

# Expression of Interest/Application for Employment

## Faith Bible Chapel International

### Faith Christian Academy, Sonshine Center, Impacto de Fe, Intern

08/2010

#### Expression of Interest Section

Date: \_\_\_\_\_ Full Legal Name: \_\_\_\_\_

Day Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Position(s) of interest: \_\_\_\_\_  FBCI  FCA  Sonshine Center  Impacto de Fe  Intern

Have you worked for Faith Bible Chapel International in the past? .....  yes  no

If yes, what position did you hold? \_\_\_\_\_

Are you younger than 18? .....  yes  no

If hired, can you provide proof of your age? .....  yes  no

Have you used illegal drugs in the last two years? .....  yes  no

Have you been convicted of or pled guilty to a felony? .....  yes  no

*(Neither a plea nor a conviction will necessarily disqualify you for employment, but all decisions are reserved to FBCI in its sole discretion).*

Do you have the legal right to work in the United States? .....  yes  no

*Employment is contingent upon satisfactory proof of legal ability to work in the United States. All applicants who receive job offers must complete Form I-9 and provide identification to verify they may work in the U.S.)*

Have you worked using other names? .....  yes  no

If yes, list all other names you have used: \_\_\_\_\_

#### FBCI Leadership Requirements

While working at Faith Bible Chapel International, you will be visible and viewed as a member of leadership. We require that each staff member commit to certain lifestyle expectations, be in a position to effectively minister to others, and be maturing as a believer. At a minimum this means you:

- Attend a biblically based church on a regular basis.
- Understand the importance of and have committed to tithing.
- Commit willingly to refrain from the following activities including but not limited to; abusing prescription drugs, alcohol, tobacco, gambling, or use of illegal drugs, distributing alcohol, tobacco or illegal drugs, engaging in, promoting or condoning, pornography, or homosexuality of any type, breaking any criminal laws or contributing to the delinquency of minors.
- Committed to sexual purity.

\_\_\_\_\_ By initialing here, I agree to follow the leadership requirements as outlined above.

**If you satisfy ALL of the above requirements, you may proceed to the following pages.**

**If you do not satisfy ALL of the above, we welcome you to re-apply when you do meet all of our requirements.**

# Application for Employment Faith Bible Chapel International

**Complete entire application PLUS individual sections at the end of this packet specific to the position you are seeking at Faith Christian Academy, Sonshine Center, Impacto de Fe, or Intern**

Full Legal Name: \_\_\_\_\_ Day Telephone: \_\_\_\_\_

Position(s) Applying for: \_\_\_\_\_

**Indicate which division of Faith Bible Chapel International you are applying to:**

- FBCI**     
  **FCA**     
  **Sonshine Center**     
  **Impacto de Fe**     
  **Intern**

If applying for teacher, which grades and subjects are you prepared to teach? \_\_\_\_\_

## Employment Experience

**Starting with your present job, list your last three employers. (Must complete, even if attaching your resume).**

Employer	Telephone	Date Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate/Salary		
Supervisor		From	To	
Reason for Leaving				
Employer	Telephone	Date Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate/Salary		
Supervisor		From	To	
Reason for Leaving				
Employer	Telephone	Date Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate/Salary		
Supervisor		From	To	
Reason for Leaving				

## Personal References

List those familiar with your capabilities, including the supervisors previously noted under "Employment Experience."  
**(Do not list relatives)**

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

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

## Education

	High School	College/University	Graduate/Professional	Other
School Name and City				
Years Completed	9 10 11 12 GED	1 2 3 4	1 2 3 4	1 2 3 4 5
Diploma/Degree				
Course of Study				
Please describe any specialized training, apprenticeships, skills, honors, and extra-curricular activities				

## Driving History

Do you have a valid Colorado Drivers License? .....  yes  no

Do you have a clean driving record (no moving violations)? .....  yes  no

Do you know of any reason you are not qualified to drive our vehicles? .....  yes  no

Has your Driver's License in any state ever been surrendered, denied, suspended, revoked, restricted or placed on probation? .....  yes  no

If yes, please explain here: \_\_\_\_\_

I authorize FBCI to obtain a copy of my motor vehicle record for the past 7 years . . . .  yes  no

Driver's License State: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_

## Faith Bible Chapel International Statement of Faith

### We believe...

- the Bible to be the divinely inspired, infallible, inerrant, and authoritative Word of God.
- there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
- in the virgin birth of the Lord Jesus Christ, His deity, His sinless humanity, the eternal all-sufficiency of His atoning death, His bodily resurrection, His ascension to the Father's right hand, and His personal, future return to this earth in power and glory.
- each human must receive the gift of eternal life through Jesus Christ in order to live forever in Heaven with God.
- in the ministry of the Holy Spirit who convicts, regenerates, baptizes, indwells, enlightens, and empowers believers for godly living and imparts spiritual gifts for the edification of the body of Christ.
- God did not reject Israel, His people, for God's calling is irrevocable. Therefore, for the sake of God, we offer friendship and support to the people and nation of Israel.
- the church is the spiritual body of which Christ is the head, both functionally and eternally. We observe the ordinances of Christian baptism by immersion for believers and the Lord's Supper.
- in the resurrection of the human body and the eternal existence of all people in heaven or hell.

Without mental or other reservation, I hereby subscribe to the above statements. (Please sign below if you completely agree.)

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

## Applicant's Christian Testimony and Perspective

Faith Bible Chapel International is a non-profit Christian organization whose purpose is to reach our city for Christ. Because of the unique nature of our ministry, we are concerned that our employees be committed to this Christian perspective. All of our employees are involved in times of prayer for the specific needs of those we serve. They also actively participate in departmental and company-wide devotional times. Please take a moment to answer the following questions that will help us evaluate our compatibility. Thank you for sharing your thoughts with us.

Please provide a statement of Christian testimony and experience. (You may attach another sheet or use this page back if necessary).

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- Do you have a personal relationship with Jesus Christ? . . . . .  yes  no
- Do you use tobacco of any type? . . . . .  yes  no
- Do you use alcohol? . . . . .  yes  no
- Do you agree that the Bible condemns homosexual acts, premarital sex, and extramarital sex? . .  yes  no
- Do you participate in, promote or condone any of the above activities? . . . . .  yes  no
- Do you participate in pornography or gambling? . . . . .  yes  no
- Do you currently attend church? . . . . .  yes  no

Name of your church? \_\_\_\_\_ Name of your pastor? \_\_\_\_\_

In what ways are you involved in your church and/or other Christian organizations? \_\_\_\_\_

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## Permission for Background Check

Due to the presence of a K-12 school and daycare facility on the grounds of Faith Bible Chapel International, we request that applicants voluntarily provide their date of birth and social security number with the understanding that a Colorado Bureau of Investigation background check will be performed. Providing the following information will constitute your authorization to conduct a background search.

**Date of Birth:** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_

**\*\*\* Date of birth and Social Security number MUST be provided to process application \*\*\***

**Application will not be processed without this information**

## ALL Applicants Complete Office, Computer, and Special Skills Section

List word processing systems, accounting and spreadsheet programs you have used: \_\_\_\_\_

\_\_\_\_\_

Other computer skills: \_\_\_\_\_

Office equipment you have used: \_\_\_\_\_

Additional office skills not listed above: \_\_\_\_\_

Summarize special skills and qualifications acquired from employment, military service or other experience: \_\_\_\_\_

\_\_\_\_\_

## Please complete the following sections that apply to the position(s) you are seeking

### Applicants for Teacher or Teacher Aide at Faith Christian Academy Complete Following Section

Teacher certification:     yes     no     in process of obtaining at (Name of Institution) \_\_\_\_\_

Type of certificate: \_\_\_\_\_ State: \_\_\_\_\_

Student teaching: (subject and place) \_\_\_\_\_

Critique teacher: (new teachers) \_\_\_\_\_

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

### Attach The Following to This Completed Application on a Separate Sheet of Paper

- A copy of your teaching certificate. Please request official transcripts be sent to FCA from any college or university attended.
- A list of all Bible college classes you have taken (*include name of course, place taken, and dates attended*).
- A list of any special training and coursework you have had in Christian philosophy of education. (*include name of course, place taken, and dates attended*)
- List briefly your experience with children other than teaching (if any).
- Discuss how you would create a positive learning climate in your classroom.
- List any other experience or skills that you believe are pertinent to a position at FCA.
- Briefly describe what you believe makes a highly effective teacher.
- Share the contributions you would hope and expect to make to the students and staff of FCA.
- In 250 words or less share a concise version of what you believe to be the most significant differences between the philosophy of Christian education and the philosophy of secular education.
- Three letters of reference.

**Applicants for Coaching at Faith Christian Academy Complete Following Section**

**Coaching Skills, Special Skills, Other Qualifications**

List sports that you have coached and the level of team(s) you have worked with: \_\_\_\_\_

List sports you are prepared to coach and the level at which you have personally participated: \_\_\_\_\_

At what level (middle school, freshmen, JV or varsity) are you qualified to coach the team sport you are applying for? \_\_\_\_\_

List successful team-building strategies you have used: \_\_\_\_\_

Summarize special skills and strategies that make you successful: \_\_\_\_\_

Other comments pertinent to coaching at Faith Christian Academy: \_\_\_\_\_

**Applicants for Sonshine Center Daycare Complete Following Section**

**Childcare Skills**

**\*\*\* To qualify as a group leader applicant be at least 18 years of age and must have at least one of the following: \*\*\***

- Bachelor's degree from accredited college or university in the following areas:
  - Early Childhood Education, Elementary Education, Special Education, Family and Child Development, or Child Psychology
    - Two-year degree in child development or early childhood education
    - Current certification as CDA (Child Development Associate) or CCP (Certified Childcare Professional) or other approved credential
  - Two years of college with at least one course in child development and six months (910 hours) of verified experience in the care and supervision of four or more children under the age of six\*\*
  - 12 semester hours in college-level credits in child growth and development and/or early childhood education **and** nine months (1,395) verified hours of experience in the care and supervision of four or more children under the age of six \*\*
  - Completion of vocational/occupational education sequence in child growth and development **and** 12 months (1,820 hours) of verified experience in the care and supervision of four or more children under the age of six \*\*
- 24 months (3,640 hours) of verified experience in the care and supervision of four or more children under the age of six **PLUS** either a current Colorado Level 1 credential **OR** two three-credit college courses with one course being Intro to Early Childhood Education (ECE 101)

**\*\*ALL EXPERIENCE MUST BE WITH CHILDREN NOT RELATED TO THE APPLICANT**

**Based on the criteria above, are you group leader qualified?    yes    no**

List any childcare experience, including but not limited to, working in a childcare facility, volunteering in Sunday School or any other similar experience: \_\_\_\_\_

Other skills pertinent to childcare: \_\_\_\_\_

**Applicants for Impacto de Fe Complete Following Section**

**Additional Impacto de Fe Questions**

What is your vision for the ministry of Impacto de Fe? \_\_\_\_\_

Have you worked in ministry before? \_\_\_\_\_ In what capacity? \_\_\_\_\_

Have you ever led worship, taught Sunday school, or preached a Sunday sermon? \_\_\_\_\_

**Applicant Certification**

I certify that the information contained in this application and any attachments are complete and true to the best of my knowledge and agree to have my statements and representations checked by Faith Bible Chapel International unless I have indicated in writing to the contrary. I authorize the references listed herein to provide Faith Bible Chapel International with information concerning my previous employment and to disclose other pertinent information they may have. I also authorize Faith Bible Chapel International to obtain and review my motor vehicle records, and to have a criminal background check performed by the Colorado Bureau of Investigation and/or by such other public and private entities as, in its sole discretion, it may determine. Further, I release all parties from all liability and claims for all damages and injuries that may result from the use of such information. I agree that Faith Bible Chapel International is under no obligation to verify the accuracy of the information provided to it by third parties, and that it can rely on such information in the application process in its sole discretion. I understand that any misrepresentation, falsification or material omission of information may result in my failure to receive an offer, or if I am hired, in my dismissal from employment.

In consideration of my employment, I agree to abide by the rules and standards of Faith Bible Chapel International and agree that my employment and compensation can be terminated at-will, with or without cause, and with or without notice at anytime, either at my option or at the option of Faith Bible Chapel International, and that my promise to adhere to and faithfully obey the rules and standards of Faith Bible Chapel International does not create a contract of employment. I understand that no employee or representative of Faith Bible Chapel International, other than the Director of Human Resources or an Officer of FBCI, has authority to enter into an agreement for employment for any specified period of time or to make any agreement contrary to the foregoing. Further, neither the Director of Human Resources nor any Officer of FBCI may alter the at-will nature of the employment relationship unless [he/she] does so specifically and in writing. Accordingly, I acknowledge that I may not rely on any written assurance from any other person or on the verbal assurance, conduct or custom of any person regarding the term or any other condition of my employment. I also understand that all offers of employment are conditional on the provision of satisfactory proof of an applicant's identity and legal eligibility to work in the United States. Further, I understand that submitting an application and/or being interviewed does not guarantee employment.

I understand and agree that if I am hired by Faith Bible Chapel International it may, in its sole discretion, at any time change its personnel policies and may also change my job responsibilities, wages and benefits.

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

Revised May 2009

**Return Completed Application to:**

**Faith Bible Chapel International  
Human Resources  
12189 West 64<sup>th</sup> Avenue  
Arvada, CO 80004**

**Fax 303.423.4314**

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