



# DENBIGH BAPTIST CHRISTIAN SCHOOL

## Missions Statement

The mission of DBCS is to EDUCATE the mind, NURTURE the soul, and SHAPE the character of each student and staff member in a Christ-centered environment, based on the Truth of God's Word.

## GENERAL PERSONNEL APPLICATION

This application will only be considered if it has been completed fully and accurately. All applications, resumes, transcripts, letters of reference, placement papers, and verification of employment are a permanent part of the applicant's personnel file and shall not be returned to the applicant or designee. Please note that all employees must undergo a criminal background check as a prerequisite to their employment.

### CONTACT INFORMATION (PLEASE PRINT ALL ANSWERS)

Full name \_\_\_\_\_ Social Security # \_\_\_\_\_  
Last First Middle Initial

Address \_\_\_\_\_  
Street City State Zip

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_ Married or Single Spouse's Name \_\_\_\_\_  
(circle one)

Do you have a current valid, unrestricted Virginia Driver's License? YES \_\_\_\_\_ NO \_\_\_\_\_  
A copy of your Driver's License will be requested if hired

### POSITION INFORMATION

Desired position \_\_\_\_\_ Circle: Full time Part time Either

On what date would you be available to start? \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ If yes, may we contact your employer? \_\_\_\_\_

What is your present position? \_\_\_\_\_ Annual salary \_\_\_\_\_

Why do you wish to leave your present position? \_\_\_\_\_

### PERSONAL INFORMATION

What are your professional goals for the next five years? \_\_\_\_\_

## PERSONAL INFORMATION CONTINUED

Please answer the following questions with "yes" or "no":

- \_\_\_\_ Have you ever filed an application with DBCS before?
- \_\_\_\_ Have you ever been employed by DBCS in the past?
- \_\_\_\_ Are you currently on "lay-off" status and subject to recall?
- \_\_\_\_ Have you ever been suspended without pay, or dismissed from employment, or resigned while an investigation was in progress for possible disciplinary action?
- \_\_\_\_ Are you prevented from lawfully becoming employed in this country because of immigration status? (Proof of citizenship or immigration status will be required upon employment.)
- \_\_\_\_ Have you ever been convicted of or had adjudication withheld in, pled nolo contendere (no contest) to, or entered a pre-trial intervention program for a misdemeanor or felony criminal charge, or are there currently any criminal charges pending against you? If yes, please explain on a separate sheet and attach to this application.
- \_\_\_\_ Can you read and/or speak fluently a second language? State language \_\_\_\_\_

### CHRISTIAN BACKGROUND

*In your own handwriting* and on a separate sheet of paper, please briefly give your Christian testimony.

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, conduct, and truth? YES \_\_\_\_ NO \_\_\_\_

Please carefully read the Doctrinal Statement (see attachment #1) and indicate your support with a "✓".

\_\_\_\_ I fully support the Statement of Beliefs as written without reservations.

Please carefully read the Code of Ethics (see attachment #2) and indicate your support with a "✓".

\_\_\_\_ I fully support the Code of Ethics as written without reservations.

The name and address of church you regularly attend \_\_\_\_\_  
Name

\_\_\_\_\_  
Street City State Zip

Are you a member? YES \_\_\_\_ NO \_\_\_\_ Number of years? \_\_\_\_ Pastor \_\_\_\_\_

What church activities and/or service are you involved in and with what degree of regularity? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## CHRISTIAN BACKGROUND CONTINUED

Describe your routine of personal Bible study and prayer \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PERSONAL PHILOSOPHY

Please answer the following two questions on a separate piece of paper:

1. Why do you want to work in a Christian school, and specifically at Denbigh Baptist Christian School? Please comment on the Mission Statement of DBCS.
  
2. What does a Christian worldview mean to you?

### LETTERS OF REFERENCE

Submit at least three letters of reference as follows:

1. From your pastor.
  
2. From a colleague (someone with whom you currently teach or work).
  
3. From your current administrator or manager (may be delayed to protect your job status, if necessary).

### LETTERS OF REFERENCE

Please give three other references that are qualified to speak of your spiritual and professional qualifications. Do not list family members or relatives as references.

Please indicate "P" for professional or "S" for spiritual reference.

NAME	COMPLETE ADDRESS	PHONE (w/Area Code)	P/S

## CHRISTIAN BACKGROUND CONTINUED

### DECLARATIONS

Please answer the following questions with "yes" or "no":

- If hired, can you show proof of authorization to work in the United States?
- Can you perform the essential functions of the job for which you are applying with or without reasonable accommodation?
- Can you work the hours required for this job? \*
- In the event you are offered a position at Denbigh Baptist Christian School, you will be required to undergo a criminal background check which includes fingerprinting. Do you have a problem with this? \*\*

\*Explanation \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*Explanation \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT'S STATEMENT AND AUTHORIZATION CONSENT FOR RELEASE OF INFORMATION**

I do hereby agree to forever release and discharge Denbigh Baptist Christian School and/or its contracted background reporting service or agent to now, or at any time while employed, conduct a verification of my: education, previous employment/work history, credit history, workers' compensation injuries, motor vehicle records, and personal references. I agree to a criminal background check, which includes allowing Denbigh Baptist Christian School access to any criminal history information pending, closed, or sealed pertaining to me that may be in the files of any federal, state, county, or local criminal justice agency and/or other information as deemed necessary to fulfill the job requirement. I also agree to provide if requested a urine specimen to be tested for the presence of drugs or alcohol. Medical and workers compensation information will only be requested in compliance with the Federal Americans with Disabilities Act and/or any other applicable state laws. The results of this verification process will be used to determine employment eligibility. All results are CONFIDENTIAL and as such will only be available to responsible staff and/or ministry leaders on a need to know basis relative to the selection of the most qualified candidate.

I waive the right to ever personally view any references given to Denbigh Baptist Christian School.

I understand and acknowledge that any employment with Denbigh Baptist Christian School is verified by a signed contract. Denbigh Baptist Christian School does not offer or imply any conditions of tenure in their contracts. All contracts are for **one** school year.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations governing the ethical, moral and religious values of this organization.

This application for employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered for employment beyond this time period should contact the Office of the Administration to reinstate the application.

I do hereby verify that all answers and statements given on this application for employment are true.

**SEXUAL MISCONDUCT ~ CHILD ABUSE STATEMENT**

To properly protect our children, all those serving in ministry capacities involving children or youth should provide the following information. Please sign and date your response. All responses are confidential.

During your lifetime, have you ever been accused of child molestation, child abuse, assault, lewdness, or sex offenses of any nature? YES\_\_\_\_\_ NO\_\_\_\_\_

If yes, please explain the nature of the accusation, charge, or conviction:\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 agree that I have read and do understand the above statements.

\_\_\_\_\_  
*Print Applicant's Name*

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

# DENBIGH BAPTIST CHRISTIAN SCHOOL

## STATEMENT OF FAITH

ATTACHMENT I

### ***The Inspiration of the Scripture***

We believe that the whole Bible, consisting of the sixty-six books of the Old and New Testaments, is verbally inspired of God and inerrant in the original writings and is the supreme and final authority in faith and life. (II Timothy 3:16, II Peter 19-21; Revelation 22: 18, 19)

### ***The True God***

We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit. We believe that they are equal in every divine perfection, and they execute distinct but harmonious offices in the great work of redemption. (Deuteronomy 6:4, 5; Matthew 28:19, John 14:16, 17, 26; I Corinthians 8:6; Ephesians 4:6; I Timothy 1:17)

### ***The Virgin Birth***

We believe that Jesus Christ was born on the Holy Spirit in a miraculous manner; that He was born of Mary, a virgin, as no other man was ever born or can be born of a woman; and that He is both the Son God and God the Son. (Genesis 3:15; Isaiah 7:14; Matthew 1:18-25; John 1:14; Galatians 4:4; I John 5:20)

### ***The Holy Spirit***

We believe that the Holy Spirit is a divine person, equal with God the Father and God the Son, and of the same nature. It is He who convicts of sin, of righteousness, and of judgment. He is the restrainer of the Evil One until God's purpose is fulfilled. He bears witness to the truth of the Gospel and is the agent in the new birth. (Matthew 28:19; Luke 1:35; John 14:16, 17, 26; II Thessalonians 2:7; Hebrews 9:14)

### ***The Devil or Satan***

We believe that Satan was once holy and enjoyed heavenly honors, but, through pride and ambition to be as the Almighty, he fell and drew after him a host of angels; that he is now the malignant prince of the power of the air and the unholy god of this world system. We hold him to man's great tempter, the enemy of God and Christ, the accuser of the saints, the author of all false religions and the chief power behind the present apostasy. He is the Lord of the Anti-Christ and the author of all the powers of darkness; destined however, to eternal judgment in hell, a place prepared for the Devil and his angels. (Isaiah 14:12-15; Ezekiel 28:12-17; II Corinthians 11:13-15; I Thessalonians 3:5; II Thessalonians 2:8-11; I Peter 5:8; Jude 6; Revelation 19:11-20)

### ***The Creation***

We believe in the Genesis account of the creation and that it is to be accepted literally and not allegorically or figuratively, and that man was created directly in God's own image and likeness. (Genesis 1:1; Genesis 1:26, 27; John 1:1-4; Colossians 1:16, 17)

### ***The Fall of Man***

We believe that man was created in innocence under the law of his Maker but by voluntary transgression fell from his sinless and happy estate. As a result of this fall all mankind are now sinners; not by constraint, but by choice; and therefore under the just condemnation of God without defense or excuse. (Genesis 3: 1-6; Romans 3:10-19; Romans 5:12, 19; Galatians 3:22; Ephesians 2: 1-3).

### ***Atonement for Sin***

We believe that the salvation for sinners is wholly of grace through the mediatorial offices of the Son of God; that Jesus Christ, by the appointment of the Father, freely took upon Himself our nature, yet without sin; honored the divine law by His personal obedience; and by His substitutionary death, made a full and vicarious atonement for the sins of the human race. (John 3:16; Romans 3:24; Ephesians 2:8; Hebrews 7:25; I Peter 2:24; I Peter 3:18)

### ***Freeness of Salvation***

We believe in God's electing grace, which is according to foreknowledge; that the blessings of salvation are made free to all by the Gospel. It is the immediate duty of all to accept, by faith, God's offer of salvation. The only hindrance to salvation of any sinner is his own inherent depravity and present unbelief which, if continued in, merits the just condemnation of a holy God. (John 3:18, 36; Romans 8:29-30; Colossians 3:12; I Thessalonians 1:4; Titus 1:1; I Peter 1:2)

## STATEMENT OF FAITH CONTINUED

### ***Justification***

We believe that the great gospel blessing, which Christ secures to such as believe in Him, is justification. Justification includes the pardon of sin and the gift of eternal life on the principles of righteousness. We believe that His righteousness is imputed unto us solely through faith in the Redeemer's blood, not in consideration of any works of righteousness which we have done. (Acts 13:39; Romans 1:17; Romans 4:1-8; Romans 5:1, 9; Romans 8:1; Titus 3:5-7)

### ***The Church***

We believe that the Church of Jesus Christ was inaugurated at Pentecost and must be considered in two aspects: The "Church which is His Body" and the local church. The "Church which is His Body: is the entire company of believers in Christ, whether Jew or Gentile, regardless of denominational affiliation and present position in heaven or on earth. (Matthew 16:18; I Corinthians 12:12; Ephesians 1:22, 23; Ephesians 5:23-27; Colossians 1:18)

We believe that the local church is a congregation of believers associated by a covenant of faith and fellowship of the gospel, observing the ordinances of Christ and governed by His laws. We believe the true mission of the church is to follow the great commission, Matthew 28: 19, 20: first, make individual disciples; second, build up the church; third instruct and teach as He has commanded. We hold that the local church has the absolute right of self government, free from any interference of any hierarchy of individuals or organizations, and that the one and only head is the Lord Jesus Christ. (Acts 2:41, 42; I Corinthians 11:2)

### ***Baptism and the Lord's Supper***

We believe that Christian baptism is the immersion of a believer into water in the name of the Father, the Son, and the Holy Spirit. This act is a solemn and beautiful demonstration of our union with our Savior in His death, burial, and resurrection.

We believe that the believer is to avail himself of the opportunity of remembering the Lord at the communion table by sacred use of the bread and cup, which commemorates the body and blood of the Lord Jesus Christ in his behalf. We believe the above ordinances are for this age. (Matthew 28:19; Acts 2:41, 42; Acts 8:36-39; Romans 6:3-5; I Corinthians 11:23-26)

### ***The Resurrection***

We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting conscious punishment of the lost. (John 5:28, 29; I Corinthians 15: 22, 23; I Thessalonians 4: 14-17; Revelation 20: 4, 11-15)

### ***The Ascension***

We believe that Jesus Christ, after He arose from among the dead, ascended bodily to the throne of God. (Luke 24:51; Acts 1:9-11; Hebrews 12:2; Revelation 3:21)

### ***The Second Coming of Christ***

We believe that the return of the Lord will be in two phases. First, He shall appear prior to the Tribulation in bodily form in the air to call up the believing Church to be with Himself. (I Thessalonians 4:13-18; Titus 2:13; Rev. 3:10)

The second phase will be His return to the earth with His Church prior to the Millennium, resulting in the establishment of His kingdom on earth, and with flaming fire taking vengeance on them that know not God. (Zechariah 14: 3,4; Matthew 25:31; II Thessalonians 1: 7-9; Revelation 19: 11-16; Revelation 20:1-6)

### ***Civil Government***

We believe that civil government is of divine appointment for the interests and good order of society; that magistrates are to be prayed for, conscientiously honored, and obeyed except only in things opposed to the will of our Lord Jesus Christ Who is the only Lord of the conscience and coming Prince of Kings on the earth. (Daniel 3:17, 18; Acts 5:29; Romans 13:1-7; Philippians 2:10, 11; Titus 3:1; Revelation 1:15)

### ***The Miraculous Gifts***

We believe that certain miraculous sign gifts were only given for the apostolic age to authenticate the authority of the apostles. These gifts are:

- speaking in tongues
- prophecy
- the performance of healings, miracles, signs, and wonders

Therefore, we do not believe that the general exercise of these gifts in the present day is of the Spirit of God. (Mark 16:19-20; I Corinthians 13:8-10; Hebrews 2:1-4)

# DENBIGH BAPTIST CHRISTIAN SCHOOL

## CODE OF ETHICS

ATTACHMENT II

### **PHILOSOPHIC PRINCIPLES**

The Christian educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, the nurture of democratic citizenship, and the spiritual and moral growth of each student. Essential to the achievement of these standards is the freedom to learn and to teach and the guarantee of equal opportunity for all.

The Christian educator's primary professional concern will always be for the student and for the development of the student's potential. The Christian educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

The Christian educator shall be aware of the importance of maintaining respect and confidence of one's colleagues, of students, of parents, and of other members of the community. The Christian educator strives to achieve and sustain the highest degree of ethical, moral, and spiritual conduct. The maintenance of a biblical Christian testimony is paramount.

### **PRINCIPLES OF PROFESSIONAL CONDUCT**

The following disciplinary rule shall constitute the Principle of conduct for the educational profession of Denbigh Baptist Christian School, and shall apply to any Christian Educator, or individual holding a valid teaching certificate from the Association of Christian Schools International.

Violation of any of these principles shall subject the individual to a recommendation for revocation or suspension of the individual teacher's certificate, possible loss of employment in the ministry of Denbigh Baptist Christian School, and/or the other penalties as provided by law.

#### Obligation to the student requires that the individual:

- a) Shall make reasonable effort to protect the student from conditions harmful to learning or to health or safety.
- b) Shall not unreasonably restrain a student from independent action in pursuit of learning.
- c) Shall not unreasonably deny a student access to diverse points of view.
- d) Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
- e) Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
- f) Shall not intentionally violate or deny a student's legal rights.
- g) Shall not on the basis of race, color, sex, age, national or ethnic origin, political beliefs, handicapping condition of otherwise qualified, or social and family background exclude a student from participation in a program, deny a student benefits; or grant student advantages.
- h) Shall not exploit a professional relationship with a student for personal gain or advantage.
- i) Shall keep in confidence personally identifiable information obtained in the course of professional services, unless disclosure serves professional purposes or as required by law.

#### Obligation to public requires that the individual:

- a) Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which individual is affiliated.
- b) Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
- c) Shall not use institutional privileges for personal gain or advantage.
- d) Shall accept no gratuity, gift, or favor to obtain special advantage.
- e) Shall offer no gratuity, gift, or favor to obtain special advantage.
- f) Shall maintain a Biblical Christian testimony at all times in the classroom and in the community.
- g) Shall support and practice the philosophy of Denbigh Baptist Christian School.
- h) Shall work diligently to implement the mission of Denbigh Baptist Christian School, with particular emphasis on preparing students to serve Jesus Christ as Lord.



## STATEMENT OF FAITH CONTINUED

**Obligation to the profession of education requires that the individual:**

- a) Shall maintain honesty in all professional dealings.
- b) Shall not on the basis of race, color, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
- c) Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
- d) Shall not intentionally make false or malicious statements about a colleague and shall observe Biblical principles in seeking to resolve all human relationship conflicts.
- e) Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
- f) Shall not misrepresent one's own professional activities.
- g) Shall not submit fraudulent information on any document in connection with professional activities.
- h) Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
- i) Shall not knowingly withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
- j) Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with the principles of Denbigh Baptist Christian School's Code of Ethics.

**I have read and carefully considered the Code of Ethics. I agree to abide by and fulfill these guidelines. I understand and agree that failure to perform these requirements will be grounds for termination.**

\_\_\_\_\_  
*Print Applicant's Name*

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

# DENBIGH BAPTIST CHRISTIAN SCHOOL

## TEACHER/GENERAL STAFF REQUIREMENTS

Attachment III

It is expected and required that a teacher or staff member of Denbigh Baptist Christian School be:

1. A fully committed Christian.
2. Dedicated to God's will for his/her life, and totally committed to DBCS as a place of ministry.
3. A member in good standing of a Bible-teaching local church.
4. An active and positive force in marketing the school ministry in the community through maintenance of positive parental relations.
5. Consistent in maintaining and portraying a positive attitude towards DBCS staff, students, parents, administration, and School Board members.
6. Called of God to this particular place of ministry.
7. A peacemaker.
8. Called to teach and possess a working understanding of God's Word.
9. Willing to:
  - Study through formal classes, in-service sessions, and personal reading.
  - Train to develop new skills.
  - Organize classes, lesson plans, and related duties to produce the highest quality outcome.
  - Teach with a loving, caring attitude and a realization that the responsibility for learning rests with the teacher.
10. Present early (at least a half-hour before class begins).
11. Consistent in attending faculty meeting, in-service sessions, and daily faculty devotions.
12. Willing to attend clinics and conferences to improve techniques and knowledge of job, as requested.
13. Consistent in following established lines of communication as presented in the organizational chart and in scriptural guidelines for problem resolution.
14. Committed to student retention and learning as a high priority.
15. Committed to the quality of education provided by DBCS by maintaining enrollment of all school-age children in employee's family throughout the duration of employment (this is not mandatory but strongly encouraged).
16. Secure and maintain teacher certification with the Association of Christian Schools International.
17. Take course work necessary to meet all ACIS requirements for the field or grade level in which you are contracted to teach.

I am a member in good standing of \_\_\_\_\_ Church.

I have read and carefully considered the Teacher/General Staff Requirements. I agree to abide by and fulfill the guidelines which are applicable to the position for which I was hired.

\_\_\_\_\_  
**PLEASE PRINT FIRST AND LAST NAME**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**