character. Albany Christian School does not discriminate on the basis of race, sex, national or ethnic origin, color, age or disability. Albany Christian School is a religious educational ministry of Willamette Community Church, and as such, utilizes religion as an employment criteria. All prospective and current employees must agree with Albany Christian School's Mission Statement and be willing to conduct their lives in accordance with the school's Statement of Faith, the ACS Lifestyle Statement and the school's Declaration of Moral Integrity Agreement, serving as a Christian role model.

All professional and support staff must recognize Jesus Christ as their personal Lord and Savior (Romans 10:9-10) and demonstrated conviction that God has called them to become involved in a Christian school ministry. They must also demonstrate the consistent outward character of an inward Christian transformation (1 Tim. 4:12, Rom 12:1-2); and adhere to the moral and ethical standards and mandates of Albany Christian School.



Albany Christian School

a ministry of Willamette Community Church

420 Third Ave. SE Albany, OR 97321 541.928.1110 www.albanychristian.org

ACS Statement of Faith

The Bible

We believe that the Bible was not only written by men, but is also the very Word of God and is the final authority on what we believe and how we live.

God

We believe that there is only one God, who exists eternally in three Persons: Father, Son, and Holy Spirit.

Jesus Christ

We believe that Jesus Christ, the eternal Son, is the perfect expression of God and the only way to him. He was begotten of the Holy Spirit, born of a virgin, true God and true man, lived a sinless life, died for our sins, rose from the dead, and now sits at God's right hand.

Mankind

We believe that all men and women are created in the image of God, yet have sinned and fallen short of his expectations. They are therefore separated from him and completely unable, on their own, to bridge that relational distance.

Salvation

We believe that Jesus Christ so loved the world that he lived a perfect life for us and died as a sacrifice for our sins. For all who believe and follow him, he agrees to substitute his life for ours so that we can experience restoration with God, forgiveness without exception, and freedom to walk in wholeness and health.

Future Things

We believe that Jesus Christ will come again to judge the living and the dead. Those living in relationship with him will enjoy eternity in his presence, while those without true faith will be separated forever.

I have read and understand ACS' Statement of Faith and agree to abide by it in its entirety.

Applicant's Signature _____ Date ___/___/___

Administrator's Signature _____ Date ___/___/___



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ACS Lifestyle Statement

Albany Christian School is a religious, non-profit organization representing Jesus Christ throughout the evangelical community worldwide and as such, Albany Christian School requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9-10; I 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 and 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.

The Albany 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, homosexual behavior and/or sexual orientation, bisexuality, polygamy, transgender identity, or any other violation of the unique roles of male and female. (Exodus 20:14; Leviticus 18:7-23; 20:10-21; Deuteronomy 5:18; Matthew 5:27-28; 15:19; Romans 1:21-27; 1 Corinthians 6:9-20).

Albany Christian School believes that the term "marriage" has only one meaning: the uniting of one man (male gender at birth) and one woman (female gender at birth) in a single, exclusive covenant union, as delineated in Scripture. (Gen 2:18-25) and that God intends sexual intimacy to occur only between a man and a woman who are married to each other and that God has commanded that no intimate sexual activity is engaged in outside of marriage between a man and a woman. (Genesis 1:27-28; 2:21-24, Matthew 19:4-9; Mark 10:5-9; Ephesians 5:22-33).

That to preserve Albany Christian School's function and integrity its employees must be born-again Christians, living their lives as Christian role models (Rom. 10:9-10; I Tim. 4:12), maintaining 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 Albany Christian School that each employee will have a lifestyle where "...He might have the pre-eminence." Col. 1:18.

I have read and understand ACS' Lifestyle Statement and agree to abide by it in its entirety.

Applicant's Signature _____ Date ___/___/___

Administrator's Signature _____ Date ___/___/___



ACS Declaration of Moral Integrity

Albany Christian School expects all employees and volunteers with 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 _____ recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that during the past year I have not engaged in, at the current time, I am not engaging in, and promise that I will not during the term of my employment or volunteering, engage in inappropriate sexual and/or other ethical, immoral and unbiblical 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 or lesbian sexual activity, transgender and/or gender identity, sexual harassment, use or viewing of pornographic material or websites, or sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I declare that the above statement 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.

“Honor marriage, and guard the sacredness of sexual intimacy between wife and husband. God draws a firm line against casual and illicit sex.” (Hebrews 13:4)

“A pupil is not superior to his teacher, but every one [when he is] completely trained— readjusted, restored, set to rights, and perfected—will be like his teacher.” (Luke 6:40)

I have read and understand ACS’ Declaration of Moral Integrity and agree to abide by it in its entirety.

Applicant’s Signature _____ Date ___/___/___

Administrator’s Signature _____ Date ___/___/___



Albany Christian School

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420 Third Ave. SE Albany, OR 97321 541.928.1110 www.albanychristian.org

ACS Code of Conduct

Willamette Community Church and its ministry, Albany Christian School, is a biblically based ministry. Our employees are to be biblical role models to the children and parents whom they serve. Therefore, as a ministry employee of Willamette Community Church and Albany Christian School, I agree:

To perform this work of ministry as for God Himself (Col. 3:23) and in submission to the authority of His word, the Bible.

To be supportive of Willamette Community Church/Albany Christian School, its philosophy, ministries, and leadership.

To manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model (I Timothy 4:12) both in and out of school to pupils (Luke 6:40), and as an example to parents and fellow staff members in judgment, dignity, respect, and Christian living. This includes, but is not limited to, refraining from such activities as the use of illicit drugs, and the use of vulgar and profane language (Col. 3:17, Titus 2:7-8, I Thess. 5:18, 21-23, and James 3:17-18); and being exemplary in the area of alcoholic beverages, consistent with the principles of Eph. 5:18, Rom. 14-15, and I Tim. 4:12

To follow the Bible's standards for sexual behavior. All sexual activity is to be within the bonds of the marriage commitment. (Marriage is defined as heterosexual union officially recognized and certified by the state or country in which the marriage was performed.) Deviation from Scriptural standards is grounds for termination (Romans 12:1-2; I Cor. 6:9-20; Eph. 4:1-11, 5:3-5; I Thess. 4:3-8; I Tim. 4:12; II Tim. 2:19-22; I Pet. 1:15-16, 2:15-17; I John 3:1-3).

To maintain an exemplary relationship with Willamette Community Church or another Bible-believing local church. This includes regular attendance, regular service, and an annual recommendation from his/her pastor (Hebrews 10:25; 2 Cor. 9:7; Eph 4:14-16).

To follow the biblical pattern of Matthew 18:15-17 and Galatians 6:1 and always give a good report. All differences are to be resolved by utilizing biblical principles. Internal church/school matters will not be discussed outside the staff or ACS School Board. Student/parent counseling matters will be kept confidential (Titus 3:2 and Gal. 5:15).

If at any time, I cannot support the aforementioned standards, I will remove myself from employment at Albany Christian School.

I have read and understand ACS' Declaration of Moral Integrity and agree to abide by it in its entirety.

Applicant's Signature _____ Date ___/___/___

Administrator's Signature _____ Date ___/___/___

ACS Ministry of Teaching Policy

Christian Teachers are called by God to help educate students in academic, social, physical, and spiritual disciplines. The Christian teacher models him/herself after Jesus, the Savior, who was the master teacher. The primary method that Jesus chose to reach people with his message was teaching. He gathered his disciples and others around him and taught with such conviction and truth that the "many who heard him were astonished, saying, 'Where did this man get all this? What is the wisdom given to him? What mighty works are wrought by his hand!'" (Mark 6:2). His apostles, likewise, were teachers and gave witness "with great power" through their words and deeds, and "gave their testimony to the resurrection of the Lord Jesus..." (Acts 4:33).

The Ministry of Teaching obligates the teacher to teach from the perspective that the order and discipline of mathematics or physics reveals the incalculable, consistent and orderly-structured mind of an ingenious God. It obligates one not only to simply instruct in geography and history, but to help students construct a biblical worldview by teachers teaching from the perspective that God created the known and unknown vastness of the universe; our world, its mountains, seas, rivers, deserts, forests, plains, and all the creatures that inhabit them. The Christian teacher teaches from the perspective that all human discoveries, empires, conflicts, and all social movements are measured by the divinely ordained order of a foreknowing, purposeful and design-oriented God.

The Ministry of Teaching also obligates the teacher to teach from the perspective that the magnificent design and unequivocal order of the universe and the dynamics of the interconnectivity of all creation is clear evidence of an incredibly Intelligent Designer of the universe.

Not only is the Christian teacher obligated to help students acquire skill in spelling, reading, grammar, and writing, but they are also obligated to help students understand that human language and culture is originally God designed and engineered as the primary means to understanding who He is, and is the primary mode by which students might explore the wonders of poetry and narrative and sacred Scripture itself—all of which indirectly or directly disclose salvation history.

Regardless of the subject, Christian teachers serve their students by teaching from a biblical perspective for the purpose of helping them grow to spiritual maturity, following the apostle Paul's admonition:

Finally, brethren, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious, if there is any excellence, if there is anything worthy of praise, think about these things. What you have learned and received and heard and seen in me, do: and the God of peace will be with you. (Phil 4:8-9)

As stated above, the goal of teaching is not simply the dissemination of information, but rather the transformation of one's worldview and character, which, in turn, influences others toward transformation.

Jesus himself confirmed this saying;

In the same way, (as a light is exposed to the word to see) let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven. (Matthew 5:16)

Paul more pointedly says to his protégé Timothy,

"Let no one despise you for your youth, but set the believers an example in speech, in conduct, in love, in faith, in purity." (1timothy 4:12)

Christian Teachers must be ever mindful that they instruct not only through rational explanation of formal subject material, but even more powerfully through word, deed, example, and shared experience. Simply put, Christian Teachers teach by modeling the biblical principles as they are faithfully lived out in everyday experiences. This is why all Christian Teachers, even before their first meeting with students, must subscribe to the school's Statement of Faith. This is why Christian Teacher are required to live out a biblically based godly lifestyle, both at school and away for the world to witness. Christian Teachers must teach truth and avoid falsehood.

Paul encourages this very concept;

"Therefore, putting away falsehood, let everyone speak the truth with his neighbor, for we are members one of another. ... Let no evil talk come out of your mouths, but only such as is good for edifying, as fits the occasion, that it may impart grace to those who hear" (Ephesians 4:25, 29).

The Ministry of Teaching requires teachers to serve their students by providing them with faith experiences. They lead youth in confession, repentance, obedience, forgiveness, serving, prayer, praise, and demonstrating mercy.

Paul urged Christians to...

"Let all bitterness and wrath and anger and clamor and slander to be put away from you, with all malice, and be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you" (Ephesians 4:31-32).

Christian Teachers also model the Christian life by being active in their own church community and by serving as an intermediary assisting their students in becoming active in their respective church communities so that those students might be further nurtured in faith with their friends and family around them.

I have read and understand ACS' Ministry of Teaching Statement and agree to abide by it in its entirety.

Applicant's Signature _____ Date ___/___/___

Administrator's Signature _____ Date ___/___/___



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ACS Employment Application

Please check the box below that applies to your application status

- ACS Certified Application** – (Teaching position)
 - Please attach a resume outlining your experience, a copy of your transcripts, and a copy of any license, endorsement, or certification you possess.
- ACS Classified Application** – (Support position)
 - Please attach a resume outlining the experience you possess for the position to which you are applying.

Personal Information

Application Date ____/____/____ Date Available ____/____/____

Full Name _____

Address _____ City _____ State _____

Zip Code _____ Email _____ Phone _____

Position Information

Position Title for which you are applying _____

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

Spiritual Information

What church do you currently attend? _____

How long have you attended? _____ Are you a member? _____

How often do you attend? _____

Are you actively serving in your church? Please explain. _____

Do you believe the Bible was not only written by men, but is also the very Word of God and is the final authority on what we believe and how we live? Yes No. If No explain below.

Please answer the following on a separate sheet of paper.

1. Briefly explain how you came to know Jesus and what your relationship with him is like.
2. Briefly explain what is your attitude toward working with those of other races and those of other denominational beliefs.
3. Briefly explain what do you believe about the origin of the earth and mankind.
4. Briefly explain your understanding as to how a person becomes a Christian and on what basis a person gains entrance into heaven. Please use any scriptures you are familiar with that support your understanding.

Employment Information

Are you currently employed? Yes No. Current Employer _____

What is your reason for leaving? _____

Are you under contract for the ensuing year? Please explain. _____

Professional Qualifications

High School Attended _____ Graduation Year _____

Post High School Education

College, University, Trade School, etc	Location	Dates Attended	Degree

Do you have a valid teaching license? Yes No Which state(s)? _____ Expiration Date? _____

What level of licensure do you have? _____

Are you CPR/First Aid Certified? Yes No Expiration Date? _____

Do you have a valid ACSI Certificate? Yes No What Level? _____ Expiration Date? _____

How many total years of Teaching experience do you have? _____

ACS requires all certified employees to be ACSI certified or obtain certification within 90 days of hire. See <http://www.acsiglobal.org/certification> for more information on ACSI certification.

If you do not hold an ACSI certification, have you had any courses in Christian Philosophy of Education? Yes No. Please explain.

List any conferences or seminars you have attended or led based on Christian education.

Additional Qualifications

Please list the following information for High School, College or current:

Organization Memberships _____

Leadership Positions _____

Awards or Honors _____

As a small organization, there is great opportunity at ACS for you to exercise your knowledge, interests, and abilities. Please indicate areas which you have experience, interests, or qualifications.

- Drama Art Music Curriculum Development Grant Writing
- Fundraising Media IT Support Marketing/Promotion PE

Comments _____

Personal Interest

List your hobbies and personal interests.

Work Experience

List your work experiences for the last ten years.

Business Name	Your Title	Dates of Employment	Supervisor

References

List three references qualified to speak of your relationship with the Lord and Christian service. Do not list family members or relatives for references.

Name	Address (zip code)	Phone	Relationship

Additional Information

For Teachers please answer all of the following on a separate sheet of paper.

For Non-Teachers please answer 1, 3, 6, 7, 8, 9 of the following on a separate sheet of paper.

1. Briefly explain why you wish to have a part in Christian education.
2. Briefly explain the degree to which are you familiar with various Christian or secular curriculums (i.e. ABeka, Bob Jones, Purposeful Design, etc.?)
3. Briefly explain what do you consider to be the main characteristics that distinguish a Christian school from a public school
4. Briefly explain what you consider to be the proper classroom atmosphere for learning
5. Briefly explain what your classroom management philosophy.
6. What are you strengths? What are your weaknesses?
7. What would you like to be doing five years from now?
8. Briefly explain any accommodations you will need to perform the duties of this job.
9. Please summarize any additional information that you would like to present regarding your qualifications for this position.

Signature/Authorization/Agreement

I hereby certify that this application contains no misrepresentation or falsifications and that the information given is true and complete to the best of my knowledge and belief. I understand that misrepresentation or omission of facts called for in this application is cause for cancellation of the application and/or dismissal from any employment offered by Albany Christian School. As a part of my application for employment, I hereby consent to and authorize the release of any and all information including criminal history checks to Albany Christian School, which may be considered in evaluating my qualifications for employment. I authorize Albany Christian School to contact all references and supervisors listed on this application and resume. I therefore release all parties and persons connected with any request for information from all claims of liability and/or damages for whatever reasons arising out of furnishing such information.

Signature_____

Date_____

Non-Discrimination Policy:

Employment at Albany Christian School is open to qualified individuals who are Christians of good character. Albany Christian School does not discriminate on the basis of race, sex, national or ethnic origin, color, age or disability. Albany Christian School is a religious educational ministry of Willamette Community Church, and as such, utilizes religion as an employment criteria. All prospective and current employees must agree with Albany Christian School’s Mission Statement and be willing to conduct their lives in accordance with the school’s Statement of Faith, the ACS Lifestyle Statement and the school’s Declaration of Moral Integrity Agreement, serving as a Christian role model.



Consent for Criminal Background Check

Albany Christian School ~ A ministry of Willamette Community Church

Your signature below authorizes Albany Christian School and Criminal Information Services, Inc. to obtain information about you. (If applicable) from various law enforcement agencies, courts and corrections agencies. **Please present driver's license to office staff.**

Please complete all information below. **Please print.**

Full legal name: _____ Male ___ Female ___
Current address: _____
Other names used: _____ (Maiden, aliases, legal name change. Etc.)
Date of birth: _____
Previous addresses in the past 7 years: _____ _____ _____
Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes , please explain: _____ _____ _____

I have reviewed and completed this form as applicable to me. I give Albany Christian School permission to verify any information I have provided. This authorization shall continue to be effective until revoked by me. A photocopy, facsimile or digital copy of this consent shall be as effective as the original. By my signature, I affirm that all information on this form is true and accurate to my best knowledge.

Signature of applicant: _____ Date _____

APPLICANT DRIVERS LICENSE NUMBER (REQUIRED) _____ State _____

Signature of Witness: _____ Date _____

<p align="center"><u>Criminal Background Check</u></p> <p>Approval: _____</p> <p>Renewal: _____</p>
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