

San Antonio Christian School

19202 Redland Rd., Bldg. Z, San Antonio, TX 78259 * 210.340.1864 * 210.340.0461 - fax * cmitchell@sachristian.org
Partnering with families to provide a Christ-centered education while fostering a life of faith and service.

Dear Applicant,

We appreciate your interest in employment opportunities with San Antonio Christian School (SACS). In order to be considered for an open position, you need to submit an application for employment. Those desiring a teaching or administration job will also need to provide a copy of your academic transcripts, a copy of any teaching certifications and (if applicable) a copy of your teaching service record. All information will be kept strictly confidential.

Since 1972, it has been our privilege to provide a quality Christ-centered education that is based on biblical truth and prepares students for works of service. We view our mission as a critical one in an ever-changing world. Our heartfelt desire is to be a partner with you in building legacies of:

FAITH - Nurturing a deep love and devotion to God

CHARACTER - Fostering encouragement and instruction that our children might represent God well

EDUCATIONAL EXCELLENCE - Seeking the highest wisdom, knowledge, and understanding

At SACS, we are committed to the Christian perspective of meeting the physical, intellectual, spiritual and emotional needs of our children. Meeting these needs requires dedicated, well-trained, biblically-sound teachers and staff. SACS employees have the highest professional, intellectual, spiritual and moral standards, and are committed to continuing education and professional development. The heart and quality of SACS truly resides in our personnel and we praise God for them.

SACS is an at-will employer. As such, if you are hired, either you or SACS may terminate this relationship at any time, for any reasons, with or without cause or notice. Please understand that no supervisor, manager, or other representative of SACS other than the Superintendent has the authority to enter into any agreement with you for any specified period. Further, any employment agreement entered into is not enforceable unless it is in writing. Employment procedures, practices, policies, and benefits outlined by SACS or described in any handbook may be modified or discontinued from time to time. It is our intent to inform you of changes as they occur.

You may return your completed application and any additional paperwork, such as copies of transcripts and certifications, to SACS Human Resource Department. You may send it via mail or hand delivery at the address noted on top or email it to Christy Mitchell at cmitchell@sachristian.org.

If you have any questions, please direct your inquires to the Human Resource Department at 210.340.1864.

WE LOOK FORWARD TO THE OPPORTUNITY TO GET TO KNOW YOU BETTER!

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PHILOSOPHY, GOALS, OBJECTIVES, AND LEADERSHIP

Philosophy - *All scripture is God-breathed and is useful for teaching, rebuking, correcting, & training in righteousness... .“ 2 Tim. 3:16*

God is sovereign and the source of all truth. He has revealed Himself to man through the Bible, through Jesus Christ, and through His creation. The Bible is the sole authority for evaluating truth, determining the basis and implementation of our faith, and for designing our curriculum. Parents have the God-given responsibility to train their children in a manner that develops godly character. San Antonio Christian Schools exists to aid the Christian family and their church in fulfilling this responsibility by assisting in the total educational process. Jesus Christ is the focal point of all activity at San Antonio Christian Schools, therefore goals, plans, and objectives are carefully designed around Him. The Holy Spirit enables these goals to be attained to the glory of God.

Goals - **Our goal** is to commit every aspect of SACS to the glory of God. This includes the entire school system from the Board of Trustees to the maintenance personnel, from the curriculum to the extracurricular activities, from the facilities to the finances. The scriptural guideline to reach this goal is expressed in Deuteronomy 10:12-13...*to FEAR THE LORD thy God, to WALK IN ALL HIS WAYS, and to LOVE HIM and to SERVE the Lord thy God with all thy heart and with all thy soul, to KEEP THE COMMANDMENTS of the Lord.*

Specific Objectives

A. *FEAR THE LORD* - Wisdom and knowledge

1. To develop in students the knowledge of a loving God who has a purpose and plan for their lives.
2. To motivate students to be both spiritual and academic learners
3. To present truth in a manner that it is comprehensible and applicable to each student
4. To help each student develop the desire to see things from God's perspective
5. To develop in students an awareness of God's design for the family
6. To help each student understand his nature as a product of God's special creation
7. To demonstrate and help students to understand authority structures and the importance of submission to authority

B. *WALK IN HIS WAYS* - Spiritual growth

1. To encourage each student to have a personal relationship with Jesus Christ
2. To help each student recognize and develop Christ-like character in his life
3. To build up students in all areas of life toward maturity in Christ
4. To teach each student to have a personal devotional time daily and to memorize scripture
5. To have school personnel that models Christian character and victorious Christian living

C. *LOVE* - Service

1. To teach students to be doers of the Word and not hearers only
2. To help students develop a sensitivity to the needs of others
3. To instill the importance of Christian service and ministry
4. To make students aware of their responsibility toward world missions

D. *KEEP HIS COMMANDMENTS* - Responsibility

1. To help each student grow according to his potential - academically and socially
2. To develop a sense of stewardship with the things God has entrusted to them
3. To help students develop self-discipline and personal responsibility
4. To teach and promote good American, state, and local citizenship
5. To instill within students an appreciation of their Christian, national, and school heritage
6. To present post-high school options to students through vocational and academic counseling

Leadership - *If anyone sets his mind on being an overseer, he desires a noble task.* I Timothy 3:1

The Board of Trustees is the governing body of the school. The biblical qualifications for elders, listed in Titus 1 and I Timothy 3, are used as the standard for selecting board members. Additionally, it is required that all board members' children attend the school and that each board member be a strong supporter of Christian education.

The Board is responsible for policy formation, appointment of the superintendent, financial oversight and approval of all staff as recommended by the superintendent. Members are elected to serve a three-year-term by the Board of Trustees. Board members may serve for successive terms as frequently as they feel led by the Lord.

I have read the above and acknowledge this is the Philosophy, Goals, Objectives & Leadership of San Antonio Christian School.

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DOCTRINAL STATEMENT OF FAITH

We believe in the Scriptures of the Old and New Testaments as verbally inspired by God and inerrant in the original writing and that they are of supreme and final authority in faith and life.

We believe in one God, eternally existing in three persons: Father, Son and Holy Spirit.

We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.

We believe that man was created in the image of God; that he sinned and thereby incurred not only physical death, but also that spiritual death which is separation from God; and that all human beings are born with a sinful nature.

We believe in the Biblical teaching that man was created by a direct act of God and not from previously existing forms of life; and that all men are descended from the historical Adam and Eve, first parents of the entire human race.

We believe that the Lord Jesus Christ died for our 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.

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.

We believe in "that blessed hope" the personal, premillennial, and imminent return of our Lord and Savior, Jesus Christ.

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, and are eternally secure in Him.

We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

I have read the above and acknowledge that this is the Doctrinal Statement of Faith of San Antonio Christian School. I am in agreement with this doctrinal statement and claim the same beliefs entirely.

LIFESTYLE STATEMENT AND DECLARATION OF MORAL INTEGRITY

San Antonio Christian School is a religious, nonprofit organization representing Jesus Christ throughout the local community. SACS requires its employees to be Christians, living their lives as Christian role models (Rom. 10:9-10, 1 Tim. 4:12, Luke 6: 40).

Our school expects all of its employees, as well as its volunteers who have unsupervised access to children, to model the same Christian values and lifestyle that we seeks to inculcate in our students. As an applicant for a ministry position as an employee or as a volunteer at SACS, I recognize, understand, and agree to live by the Christian moral standards of SACS.

Employees are expected to conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. Employees are expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

The SACS Doctrinal Statement of Faith expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity and homosexual behavior or any other violation of the unique roles of male and female (Rom. 1:21-27, 1 Cor. 6:9-20). SACS believes that biblical marriage is limited to a covenant relationship between a man and a woman.

SACS employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of SACS that each employee will have a lifestyle in which "He may have the preeminence." (Col. 1:18, NKJV).

I declare that as a follower of Christ, I am not engaging in and commit to not 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 activity, sexual harassment, use of (including the viewing of) pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

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 San Antonio Christian School.

"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*)

"A pupil is not superior to his teacher, but everyone (when he is) completely trained (readjusted, restored, set to rights, and perfected) will be like his teacher." (Luke 6:40, AMP)

I have read the above and acknowledge that this is the Lifestyle Statement & Declaration of Moral Integrity of San Antonio Christian School. I am in agreement with this statement and declaration.

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APPLICATION FOR EMPLOYMENT

Date: _____ Check One: New Applicant Former Applicant Former Employee

Position applying for: _____

Please be sure to complete all sections. If not, applicable, mark "NA." Please print legibly in ink or type. Any incomplete information may be considered a willful omission and result in your application not being considered.

Those desiring a teaching or administration job will need to provide a copy of your academic transcripts, a copy of any teaching certifications and (if applicable) a copy of your teaching service record.

I certify that the statements I have made are true and correct to the best of my knowledge. I understand that the submission of any false information or the omission of any requested information in connection with my application for employment, whether on this document or not may be cause for failure to hire or for immediate discharge should I be employed by San Antonio Christian School.

PERSONAL DATA:

Last Name: _____ First Name: _____ MI: _____

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

Email: _____ Contact Number: _____ cell home

Previous names under which you worked or attended school: _____

If offered employment, can you provide proof that you are at least 18 years old? Yes No

Are you legally eligible for US employment and can provide documentation to verify? Yes No

Have you ever been convicted of a crime (other than a minor traffic offense)? Yes No Answering yes does not constitute an automatic bar to employment. Do not include arrests or convictions that have been sealed or expunged:

If yes, please explain: _____

Are you a current or past SACS parent? Current Past N/A If current, please list names: _____

Are you planning on enrolling any of your children at SACS this school year? Yes No

If yes, what grades? _____

Are you a SACS graduate? Yes No If yes, year of graduation: _____

Do you have any relatives currently employed by SACS or on the Board? Yes No

If yes, please provide name (s), relationship(s), and assignments: _____

REFERENCE:

<u>Reference</u>	<u>Relationship/Title</u>	<u>Email</u>	<u>Phone Number</u>
<u>1.</u>			
<u>2.</u>			
<u>3.</u>			
<u>4.</u>			

Please give your reasons for wanting to work at SACS:

EMPLOYMENT:

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Starting with your current or most recent employment, list **all** previous employers Including self-employment, military service, summer and part-time jobs. Must be completed in full for each employer. Use additional sheet if necessary.

1.) Organization Name:	Start Date:	End Date:	Job Title:
Full Address (including City, ST, and Zip):			Salary:
Email:			Telephone:
When may we contact this employer? <input type="checkbox"/> Now <input type="checkbox"/> After acceptance of offer			
Reason For Leaving:			Name & Title of Supervisor:
<hr/>			
2.) Organization Name:	Start Date:	End Date:	Job Title:
Full Address (including City, ST, and Zip):			Salary:
Email:			Telephone:
When may we contact this employer? <input type="checkbox"/> Now <input type="checkbox"/> After acceptance of offer			
Reason For Leaving:			Name & Title of Supervisor:
<hr/>			
3.) Organization Name:	Start Date:	End Date:	Job Title:
Full Address (including City, ST, and Zip):			Salary:
Email:			Telephone:
When may we contact this employer? <input type="checkbox"/> Now <input type="checkbox"/> After acceptance of offer			
Reason For Leaving:			Name & Title of Supervisor:

Are you currently subject to an employment agreement, contract or other commitments with another employer which may affect your employment? Yes No

If yes, please explain: _____

Have you ever been disciplined, discharged, or asked to resign by a former employer? Yes No

If yes, please explain: _____

EDUCATION: (Attach copies of all transcripts when submitting application, do not have to be originals)

<u>Full School Name</u>	<u>Degree</u> <small>(i.e. BS, MS)</small>	<u>Major</u>	<u>Minor</u> <small>(18+ hrs)</small>	<u>GPA</u>	<u>Graduated</u> <small>(yes or no)</small>
<u>1.</u>					
<u>2.</u>					
<u>3.</u>					
<u>4.</u>					
<u>5.</u>					

Other: _____

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FAITH & BACKGROUND:

Have you trusted Jesus Christ as your Lord and Savior? If yes, explain your salvation experience.

How would you describe a Biblical Worldview?

Church Information

Church Name: _____ How long attended? _____

Denomination: _____ Pastor's Name: _____

Pastor or church leader's name we may contact for reference: _____

Contact Number: _____ Contact's Email: _____

Do you attend church regularly? Yes No Are you a member? Yes No

Areas you have served? _____

Computer Background & Knowledge

Rate your ability level of the following:

0=No Knowledge, 1=Basic Knowledge, 2=Personally Proficient, 3=Proficient to Train Others

_____ Word Processing _____ Outlook/Emailing _____ Excel/Spreadsheets

_____ Office 365 _____ Adobe Products _____ Windows Products

_____ One Note _____ Graphic Design _____ Proofreading

_____ Power Point

Other: _____

Additional Background Information

Do you have a current nurse's license? Yes No If yes, Number & Expiration Date: _____

Are you currently certified in CPR/First Aid? Yes No If yes, Expiration Date: _____

Do you have a CDL? Yes No If yes, Expiration Date: _____

If applying for a maintenance position, please indicate the amount/level of experience you have in the following areas:

HVAC: _____ Welding: _____ Plumbing: _____

Carpentry: _____ Electrical: _____ Roofing: _____

Landscaping: _____ Flooring: _____ Mechanical: _____

Painting: _____ Other: _____

What power tools or heavy equipment do you know how to operate? _____

What certifications/licenses do you hold related to this type of work? _____

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Teaching, Substitutes & Administrative Applicants

PLEASE COMPLETE IF YOU ARE APPLYING FOR A TEACHING, TEACHING ASSISTANT, SUBSTITUTES, OR ADMINISTRATIVE POSITION.
Include a copy of your academic transcripts, a copy of any teaching certifications and (if applicable) a copy of your teaching service record.

CERTIFICATIONS & QUALIFICATIONS:

State Certification:

Do you have a state teaching certificate: Yes No If yes, when does your state certification expire? _____

If yes, what grades and/or subject? _____

ACSI Certification:

Do you have an ACSI Certification? Yes No If yes, please fill out the following information:

Issuance Date: _____ Expiration Date: _____ Type/level? _____

Major: _____ Endorsement: _____

Additional Certifications: _____

Educational and Professional Achievements – *Please list relevant honors, extracurricular activities, and offices held.*

What grades & subjects are you qualified to teach? _____

Teaching/Administration Experience: *(Please use additional sheet for further experience)*

School	Subject	Grade	Start Date	End Date
1.				
2.				
3.				
4.				

Total Years of Experience: _____ Teaching _____ Administration

State your philosophy of Christian school education:

What is your philosophy in dealing with student discipline?

SUBSTITUTE APPLICANTS:

I would prefer not to teach a class, but only monitor or administrate quizzes, tests, etc. Yes No

I would prefer to substitute as a teacher or support staff in the following areas on campus:

PK-K 1st – 5th 6th-8th 9th-12th

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I would NOT like to sub in the following subjects: _____

Coaching Applicants

PLEASE COMPLETE THE PAGE BELOW ONLY IF YOU ARE APPLYING FOR A COACHING POSITION.

COACHING EXPERIENCE:

1.) Organization Name:	Start Date:	End Date:	Coaching Title:
Full Address (including City, ST, and Zip):			Sport:
Name of Supervisor:	Phone:		Email:
2.) Organization Name:	Start Date:	End Date:	Coaching Title:
Full Address (including City, ST, and Zip):			Sport:
Name of Supervisor:	Phone:		Email:
3.) Organization Name:	Start Date:	End Date:	Coaching Title:
Full Address (including City, ST, and Zip):			Sport:
Name of Supervisor:	Phone:		Email:

What sports did you participate in high school? _____

What sports did you participate in college? _____

What sports did you participate in post-college? _____

What honors, awards, and/or achievements have you received either as an athlete or coach? _____

What role does athletics have in a student's overall education?

What is your coaching philosophy?

How would you integrate your Christian faith into your coaching?

Describe your coaching style.

How did your experience as an athlete affect your growth as a person?

Did you have a coach growing up that you admired? If yes, describe how.

What are your top three goals as a coach?

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Additional Sheet: (if needed)