

Employment Application Guidelines for Faith Bible Chapel International, Faith Christian Academy, and the Sonshine Center

Dear Applicant,

Thank you for your interest in employment with Faith Bible Chapel International and its divisions.

This guideline is intended to make completing the employment application simple.

1. **All Applicants:** Please complete all the *black* sections in the application.
2. **Faith Christian Academy Applicants:** Please complete the *black* and *maroon* sections of the application. Please include any supporting documents in the application.
3. **Sonshine Center Applicants:** Please complete the *black* and *green* sections of the application. Please include any supporting documents requested in the application.
4. Sign and date your application.
5. You have two ways to submit the application:
 - a) Print or save the application as a pdf file on your computer then email to hr@faith.church or
 - b) Print a hard copy and mail to:

Faith Bible Chapel International
Human Resource Department
12189 West 64th Avenue
Arvada, CO 80004

For questions, please contact the Human Resource Department at 303.424.2121, extension 95627 or hr@faith.church

Sincerely,
Faith Bible Chapel International
HR Team

Expression of Interest/Application for Employment

Faith Bible Chapel International

Faith Christian Academy, Sonshine Center, Coach, Intern

04/2021

Expression of Interest Section

(Please legibly print entire application)

Date: _____ Full Legal Name: _____

Day Telephone: _____ Cell Phone: _____ Email Address: _____

Address: _____ City: _____ State: _____ Zip: _____

Position(s) Applying for: _____

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

☐

FBCI

☐

FCA

☐

Sonshine Center

☐

Intern

If applying for **teacher**, which grades and subjects are you prepared to teach? _____

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

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 present original identification(s) 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 Employment Requirements

If selected to work for Faith Bible Chapel International, you will be visible and viewed as a representative of our organization, a witness of Christianity and Jesus Christ. 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 adhere to and uphold the following statements:

- Attend a biblically based church on a regular basis - (may be required to attend Faith Bible Chapel)
- Understand the importance of and have committed to tithing
- Commit willingly to refrain from:
 - Abusing, distributing, or promoting prescription drugs, alcohol, marijuana, tobacco and gambling
 - Cultivation, manufacture, use, distribution, promotion or sale of illegal drugs
 - Participating in or viewing 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 and follow the employment requirements as outlined above.

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

If you do not meet ALL of the requirements above, we welcome you to re-apply when you do meet them.

All Applicants

Please complete all black/gray sections.

Employment Experience

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

From	To	Employer Name, Address, Phone Number	Job Title and Work Performed	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 Number

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				

Faith Bible Chapel International Statement of Faith

We believe...

- The Bible is the inspired, inerrant Word of God and the authoritative source of truth.
- In the virgin birth, life, death, and resurrection of Jesus.
- Salvation is by grace alone for all who put their trust in the redemptive work of Christ.
- Heaven and Hell are a reality and all people will spend eternity in one of these, based solely on their acceptance or rejection of Jesus.
- That marriage is a covenant established by God between one man and one woman.
- That God creates all people as male or female and thus gender is given by Him.
- We believe that every person is created in the image of God and any attempt to de-value a person on any basis is an affront to God Himself.

Core Values

- God has not rejected Israel and the Jewish people. Therefore, for the sake of God, we offer friendship and support to the Jewish people throughout the world.
- The gifts of the Holy Spirit are available today.
- We observe the practice of Christian baptism by immersion for believers and the Lord's Supper.
- Consistent participation in the local church is a vital component in the life of a vibrant and growing Christian. It is expected that FBCI staff members actively participate in a local church.

By signing below, I agree with and fully support all components of FBCI's Statement of Faith and agree to not oppose or contradict any of its Core Values.

Signature: _____ Date: _____

Applicant's Christian Testimony and Perspective

Faith Bible Chapel International is a non-profit Christian organization which is a Christ-centered, Spirit-led family of faith with a simple mission: change lives and change the world. Because of the unique nature of our ministry, we require that our employees be committed to our Christian perspective. All FBCI employees are involved in times of prayer for the specific needs of those we serve. Employees 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.

Provide your statement of Christian testimony and experience. *If needed, attach another sheet or use the back of this page.*

- | | | |
|--|------------------------------|-----------------------------|
| Do you have a personal relationship with Jesus Christ? | ☐ yes | ☐ no |
| Do you use tobacco of any type? | ☐ yes | ☐ no |
| Do you use marijuana? | ☐ yes | ☐ no |
| Do you agree that homosexual acts, premarital sex, and extramarital sex are sin? | ☐ yes | ☐ no |
| Do you participate in, promote, or condone any of the above activities? | ☐ yes | ☐ no |
| Do you participate in or view pornography? | ☐ yes | ☐ no |
| Do you participate in gambling or have a gambling addiction? | ☐ yes | ☐ no |
| Do you regularly attend church? | ☐ yes | ☐ no |
| Do you regularly commit to tithing to your church? | ☐ yes | ☐ no |

Name of your church? _____ Name of your pastor? _____

In what ways are you currently actively involved in your church and/or other Christian organizations? _____

Driving History

Do you have a valid Colorado Driver's 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: _____ Expiration Date: _____

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, Instructional Aide, or Substitute 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 Separate Sheets 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 Infant Care and Early Childhood Education Center
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: *****

X if applicable	
	Bachelor's degree from accredited college or university with a minimum of two, three-semester hours of early childhood education courses with one course being either introduction to early childhood education (ECE 101) or guidance strategies (ECE 103) and at least six months (910) hours of satisfactory experience
	Two-year degree in child development or early childhood education & six months (910) hours of satisfactory experience
	Current certification as a Child Development Associate (CDA) or Certified Child Professional (CCP) or other Department-Approved credential
	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) or Guidance Strategies (ECE 103)

****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: _____

All Applicants Complete the Following Sections

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. 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 any time, 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, with or without notice.

Applicant's Signature: _____ Date _____

(This application contains seven pages)

Return Completed Application to: Faith Bible Chapel International or email to: HR@faith.church
Human Resources Department
12189 West 64th Avenue
Arvada, CO 80004

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