Application for Employment

General Information

❒ Non-Instructional Application

Aurora Christian School

Preschool/Elementary	Middle/High School
801 W. Illinois Avenue	2255 Sullivan Road
Aurora, IL 60506	Aurora, IL 60506
630.892.5585	630.892.1551

Aurora Christian School does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability. Functioning as an integral part of the Church, we can and do discriminate on the basis of religion. Any form of harassment, including sexual harassment, is absolutely prohibited.

Name (First Name, Middle Initial, Last Name) _____ Social Security Number _____ Date of Application _____

Address (Street, City, State, Zip) _____ Home Phone _____ Cell Phone _____

Position(s) Applied for (include grade/department) _____ Email Address _____

What is your definition of a Christian? _____

_____

Give a brief account of your Christian experience. _____

_____

_____

❒ Yes ❒ No Have you filed an application with ACS before? When? _____

❒ Yes ❒ No Have you been employed with ACS before? When? _____

❒ Yes ❒ No Have you ever been convicted of a felony?

References (Include a Professional and a Pastoral/Personal Reference):

Name	Position/Relationship	Contact #

Previous Employment (Previous 5 years and related work experience) *Not necessary for volunteers

Employer	Address	Phone	Responsibility	Years at Job

For Office Use Only:

_____Date Received
_____Transcript Received
_____References Checked
_____Credentials Checked
_____Certificate Verified
_____Status Notification
_____Interview Date
_____2nd Interview Date
_____Lifestyle Agreement
_____Background Check Forms
_____TB Test Result
_____Board Approval

For Office Use Only:

_____
_____
_____
_____
_____
_____

Application for Employment

Non-Instructional Staff Application

Applicant Name:_____

Position: _____

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Briefly explain why you wish to serve at Aurora Christian School._____

_____

_____

Experiences/Skills specific to position applied for

Experience/Skill	Date

Additional Training or Education

School/Institution	Date	Degree/Certificatee

What do you consider your major strengths, relative to the position applied for? _____

_____

_____

_____

List any disabilities that may impede your ability to perform duties specific to the position applied for: _____

_____

_____

Criminal Background Check

A criminal background check will be made of all applicants for whom serious consideration for employment is given.

Application Checklist

Please be sure that all items listed have been completed and received by Aurora Christian School prior to your interview with the school administration.

- ❒ Signed Application (Return these pages: General Information Sheet, Non-Instructional Staff Application, Lifestyle Agreement, Signature Page)
- ❒ Copy of college transcript if applicable
- ❒ Written results of TB test

Application for Employment

Lifestyle Agreement

Applicant Name:_____

Position: _____

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"A student is not above his teacher, but everyone who is fully trained will be like his teacher."
Luke 6:40

Aurora Christian School expects all of its employees to model the same Christian values and lifestyle that it seeks to instill in its students. As an employee of Aurora Christian School, I recognize, understand, and agree to live by the Christian moral standards of the school as set forth below:

Sexual Conduct

I agree that the Scripture dictates standards of sexual behavior. I promise that I will not, during my term of employment, 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., premarital sex, cohabitation, extramarital sex), homosexual or lesbian sexual activity, 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.

Scriptural references: Rm 1:24-32, Rm 12:1-2, 1 Co 6:9-20, Eph 4:1-11, 1 Th 4:3-8, 1 Ti 4:12, 2 Ti 2:19-22, 1 Pe 1:15-16, 1 Jn 3:1-3

General Lifestyle

I agree to manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model both in and out of school to students, and as an example to parents and fellow faculty members in judgment, respect, and Christian living. This includes, but is not limited to, the refraining from such activities as the use of alcohol, tobacco products, illicit drugs, and the use of vulgar and profane language.

Scriptural references: 1 Ti 4:12, Lk 6:40, Col 3:17, Tit 2:7-8, 1 Th 2:10, 5:18, 5:22-23, Jas 3:17-18

_____ _____

Signature of Applicant *Date*

Application for Employment

Signature Page

Applicant Name:_____

Position: _____

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Vision Statement

The vision of Aurora Christian School is to be an authentic Christian community, unified by our common faith in Jesus Christ. As a cooperative body of believers, we will encourage each other to daily pursue righteousness. Together, we will strive to energize and equip each student to succeed in whatever path the Lord directs. Our desire is to see our students impact their communities and become purposeful, productive Christian adults.

Mission Statement

To work with families in bringing their children to a personal relationship with Jesus Christ, educating them from a Christian worldview, and preparing them for a life of service to Christ and their world.

Applicant's Certification and Agreement

I have read and support the vision and mission of Aurora Christian School.

I understand that Aurora Christian School does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability. I further understand that any offer of employment is conditional on the proof of legal authority to work in the United States.

I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or significant omission of fact during any phase of the hiring process may prevent me from being hired or if hired may subject me to immediate dismissal.

I authorize Aurora Christian School to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews. I authorize the release and giving of any information requested by Aurora Christian School such as employment records, performance reviews, personal references, and a criminal background check. I release any person, organization, or company from liability or damage which may result from furnishing the information requested. I further waive the right to ever personally view any references given by Aurora Christian School.

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

_____ _____

Signature of Applicant *Date*

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, exemplify Christ.

We look forward to receiving your application. Thank you for your interest in the ministry of Aurora Christian School. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

Submit the Application pages (General Information Sheet, Application Page, Lifestyle Agreement, and this Signature Page) to the building to which application is being made or to the Administrative Offices at:

Aurora Christian School
Administrative Offices
2255 Sullivan Road
Aurora, IL 60506

Application for Employment

These pages are for applicants to retain for personal reference about Aurora Christian School. Applicants who sign the Signature Page of the Application agree to support and uphold the Vision, Mission, Philosophy, Standards, and Lifestyle expected of Employees of Aurora Christian School. Final steps in the hiring process required candidates to have a Criminal Background Check completed and a current TB test result on file.

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Vision

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Mission Statement

To work with Families in bringing their children to a personal relationship with Jesus Christ, educating them from a Christian worldview, and preparing them for a life of service to Christ and their world.

Statement of Faith

1. We believe in the Scripture of the Old and New Testaments as verbally inspired by God, inerrant in the original writing, and that they are of supreme and final authority in faith and practice.
2. We believe in one God, eternally existing in three Persons: Father, Son and Holy Spirit.
3. We believe that Jesus Christ was begotten by the Holy Spirit, born of the virgin Mary, and is true God and true man.
4. We believe that man was created in the image of God, that he sinned and thereby incurred not only physical death but also spiritual death, which is eternal separation from God.
5. We believe that all human beings are born with a sinful nature and, in the case of those who reach moral responsibility, become sinners in thought, word, and deed.
6. We believe that the Lord Jesus Christ died for our own sins according to the Scriptures as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the grounds of His shed blood.
7. We believe in the resurrection of the crucified body of our Lord, in His Ascension into Heaven, and in His present life there for us as High Priest and Advocate.
8. We believe in "that Blessed Hope," the personal, visible, premillenial and imminent return of our Lord and Savior, Jesus Christ.
9. We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God.
10. We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

Christian Philosophy of Education

"Before the mountains were born, or you brought forth the earth and the world, from everlasting to everlasting, you are God."
Psalm 90:2

A Christian Philosophy of Education must begin, have as its continual frame of reference, and end with the eternal God. In doing so, it acknowledges that:

1. There is only one God (Deut. 6:4), who exists eternally in three persons, God the Father (2 Cor.1:3), God the Son (Heb. 1:1-8), and God the Holy Spirit (Eph. 4:30).
2. The universe and all within, was created for the purpose of the glorification of, and is sustained by, God (Ge 1-2; Ex 20:11; Col. 1:16-17; Jn 1:1-3; Rev 4-11).
3. This eternal God had revealed Himself to man through the creation (Ps 19:1; Ro 1:19-20), and through His inspired, inerrant, infallible, eternal Word, the Bible (Heb 1:1-2; 2 Ti 3:16-17; Ps 119:89; Jn 1:1; 2 Pe 1:20-21).
4. Man's relationship to God was broken by the sin of Adam and Eve (Ge 3), and therefore, all men since Adam are born with a sinful nature and are3 under the sentence of death from a Holy God (1 Co 15:22; Ro 3:23, 5:14, 6:23; Eze 18:4).

5. Jesus Christ, through the miracle of the incarnation, dwelt among men, and voluntarily offered Himself as our substitute, dying on the cross to appease the wrath of God, and make possible an eternal relationship of man with God through faith in the Lord Jesus Christ (Jn 1:14-17, 3:16; Eph 2:8).
6. A life of holiness is possible for the believer by means of the indwelling of God the Holy Spirit, who teachers us regarding the things of God and causes us to discern areas of personal sin, which exist as a result of the ongoing conflict of our two natures, sinful and righteous (Jn 14:16-18, 26, 16:7-15; Ro 7:14-25).

Based on the above assertions, it is possible to establish certain definitive statements in regard to the educational process. True Christian Education will recognize that:

1. God is the ultimate source of all truth (Jn 14:6). Therefore, His Word (revealed truth) holds a position of priority over human reason and enables all of life, in both its temporal and eternal aspects, to be viewed from the perspective of the centrality of God rather than the centrality of man (Ps 1:18-32). Any distinction between “sacred truth” and “secular truth” is, there fore, a false dichotomy.
2. A differentiation must be made between earthly wisdom (1 Co 1-2; Jas 3:15) and Christian wisdom (1 Co 1:30, 7:10-16; Jas 3:13,17), while acknowledging that the source of all true wisdom and understanding is God Himself (Pr 1:7, 9:10, 15:33; Col 2:3). We affirm the importance of knowledge in the development of godly wisdom, but do not support any systems of through that are incompatible with biblical truth.
3. The purposes of Christian education are:
   a. to persuade the student of his need for a personal, saving relationship with the Lord Jesus Christ;
   b. to nurture, admonish, and encourage the student to live in conformity with the revealed will of God;
   c. to live a life of service, wholly dedicated to and dependent upon God (Ro 12).
4. Christian education requires the natural integration and consistent application of God’s Word into every area (academic, extracurricular, administrative, etc.) of the school program (Eph 4:4-6).
5. Parents bear the sole responsibility of the education of their children. Christian parents, in particular, should be aware of their duty to raise and educate their children in accordance with God’s way and experience the resulting blessing of obedience or consequences of disobedience which will result from their decision regarding the provision of a God-honoring education (Dt 4:10, 6:6-7, 20:17-18; Ps 106:34-37; Jer 10:2; Mt 12:30; 2 Co 6:17; Eze 44:5; Ezr 7:25; Pr 22:6).
6. God has ordained marriage, the family (Ge 2:27,28; 3:18-24), and the Church (Mt 16:13-18; Eph 5:23-32) as the institutions which He desires to use to accomplish His divine will on Earth. Local gatherings of believers called churches, the visible entity of the universal Church, serve their families in the area of education by training and equipping parents to be the primary providers of spiritual instruction for their children. To assist parents in this area there are two types of schools: the Sunday school and the Monday through Friday Christian school. The Christian school also provides a well-rounded program of Christ-centered academics and extracurricular activities. The goal of the three - parents, church, and Christian school - is to work together to carry out the mandate of Scripture to "Train up a child in the way that he should go. Even when he is old, he shall not depart from it." (Pr 22:6)
7. The biblical and philosophical goal of Aurora Christian School is to develop students into mature, Christlike individuals who will be able to exhibit a Christlike life. Of necessity, this involves the school’s understanding and belief of what qualities or characteristics exemplify a Christlike life. Even though parents may personally believe differently, while enrolled at Aurora Christian School, all students are expected to exhibit the qualities of a Christlike life espoused and taught by the school and to refrain from certain activities or behavior. Thus, Aurora Christian School retains the right to refuse enrollment to or to expel any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual or is a practicing homosexual/bisexual, as well as any student who condones, supports, or otherwise promotes such practices (Lev. 20:13; Rms 1:27).

Standards for Non-Instructional Staff

GENERAL DESCRIPTION: The staff member shall prayerfully help the school complete the mission of the school in the prescribed position, as interviewed and based upon the job description and the development of the position.

QUALIFICATIONS: The qualifications of the position will be based upon the needs of the school and the position. It is desired that all staff members be one who has received Jesus Christ as Savior and Lord, a member in good standing of an evangelical church, and leads a separated life. Employees should be a people of spiritual maturity. All staff members should reflect the purpose of the school which is to honor Christ in every class and in every activity.

RESPONSIBLE TO: The principal or designated supervisor, and ultimately the superintendent.

SPIRITUAL RESPONSIBILITIES:

1. Seek to role model in attitude, speech and actions a consistent daily walk with Jesus Christ.
2. Show by example the importance of Scripture memorization and study, prayer, witnessing, and unity in Christian fellowship.
3. Follow the Matthew 18 principle in dealing with students, parents, staff, and administration.

4. Realize and appropriately be a part of the school's goal to motivate students to accept God's gift of salvation and grow in their faith and lead students to a realization of their self-worth in Christ.

RESPONSIBILITIES:

1. See the job description.

OTHER RESPONSIBILITIES:

1. Recognize the role of parents as primarily responsible before God for their child's education and assist them in the task.
2. Inform the administration if unable to fulfill any duty assigned.
3. Cooperate with Board and administration in implementing all policies, procedures, and directives governing the operation of the school.
4. Notify the administration of any policy he/she is unable to support.
5. Supervise extra-curricular activities, organizations, and outings as assigned.
6. Support the broader program of the school by attending extra-curricular activities when possible.

PROFESSIONAL RESPONSIBILITIES:

1. Utilize educational opportunities and evaluation processes for professional growth.
2. Seek the counsel of the administration, colleagues, and parents while maintaining a teachable attitude.
3. Provide input and recommendations for administrative and managerial functions in the school.
4. Attend and participate in scheduled devotional, in-service, committee, faculty, and parent meetings as stated in the job description or requirements from the supervisor.
5. Know the procedures for dealing with issues of an emergency nature.
6. Contribute to the general improvement of the school program.
7. Refuse to use or circulate information inappropriately.
8. Perform any other duties which may be assigned by the administration.

PERSONAL RESPONSIBILITIES:

1. Abide by the Lifestyle Agreement of Aurora Christian School.
2. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
3. Meet everyday stress with emotional stability, objectivity, and optimism.
4. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
5. Respectfully submit and be loyal to constituted authority.
6. Maintain a personal appearance that is a role model of cleanliness, modesty, good taste, and in agreement with school policy.
7. Use acceptable English in written and oral communication, and speak with clear articulation.
8. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the constituency and general public.
9. Place the ministry ahead of outside or volunteer work.
10. Make an effort to appreciate and understand the uniqueness of the community.

EVALUATION:

1. Performance of these responsibilities will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel. Details are found in the Faculty Handbook.

Tuberculosis Test

As a condition of employment, the State of Illinois requires that all new employees are tested for tuberculosis. Each new employee must obtain a TB test at the Health Department in their county of residence prior to the first day of employment. Test results should be submitted to the building principal for inclusion in your personnel file. If you have had a TB test within the calendar year of hiring, a written verification of the results for your personnel file is satisfactory.

Criminal Background Check

A fingerprint-based criminal history records check will be conducted on all applicants for whom serious consideration for employment is given.