



WEST HILLS CHRISTIAN SCHOOL
7945 S.W. Capitol Hill Road
Portland, OR. 97219
Phone: (503) 245-6688 Fax: (503) 245-4780

**After School Academy Staff
A P P L I C A T I O N**

Your interest in **West Hills Christian School** is appreciated. We invite you to fill out this initial application to the best of your ability and return it to our school office. We may also contact your references. If we have continued interest in your candidacy, we will send you some follow up questions and arrange for a personal interview. Your application will be considered for two years only. If you wish to be considered in subsequent years, a new application must be submitted.

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, are Christian role models. Luke 6:40.

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

A. APPLICANT'S NAME AND ADDRESS

Application date: ___/___/___

Date available: ___/___/___

Full name: _____

Present Address: _____

Phone: () _____ Evenings/Cell: () _____

Email Address: _____@_____

Best time to call you? _____

How long have you lived at the above address? _____

If less than 2 years please indicate where you lived before:

- Where do you worship? _____

How long? _____

- In what Christian/church related ministries are you currently involved?

- What is your thinking toward believers from other Christian traditions?

D. PROFESSIONAL QUALIFICATIONS

- *Please submit un-official copies of your college transcripts along with this application.*

Education:

Most recent listed first.

University / College /High School	Dates	Major	Degree

Child Care Certification(s):

State or County	Type	Age Levels	Valid Through

** Please attach photocopies of any certificates held.*

Child Supervision/Care/Teaching Experience:

Most recent listed first.

Organization / Facility	Ages	Dates

- What childcare type workshops/trainings have you attended in the last 2 years?

- What childcare books or articles have you read recently?

** Please give short answers to each of the questions below.*

- Why do you wish to direct/supervise in a Christian afterschool program?

- What is your philosophy of student management/discipline?

- Which model below best describes your approach to student management?

I believe that it is important for the students to learn that the adult is in control, does the thinking, makes the decisions, determines the cause/effect connection, builds self-esteem in students, rewards those who do not create problems and rescues those who don't do for themselves.

I believe it is important for students to learn to take control of their lives, to think for themselves, to make decisions and live with the consequences, to experience logical cause/effect connections, to develop strong self-concepts, to own and solve their problems, that problems are opportunities for growth, and that adults are concerned, caring, warm, and helpful.

- How would you engage parents in helping you with any student discipline issues?

- What areas do you feel are your strengths professionally?

- In what areas would you like to grow as a childcare professional?

- Would you be willing to have ongoing training regarding student management?

Yes No

F. EMPLOYMENT HISTORY

Please start with your current or most recent employer (indicate all education type employment first) and work backwards for the past five-ten years only. If necessary, you may make copies of this page or following the same format, use the reverse side.

Employer			
Address			
Supervisor		Phone #	
Dates of Employment			
Job/Duties			
Reason for Leaving			

Employer			
Address			
Supervisor		Phone #	
Dates of Employment			
Job/Duties			
Reason for Leaving			

Employer			
Address			
Supervisor		Phone #	
Dates of Employment			
Job/Duties			
Reason for Leaving			

Employer			
Address			
Supervisor		Phone #	
Dates of Employment			
Job/Duties			
Reason for Leaving			

Have you ever worked under a different name for any of the employers you have listed?
 If so, what was the name or names?

Have you already signed a contract for next year with any another institution? Yes No

G. REFERENCES

*You will need to sign the **Reference Release Form** which is attached and return it with this application. Do not list family members or relatives for references.*

1. Give three references that are qualified to speak of your spiritual experience and Christian service.
List a current pastor first.

Name	Position / Association	City/ State	Phone #

2. Give three references that are qualified to speak of your professional training and experience.
List your current or most recent principal or supervisor first.

Name	Position	Organization	City/State	Phone #

H. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that **West Hills Christian School** does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand that I will be paid and receive benefits only through the day of release.

I authorize **West Hills Christian School** to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure.

In addition, I hereby release the **West Hills Christian School**, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

I waive the right to ever personally view any references given to **West Hills Christian School**.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize **West Hills Christian School** to conduct a criminal records check.

I understand that this is only an application for employment and that no employment contract is being offered at this time.

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

Signature of Applicant

Date

Adult to Student Contact/Interaction Policy

West Hills Christian School is grateful for its dedicated administrators, teachers, support staff and volunteers who daily serve the educational needs of her students each day. The staff, board and parents of West Hills are committed to following the directives of our Lord when he admonished us to “Direct your children onto the right path, and when they are older, they will not leave it.” (Proverbs 22:6) For this reason, we believe that teaching includes the process of “modeling” to our students what proper and safe interpersonal relationships look like at school in regards to respect for personal space, physical contact, and verbal interactions.

The professional and volunteer policy guideline for all adult to student contact at West Hills Christian School is based specifically on this overriding principle: ***“If my behavior was known to my colleagues, would they very likely agree I acted in a way that was consistent with my duties as an educator and a caring professional.”*** This being said, all adult staff members and volunteers must refrain from all physical contact and verbal interaction that is sexual, coercive, or abusive in nature. Staff members and volunteers should provide a positive and healthy example of human interaction as it relates to caring adult professionals and adult volunteers relating to students.

Specific examples of unsafe/unhealthy Adult to Child conduct that is to be avoided:

- An adult who has a child on his or her lap.
- An adult who picks up a child.
- An adult seen physically forcing a child to move or cooperate, unless it is for the child’s safety or another person’s safety.
- An adult who insists on a frontal hug from a student.
- An adult who hugs a child from behind.
- An adult who looks to a child for emotional support either verbal or physical.
- An adult who does not respect a student’s obvious verbal or nonverbal cues in regard to personal space.
- An adult who kisses a child on the head, cheek or lips.
- An adult who has any intimate physical contact when they are alone with a child.
- An adult who demeans or shames a child for not participating in physical contact such as a hug, handshake, high five, back rub, etc.
- An adult who shares a sexual joke or sexualized comment with a child.
- An adult who uses a child’s physical attributes as a point of criticism or joking.

In compliance with Oregon Law, it is the responsibility of every adult to promptly report any inappropriate, (those actions a reasonable person would consider outside the intended instructional dimension), adult to child contact they might witness to any available administrator on the school grounds. In those cases where an adult might be reporting on an administrator, a board member should be contacted.

As an employee, substitute teacher, tutor, coach, affiliate or volunteer worker for West Hills Christian School (WHCS), I understand that I must adhere to the Adult/Student Contact Policy as stated by the WHCS Board.

DECLARATION OF AND AGREEMENT TO BIBLICAL, MORAL AND ETHICAL INTEGRITY

As a member, employee, and/or volunteer at West Hills Christian School, and its ministries, I, _____, recognize, understand and agree to live by the Biblical, moral and ethical standards of the school. This includes, but is not limited to:

- A) Recognition of and agreement to the Biblical standards for sexual and marital behavior. West Hills recognizes the Biblical view of marriage as between one man and one woman. That sexual intimacy is clearly and exclusively restricted to the marriage relationship and any sexual intimacy outside of that commitment violates the Biblical standard. (Romans 1:24-32; 1 Tim. 5:4; Eph. 5:23; 1 Cor. 11:3) We also recognize that any promiscuity, homosexuality, or similar behavior is Biblically unacceptable and as such violates the bona fide occupational requirement of acceptable Christian behavior. Deviation from Scriptural moral standards is grounds for termination of employment and/or membership at West Hills Christian School (Gen. 2:24; Matt. 5-32; Matt. 19:9; I Cor. 6:9-20; I Cor. 7; and Gal. 5:19-21).
- B) Recognition of and agreement to the precept and example of the highest Christian character and personal decorum, serving as a Christian role model (I Tim. 4:12) both in and out of school to pupils (Luke 6:40), and as an example to parents and faculty in judgment, conflict resolution (Matt. 18), dignity, and respect. This includes, but is not limited to, refraining from such activities as pornography, the immoderate use of alcohol; and/or the use of vulgar and profane language (Matt. 5:28, James 3:1-23, Ex. 20:7; Lev. 19:12; Titus 2:2; Prov. 20:1; Lev. 10-9; Romans 14:21; Romans 3:13; Eph. 5:18; Gal. 5:19-21; and I Peter 4:2-4).
- C) Recognizing the personal need for, and the Biblical admonition to fellowship with other believers, I will faithfully attend and support a local church whose fundamental beliefs are in agreement with the Statement of Faith for West Hills Christian School (Heb. 10:25).
- D) Recognizing the Biblical admonition for continued spiritual growth and obedience to Christ, I understand my duty to demonstrate those "Fruits of the Spirit" that reflect His Glory and purpose for human conduct. Therefore, I will strive to exhibit those "fruits" in my interactions with others. (Gal. 5:13-25; Eph. 3:20)

I further declare that with regard to my personal, moral and ethical character and conduct as of this date, I am not, nor have I been in the past, engaged in inappropriate conduct toward minors, nor do I have inclinations toward such conduct. Inappropriate conduct by an adult toward minors includes, but is not limited to, the following: homosexuality; sexual promiscuity, and verbal, physical or sexual abuse as defined by Scripture, or, where applicable, state law. That I have read WHCS's "Adult to Student Contact/Interaction Policy" and I will abide by its recommendations and requirements when working or volunteering with students.

I further declare and agree that if, at any time during my service, I cannot hold true to the above and find myself out of harmony or sympathy, or in discord or disagreement with the philosophy, Christian role model standards, Mission Statement, Statement of Faith, Articles of Incorporation or By-Laws or administration of the school, I will immediately make that fact known to the Principal. Unless the lack of harmony, discord, or disagreement can be amicably resolved without publicity, I agree to voluntarily withdraw from service and/or membership or be subject to termination. Such cause, as used herein includes, but is not limited to, any conduct tending to reflect discredit upon the school or myself, or tending to seriously impair my continued usefulness as a Christian role model for the students of West Hills Christian School.

I do declare the above statement is factual and true. I further acknowledge and agree that the statement is signed of my own free will as a condition for being an employee or volunteer or member at West Hills Christian School. By my signature, I declare that I meet the Biblical, moral and ethical standards of West Hills Christian School.

Member, Employee and/or Volunteer Signature

Date

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as a _____ with **West Hills Christian School**. I have authorized the school to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

I authorize references and my former employers to disclose to **West Hills Christian School** any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure.

In addition, I hereby release the **West Hills Christian School**, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

I waive the right to ever personally view any references given to **West Hills Christian School**.

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

Applicant's Name (Print)

Applicant's Signature

Date: _____

Release for Criminal Background Check

CONFIDENTIAL

I understand that consumer reports or investigative consumer reports, which may contain public record information, may be requested or made on my regarding criminal records. Further, I understand that you will be requesting information from various federal, state, local and other agencies which may contain information on my past activities.

I hereby authorize without reservation, any party or agency contacted by the administration of West Hills Christian School to furnish the above information.

I have the right to make a request of Hirecheck, Inc., upon proper identification and the payment of any authorized fees, for the information in its files on my at the time of my request.

Print Your Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Social Security Number: _____ County: _____

Driver's License Number: _____ State: _____

Date of Birth: _____/_____/_____

Place of Birth: City: _____ State: _____

Race: _____ Gender: _____

Other or Former Name(s): (Include Maiden if Applicable) _____

Professional Teaching/Administrative License: Valid Dates: _____

State: _____ Type: _____

Signature: _____ Date: _____

Office Record: _____ Date Filed: _____ Date Received: _____
