

Thank you for your inquiry. This letter is regarding available positions at Foothills Community Christian School. Full-time employee benefits include a major medical (school pays 100% of the employee's premium). We are always looking for qualified educators. We normally have a few paid coaching positions available each year. Also, from time to time opportunities do come up during the course of the year.

Your interest in Foothills Community Christian School is appreciated. We invite you to fill out this initial application and return it to our school office. **There is a reference form enclosed. Please make copies for a total of three forms. Fill out the top portion of each form and sign. Give the forms to your references to complete and return to Foothills Community Christian School.** We prefer to have two professional references and one character reference. If an opening occurs for which it appears you may qualify, we will request that you have your placement file forwarded to our office. We may also contact your references. If we have continued interest in your candidacy, we will send you some follow up questions and/or arrange for a personal interview.

We realize that the key to a successful Christian School is its staff. We are grateful for those who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models. Luke 6:40.

FCCS is a unique educational institution committed to quality Christian education. **The driving passion behind the school has been this: to neither sacrifice excellent academics in the name of a Christian biblical framework nor to sacrifice a Christian biblical framework in the name of academic excellence.** The mission of FCCS is assisting parents in providing a Christ-centered education that values exceptional academics, strong moral character, and service to others.

The mission is best defined in our prayer that our communities would be the wonderful beneficiaries of students who can *truly* think, live, love, and lead as Christians in all areas of their lives.

The truths of God are intentionally integrated in the curriculum, to present students with a Christian worldview. We are training young people to *think* like Christians.

Our pupil to teacher ratio is significantly lower than that of public school. Discipline is maintained among the students. We are training young people to *live* like Christians.

All the Staff and faculty model their faith daily. The staff is intentional in providing opportunities for students to demonstrate Christian compassion. We are training young people to *love* like Christians.

Our students are average to above average in ability and character. The staff is committed to intentionally instilling the foundation for godly leadership. We encourage and involve the students in participating in leadership and extracurricular activities. We are training young people to *lead* like Christians.

We look forward to receiving your initial application. If you do not have the Association of Christian Schools (ACSI) teacher certification, we will require you to obtain it within a reasonable amount of time after beginning employment at Foothills Community Christian School. All new employees are classified as probationary for the first ninety (90) calendar days of continuous service.

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.

#### **Nondiscrimination Policy**

Foothills Community Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

# Foothills Community Christian School

2210 5<sup>th</sup> Avenue North  
Great Falls, MT 59401  
406-452-5276

[fccs@foothillschristian.org](mailto:fccs@foothillschristian.org)  
[www.foothillschristian.org](http://www.foothillschristian.org)



## APPLICATION FOR INSTRUCTIONAL EMPLOYMENT

Leadership is essential for Foothills Community Christian School. We are grateful for teachers who are professionally qualified, who love and know children, and who by the pattern of their lives in the classroom exemplify Christ. We look forward to receiving your application. All new employees are classified as probationary for the first ninety (90) calendar days of continuous service.

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Date of Application: \_\_\_\_\_ Date Available for an Interview: \_\_\_\_\_

Applying For:  Full Time  Part Time Referred By: \_\_\_\_\_

When Are You Available to Begin Work? \_\_\_\_\_

*Send unmounted photo. Write on back: Name, Address*

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### PERSONAL DATA

Name: \_\_\_\_\_  
*Last First Middle*

Social Security Number: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Driver's License number: \_\_\_\_\_ State: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ How long have you lived at this address? \_\_\_\_\_

Marital Status:  Married  Divorced  Single  Engaged  Separated  Remarried  Widower

*Please attach explanation if divorced or remarried.*

If married give spouse name: \_\_\_\_\_ Number of children: \_\_\_\_\_ Ages of children: \_\_\_\_\_

Other dependents: \_\_\_\_\_ Health:  Excellent  Good  Fair

Do you smoke?  Yes  No Do you drink?  Yes  No Do you use controlled substances?  Yes  No

What is your attitude toward alcohol, tobacco, and other controlled substances so far as Christians are concerned?

Are you currently under contract for the ensuing year?  Yes  No

What was your most recent annual salary?

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*Please provide the name, address, and telephone number of someone who should be contacted in case of an emergency:*

Name: \_\_\_\_\_  
*Last First Middle*

Relationship: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

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## POSITION FOR WHICH YOU ARE APPLYING

*Please indicate below the position(s) for which you are applying.*

- |   |  |
|---|--|
| <input type="checkbox"/> Classroom aide   | <input type="checkbox"/> Substitute                      |
| <input type="checkbox"/> Kindergarten teacher (5 year old)                            | <input type="checkbox"/> Elementary teacher (Grades 1-4) |
| <input type="checkbox"/> Subject area teacher (Grades 5-12) Subject(s):               | <input type="checkbox"/> Pre-K teacher (4 year old)      |
| <input type="checkbox"/> Specialty area teacher (Grades 4K-12 or any portion thereof) | <input type="checkbox"/> School Counselor                |

**Subject(s):**

Please indicate grades/subjects you are qualified to teach: \_\_\_\_\_

Please indicate any grades/subjects preference you have: \_\_\_\_\_

Please list activities or sports that you would be capable of and willing to direct, sponsor, advise, or coach. (Include grade or ability levels).

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## CERTIFICATION

Do you hold a teacher's certification?  Yes  No If yes, date issued: \_\_\_\_\_  
(Please attach a copy)

Type: \_\_\_\_\_ State or organization: \_\_\_\_\_

Expiration date: \_\_\_\_\_ If no, date applied: \_\_\_\_\_

*Please attach photocopies of any certificate held.*

Certified Areas/Subjects	MT or Other (Please Specify)	Class	Expiration Date

Are you currently certified in CPR?  Yes  No in First Aid?  Yes  No

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## PRAXIS EXAMINATION

*Praxis or GRE (Graduate Records Examination) scores are required for all applicants that have graduated from college within the last three years. Praxis or GRE scores may be submitted after the application has been submitted.*

Have you taken the Praxis?       Yes    No                      If yes, when: \_\_\_\_\_

Professional Knowledge Score: \_\_\_\_\_ Area Score: \_\_\_\_\_ If not, do you plan to take it?

*Please attach a copy of your Praxis or GRE scores.*

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## EDUCATION

College or University	City/State	Degree	Major	Dates Attended	Overall GPA

*Copies of all College and / or University transcripts, both undergraduate and graduate, must be filed with your application or soon after it has been submitted.*

List any other educational advantages that you have had including opportunities for travel.

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

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## STUDENT TEACHING

If student teaching was completed within the **last three years**, send us your college placement file and supply the following information:

School: \_\_\_\_\_ Grade/Subject: \_\_\_\_\_

Address: \_\_\_\_\_

Dates: From (M/D/Y): \_\_\_\_\_ To (M/D/Y): \_\_\_\_\_

Cooperating Teacher: \_\_\_\_\_ Telephone: \_\_\_\_\_

College Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

College/University Address: \_\_\_\_\_

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School: \_\_\_\_\_ Grade/Subject: \_\_\_\_\_

Address: \_\_\_\_\_

Dates: From (M/D/Y): \_\_\_\_\_ To (M/D/Y): \_\_\_\_\_

Cooperating Teacher: \_\_\_\_\_ Telephone: \_\_\_\_\_

College Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

College/University Address: \_\_\_\_\_

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### TEACHING OR INSTRUCTIONAL EXPERIENCE

*Beginning with your most recent position, list all teaching or instructional support experience for which you have been or are being paid. Please complete all information even if you include a resume.*

Name of School: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title/Grade(s) and/or Subject Taught: \_\_\_\_\_

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

Name and title of supervisor: \_\_\_\_\_ May we contact?  Yes  No

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Name of School: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title/Grade(s) and/or Subject Taught: \_\_\_\_\_

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

Name and title of supervisor: \_\_\_\_\_ May we contact?  Yes  No

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Name of School: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title/Grade(s) and/or Subject Taught: \_\_\_\_\_

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

Name and title of supervisor: \_\_\_\_\_ May we contact?  Yes  No

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Name of School: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title/Grade(s) and/or Subject Taught: \_\_\_\_\_

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

Name and title of supervisor: \_\_\_\_\_ May we contact?  Yes  No

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Name of School: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title/Grade(s) and/or Subject Taught: \_\_\_\_\_

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

Name and title of supervisor: \_\_\_\_\_ May we contact?  Yes  No

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### **NON-TEACHING EXPERIENCE**

*Please list below your non-teaching work experience beginning with the most recent.*

Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Your position/title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name and title of supervisor: \_\_\_\_\_ May we contact?  Yes  No

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Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Your position/title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name and title of supervisor: \_\_\_\_\_ May we contact?  Yes  No

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## REFERENCES

List persons, such as former employers, pastors, supervisors, and instructors, who have firsthand knowledge of your professional preparation and competence, and your spiritual maturity. A minimum of three references is requested.

*Incomplete/inaccurate reference information (i.e., names, addresses, zip codes, phone numbers, etc.) may make it difficult for your application to be given further consideration.*

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Name: \_\_\_\_\_ Title: \_\_\_\_\_ School/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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Name: \_\_\_\_\_ Title: \_\_\_\_\_ School/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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Name: \_\_\_\_\_ Title: \_\_\_\_\_ School/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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## PERSONAL HISTORY

Do you have any physical condition or handicap that may limit your ability to perform the job for which you are applying?  Yes  No

If so, please describe:

Would you be willing to submit to a criminal background check?  Yes  No

Have you been a victim of child abuse?  Yes  No

Have you ever been charged or convicted of domestic violence or a crime against a child (under 12) or minor (under 18)?  Yes  No

If so, please describe:

List all criminal charges that you have had filed against you that could have resulted in more than a 60 day imprisonment:

Has your teaching license or certificate ever been revoked?  Yes  No

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List memberships, offices, and honors obtained in:

High School: \_\_\_\_\_

College: \_\_\_\_\_

List your hobbies and personal interests: \_\_\_\_\_

List periodicals you read regularly: \_\_\_\_\_

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## RELIGIOUS AND EDUCATIONAL PHILOSOPHY

- 1) What are the main characteristics that distinguish a Christian school from a government school?
- 2) What do you consider to be the proper classroom atmosphere for learning?
- 3) What is your philosophy of discipline?
- 4) What is your attitude toward physical punishment?
- 5) What ministries (or volunteer work) have you had or are you presently involved in with children?
- 6) Have you led a child to Christ?
- 7) What do you believe about the origin of the earth and mankind?
- 8) Briefly describe your philosophy of Christian Education:
- 9) Have you had any courses in the Christian Philosophy of Education?  Yes  No
- 10) If so, where and when?
- 11) If not, would you be willing to take such a course by correspondence or otherwise?  Yes  No
- 12) Have you had other courses giving specific training for Christian Day Schools?  Yes  No
- 13) List any conferences in which you have participated or seminars that you have led.
- 14) Give a brief summary of your concept of submissiveness to those in authority over you?
- 15) Describe how teacher evaluation has been helpful to you.
- 16) Within the teaching process, what is the difference and give an example of that difference between:
  - a. Indoctrination and Inquiry
  - b. Dogma and discourse
  - c. Catechesis and challenge
- 17) In what way(s) do you model for your students Christian attitudes toward family, church, social, and authority structures?



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Please list the textbooks with which you are familiar for the grade(s) for which you are applying:

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List in order of priority what you consider to be the three most important objectives of Christian education:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

In the last year, what have you done to enhance your knowledge in any area that was not required or paid for by any employer, educational institution, or other person?

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Why have you chosen education as a career?

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What is your motive in seeking a position in a Christian school?

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Indicate any goals you have established for your own educational growth and plans you have for meeting these goals:

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What do you believe is the unique function of the Christian school program?

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## CHRISTIAN BACKGROUND

State your relationship with Jesus Christ. \_\_\_\_\_

How long have you known Christ as your Lord and Savior? \_\_\_\_\_

What is your denominational preference? \_\_\_\_\_

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

Pastor's name: \_\_\_\_\_

Are you presently a member in good standing?  Yes  No      Years? \_\_\_\_\_

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

Church Attendance:     Weekly  Regularly  Seldom  Never

Have you lead someone (child or adult) to Christ?  Yes  No

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

What is your attitude toward working with those of other races and other denominational belief?

\_\_\_\_\_

Describe your routine of personal Bible study and prayer.

\_\_\_\_\_

What books have you read recently that has helped you spiritually?

\_\_\_\_\_

Are you active in your church?  Yes  No      In what capacity? \_\_\_\_\_

Do you believe the Bible to be the inspired word of God and infallible, our final authority in all matters of faith, conduct, and truth?  Yes  No

- 1) Give your own definition of a Christian:
- 2) What was your life like before receiving Christ?
- 3) How did you realize you needed Christ?
- 4) How did you receive Christ and become a Christian?
- 5) How is Christ helping you day by day?

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## INTERVIEW QUESTIONS

(Use another sheet of paper)

1. Tell me about a time in your life when you had to learn how to do something new. What did you have to learn? How did you learn it? Did you use the new information?
  2. Sometimes we are expected to apply policies that we don't agree with, or understand. Tell me about a circumstance when you had to stick to a policy or rule, even though it didn't make sense. What did you do in that situation or circumstance?
  3. Think of a time when someone really tried your patience. Tell me about a circumstance when a child or student tried to get an emotional response from you. How did you handle this circumstance?
  4. What were the top two most frustrating circumstances involving children or students you have encountered? How did you respond to these circumstances? How did your response affect the children, student or the circumstance?
  5. Describe a time or circumstance in your life when you failed. Why did the failure occur?
  6. Has a supervisor complimented you for your sound judgment? What was the circumstance and how did you show good judgment.
  7. What was it like growing up in your family? Describe your current family (if applicable).
  8. How did your parents handle discipline? What did you see modeled well? What will/did you avoid in your own family?
  9. Who is your best friend? How would you describe that relationship?
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## **STATEMENT OF FAITH**

We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (II Timothy 3:16 - 17, II Peter 1:21)

We believe there is only one God, eternally existent in three persons - Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19)

We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (I Corinthians 15:3 - 4, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, I Corinthians 15:3), His ascension to the right hand of the Father (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:3, 3:16 - 19, 5:24, Romans 3:23, 5:8 - 9, Ephesians 2:9 - 10, Titus 3:5).

We believe in the resurrection of both the saved and the lost - that they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28 - 29).

We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12, Galatians 3:26 - 28, Philippians 2:1 - 2).

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (John 7:37 - 39, 14:16 - 17, Romans 8:9 - 14, I Corinthians 3:16, 6:19 - 20).

We believe in the creation of man by God in His own image (Genesis 1:26 - 28, 5:1 - 2, Matthew 19:4, Ephesians 2:10).

We believe that God wonderfully and immutably creates each person as male or female, and that these two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27, Mark 10:6).

We believe that God created marriage to be exclusively the union of one man and one woman, and that intimate sexual activity is to occur exclusively within that union (Genesis 2:18-25, Romans 1:21-27, 1 Corinthians 6:9-10; 7:2-5, Hebrews 13:4).

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death (Psalm 139:14-16).

## STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY

We believe that God wonderfully and immutably creates each person as male and female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27) Rejection of one's biological gender is a rejection of the image of God within that person.

We believe the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (I Corinthians 6:18; 7:2-5; Hebrews 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, lesbian behavior, bisexual conduct, incest, cohabitation, use of pornography, sexual harassment, sexual abuse, sexual improprieties toward minors, and bestiality) is sinful and offensive to God. (Matthew 15:18-20; I Corinthians 6:9-10.)

We believe that in order to preserve the function and integrity of Foothills Community Christian School as representative of the Body of Christ, and to provide a biblical role model to the Foothills Community Christian School families, students, staff and the community, it is imperative and essential that all persons employed by Foothills Community Christian School in any capacity, or who serve as volunteers, agree to and abide by this statement ON MARRIAGE, GENDER, AND SEXUALITY. (Matthew 5:16; Philippians 2:14-16; I Thessalonians 5:22)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; I Corinthians 9-11)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Foothills Community Christian School.

**Final Authority for Matters of Belief and Conduct**

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Foothills Community Christian School's faith, doctrine, practice, policy, and discipline, our Board of Directors is Foothills Community Christian School's final interpretive authority on the Bible's meaning and application.

**I HAVE READ AND FULLY SUBSCRIBE TO AND SUPPORT THE STATEMENT OF FAITH OF FoothILLS COMMUNITY CHRISTIAN SCHOOL AND PROMISE THAT WHEN I CAN NO LONGER DO SO, I WILL RESIGN MY POSITION OR WILL CONSIDER MY CONTRACT NULL AND VOID.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## STAFF COVENANT

I believe that a call to serve on the staff of Foothills Community Christian School is a call from God, and as such should not be accepted lightly or thoughtlessly, but earnestly and prayerfully, and that this position carries with it authority, responsibility and privileges. Thus to help develop and maintain the highest possible standards of administrative and teaching efficiency, I cheerfully and wholeheartedly subscribe to and enter into the following covenant:

1. I believe in the Lord Jesus Christ and have received Him as my personal Savior, and desire Him to be the Lord of my Life.
2. Realizing my responsibility both to God and to the students, I pledge myself to a disciplined devotional life, seeking time daily for prayer and Bible study. I also pledge myself to holy living, maintaining a consistent Christian testimony, avoiding all appearance of evil, praying for those qualities of chastity and virtue which will make my life the best possible influence upon those I lead and which magnify the Lord.
3. As a Christian leader, I will seek every opportunity, in partnership with the family, to lead each unsaved student to Christ and to help those who are saved to grow in grace and understanding of God's Word and Will. I will diligently lead the students by word and example to godly use and stewardship of time, talent and treasure.
4. Realizing my responsibility, and the witness and example I am to my students, their parents, and my fellow workers, I will be regular in attendance at a Christ centered, biblically founded church. If for any reason my attendance becomes irregular, or I anticipate changing my membership or attendance to another church, I will bring this to the attention of the Head of School.
5. I realize that my contract is dependent in part on my commitment to a local church.
6. Earnestly seeking that God may guide, bless and use me in the work of the school, I subscribe to the above standards and to the school's Statement of Faith, trusting in His grace for their fulfillment.

If you agree with the statements above, please sign below. If you do not agree on every point, please state your differences at the bottom of this page, or with an attachment.

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Date

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Signature

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## APPLICANT'S CERTIFICATION AND AGREEMENT

I have made application for a position as a \_\_\_\_\_ with Foothills Community Christian School.

I understand that employment at Foothills Community Christian School is open to qualified individuals who are Christians of good character. Foothills Community Christian School does not discriminate in employment, or in the terms or conditions of employment, on the basis of race, sex, national or ethnic origin, color, age, or disability. Foothills Community Christian School is a religious educational ministry, and as such, utilizes religion as an employment criteria. All prospective and current employees must agree with Foothills Community Christian School's mission statement, core values, and they must be willing to conduct their lives in conformity with the school's statement of faith and the school's declaration and agreement to ethical and moral integrity, serving as a Christian role model.

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a 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 and agree that I will be paid and receive benefits only through the day of release.

I authorize Foothills Community 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 position.

I authorize references and my former employers to disclose to the school any and all employment records, performance 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 may be submitted to a fingerprint check by 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 or that it could 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 agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

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

Applicant's Name (Print): \_\_\_\_\_

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

Applicant's Signature: \_\_\_\_\_

Applicant's Social Security Number: \_\_\_\_\_

I waive the right to ever personally view any references given to Foothills Community Christian School.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

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

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## DECLARATION OF MORAL INTEGRITY

Our school expects all of its employees and its 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 (print name) \_\_\_\_\_ 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 conduct. Inappropriate conduct includes, *but is not limited to*, such behaviors as the following: heterosexual activity outside of marriage (e.g., adultery, fornication, homosexual behavior, lesbian behavior, bisexual conduct, incest, cohabitation, use of pornography, viewing of pornographic material or websites, sexual harassment, sexual abuse, sexual improprieties toward minors, and bestiality) as defined by Scripture.

*“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 The Message*

I declare that I do not use tobacco products of any nature and I do not abuse alcoholic beverages or engage in the sale or distribution of those products.

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.

Applicant’s signature: \_\_\_\_\_

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

Administrator’s signature after discussion with applicant/volunteer: \_\_\_\_\_

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

*“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 The Amplified Bible*

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## LEADERSHIP COMMITMENT

Knowing that God has spoken clearly in His Word concerning the character and responsibility of a leader:

1. I will seek to maintain a close, intimate walk with the Lord by regularly spending time alone with Him, in His Word, and in prayer.
2. I will be a diligent student of God's Word.
3. I will endeavor to walk continually in step with the Holy Spirit.
4. I will pray for those who serve with me as staff members, for the school Head of School, for the students of the school, and for this ministry's testimony in the community.
5. I will be diligent in preparation for all staff meetings and participate in duly appointed committees.
6. I will faithfully attend all staff meetings unless I am hindered from doing so by compelling reasons such as illness or necessary travel. When I am unable to attend, I will notify the Head of School in advance. I will follow up with the Head of School to be informed about the content of the meeting that I missed.
7. Love, grace, and humility will characterize my fellowship, speech, and manner with my colleagues on staff and with any member of the school family. With the help of the Holy Spirit, I will refrain from expressing demeaning attitudes through criticism and complaint.
8. While respecting divergent views and convictions expressed by my colleagues on staff, I will express my views and differences of opinion constructively and with grace. Once the staff has discussed an issue and regardless of my personal conviction on that issue, I will publicly support the Head of School's action.
9. I will be an encourager, acting with integrity and discretion, and will endeavor to maintain the unity of the spirit in the bond of peace.

Applicant's signature: \_\_\_\_\_

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

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## CODE OF ETHICS

1. I have received Jesus Christ as my personal Savior.
2. I believe that the Bible is God's Word and standard for faith and daily living.
3. I commit to being a Christian role model in attitude, speech and actions toward others. This includes being committed to God's Biblical standards for sexual conduct.
4. I commit to being a faithful attendee and financially support my local church, which has a Statement of Faith in agreement with the school's Statement of Faith.
5. I commit to showing by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
6. I commit to being in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.
7. I commit to following the Matthew 18 principle in dealing with students, parents, staff, and administration.
8. I commit to demonstrating the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
9. I commit to meeting everyday stress with emotional stability, objectivity, and optimism.
10. I commit to developing and maintaining rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
11. I commit to respectfully submitting to and being loyal to constituted authority.
12. I commit to maintaining a personal appearance that is a role model of cleanliness, modesty, good taste, and that is in agreement with school policy.
13. I commit to using acceptable English in written and oral communication and speaking with clear articulation.
14. I commit to recognizing the need for good public relations and representing the school in a favorable and professional manner to the constituency and general public.

Applicant's signature: \_\_\_\_\_

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



# Foothills Community Christian School

2210 5<sup>th</sup> Avenue North  
Great Falls, MT 59401  
406-452-5276  
406-452-8606 FAX

[fccs@foothillschristian.org](mailto:fccs@foothillschristian.org)  
[www.foothillschristian.org](http://www.foothillschristian.org)



## INSTRUCTIONAL REFERENCE FORM

I, \_\_\_\_\_ have filed my application for a position at Foothills Community Christian School.

I have asked for assignment as \_\_\_\_\_.

I shall appreciate it very much if you will fill in the blanks below and mail direct to Foothills Community Christian School.

Sincerely,

**APPLICANT'S SIGNATURE:** \_\_\_\_\_

### OFFICIAL CONFIDENTIAL INFORMATION

	SUPERIOR	STRONG	AVERAGE	FAIR	POOR
<b>GENERAL APPEARANCE</b> acceptable, attractive, neat					
<b>PHYSICAL FITNESS</b> free from chronic ailments					
<b>PERSONALITY</b> wholesome, pleasing					
<b>SOCIAL QUALITIES</b> evidence of social maturity					
<b>ETHICS</b> professional relationships					
<b>EMOTIONAL STABILITY</b> self-control, possesses spiritual convictions					
<b>CITIZENSHIP</b> community and personal standing					
<b>VOICE</b> pleasing and modulated					
<b>USE OF ENGLISH</b> acceptable in conversation and speech					
<b>INTELLECTUAL CAPACITY</b> alert, responsive, adequate					
<b>ATTITUDE TOWARD CHILDREN</b> recognizes the needs of children					
<b>ADEQUACY OF PROFESSIONAL TRAINING</b> evidence of being up to date professionally					
<b>SUCCESS AS AN INSTRUCTOR</b> works to capacity with maximum results					
<b>GENERAL RATING</b>					

OVER

How long have you known the applicant?

In what capacity?

Has this applicant demonstrated a real commitment to Christian living both on and off campus? Is he/she a good role model for students?

List principle character and personality strengths.

Are there character or personality weaknesses that diminish this applicant's effectiveness as a role model?

Are there family factors that might help or hinder the applicant's success at this school?

Have you noted depth of convictions as demonstrated by honesty, fairness, respect for authority, diligence, compassion, tact, and other Christian virtues?

Do you consider the applicant a self-starter, willing to do extra tasks if needed?

**EMPLOYER**

How would you rank this person as compared to others you have supervised?

Top 5%  Next 20%  Middle 50%  Low 25%

Would you employ the above applicant as an instructor? Yes  No

COMMENTS: (If you prefer you may call me 1-406-452-5276)

SIGNATURE OF REFERENCE: \_\_\_\_\_

NAME OF REFERENCE: \_\_\_\_\_

TITLE OR POSITION: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
CITY, STATE ZIP

\_\_\_\_\_  
AREA CODE PHONE