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## EDCS EMPLOYEE QUALIFICATIONS & EXPECTATIONS

**Qualifications** - To be eligible for employment at East Dayton Christian School, an applicant must possess the following qualifications:

1. Must have a personal relationship with Jesus Christ.
2. Preferably a member in good standing at a local church.
3. Must have strong academic qualifications.
4. Must be able to meet the minimum qualifications of the position.
5. Must be supportive of the Statement of Faith, Mission, Vision, Core Values and Expected Student Outcome of East Dayton Christian School.
6. Must be able to obtain an Ohio Department of Education issued certificate to work in an Ohio nonpublic school prior to employment start date.

**Additional Qualifications for Faculty positions:**

- *Must hold or be able to obtain within a reasonable period of time, a valid teaching certificate in the subject area in which employment is sought, (if classroom teaching/oversight is part of job responsibilities).*
- *Must be willing to sponsor or assist in sponsoring reasonable extracurricular activities.*

**Expectations** - The employee must possess and fulfill the following attributes and expectations in accordance with the EDCS employee guidelines that will be provided at the point of hire:

- Must have a strong commitment to Christ.
- Must believe in God as Creator of all.
- Must maintain Christian growth through consistent prayer, Bible study and active involvement in a Bible-believing church.
- Must agree with and abide by Biblical standards regarding sexual behavior, including promiscuity, homosexuality, or other forms of sexual immorality.
- Must communicate thoughts clearly using correct pronunciation, grammar and word usage.
- Must produce legible, neat and error-free correspondence.
- Must exhibit in-depth knowledge of the subject area.
- Must continue professional development through educational opportunities.
- Must have appropriate, professional appearance.
- Must be punctual in attendance and completion of assignments.
- Must develop a positive rapport with students.
- Must project authority and maintain student discipline.
- Must work well with colleagues.
- Must work well with people of other races, nationalities and denominational beliefs.
- Must adhere to administrative directives and to school policies and procedures.

After reading the above "Qualifications and Expectations of East Dayton Christian School Employees", is there any reason why you might be unable to perform these job duties consistently and promptly?

Yes  No

If "Yes", please explain \_\_\_\_\_

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999 Spinning Rd. Dayton, OH 45431 (937) 252-5400

**MINISTRY APPLICATION FOR EMPLOYMENT**

Date: \_\_\_\_\_

**CHECK TYPE(S) OF POSITION DESIRED:**

- Administration
- Teaching - Grade level desired: \_\_\_ PreK    \_\_\_ K-5    \_\_\_ 6-8    \_\_\_ 9-12
- Coaching
- Substitute Teaching
- Other Support Staff: \_\_\_\_\_

**Personal Information:**

Name: \_\_\_\_\_

Present Address: \_\_\_\_\_

\_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Military Status: \_\_\_\_\_ Years of Military Service \_\_\_\_\_

Are you authorized to work in the United States? \_\_\_ Yes \_\_\_ No

Have you ever been convicted of a crime regarding any situation that could in any way be substantially related to your job duties as an employee of this school? \_\_\_ Yes \_\_\_ No

Church Affiliation: \_\_\_\_\_

***The Ohio Administrative Code, Sections 3301-39-01 to 3301-39-04, requires all schools to keep records on the racial composition of its student body, employees, and potential employees. In addition, East Dayton Christian School values diversity and the role that it plays in the lives of our students and employees.***

**Ethnicity (optional):** \_\_\_ American Indian/Alaskan Native \_\_\_ Asian/Pacific Islander \_\_\_ Black/African American  
\_\_\_ Caucasian/Non-Hispanic \_\_\_ Hispanic \_\_\_ Multi-Racial

Why do you desire to teach/work/coach in a Christian School?

**FOR OFFICE USE ONLY**  
Interview date & time \_\_\_\_\_  
Certificate/License \_\_\_\_\_  
Reference Checks \_\_\_\_\_  
Transcripts/Credentials \_\_\_\_\_

*East Dayton Christian School does not discriminate on the basis of race, color, national and ethnic origin in admissions policies, employment, scholarships, athletic and other school-administered programs. EDCS reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with EDCS administration and to abide by its policies. (Romans 2:11)*

**EDUCATIONAL TRAINING**

HIGH SCHOOL	LOCATION	DIPLOMA EARNED	DATE OF GRADUATION
		___YES ___NO	

COLLEGE	LOCATION	SEMESTER HRS.	DEGREE	MAJOR & SUBJECT	MINOR & SUBJECT

List any skill sets and software you have been specifically trained for or have experience in: \_\_\_\_\_

**PREVIOUS EMPLOYMENT HISTORY:** Begin with the most recent

Company Name:	Telephone#:
Name of Supervisor:	Date of Employment (Month & Year)
Supervisor Email:	Weekly or Monthly pay:
Job Title:	Reason for Leaving:

Company Name:	Telephone#:
Name of Supervisor:	Date of Employment (Month & Year)
Supervisor Email:	Weekly or Monthly pay:
Job Title:	Reason for Leaving:

May we contact your previous employers? \_\_\_Yes \_\_\_No

If no, please explain: \_\_\_\_\_

**Please attach a resume to this application if not already submitted.**

This page is **REQUIRED** for all **ADMINISTRATION, TEACHING, and SUBSTITUTE TEACHING** applicants. All other applicants may leave this page blank.

**TEACHING and EDUCATIONAL ADMINISTRATION EXPERIENCE:** Leave blank if none.

YEARS/DATES	NAME OF SCHOOL	ADDRESS	GRADES/SUBJECTS

Total number of years of experience in education? \_\_\_\_\_

CERTIFICATION/LICENSE	AREA(S) (Include grades, areas of concentration, field, etc.)	EXPIRATION DATE	VALID IN WHICH STATE(S)?

**PROFESSIONAL TEACHING/ADMINISTRATION REFERENCES:** Include at least two professional references who can speak to your teaching and/or educational administrative experience and one Pastoral/Spiritual reference.

NAME	ORGANIZATION/TITLE	PROFESSIONAL RELATIONSHIP	PHONE	EMAIL

Please check all that you may be interested in:

- Coaching Sports
- Music
  - Band
  - Worship Team
  - Choir
- Drama
- STEM opportunities
- Student Clubs \_\_\_\_\_
- Other \_\_\_\_\_

**ATHLETIC AND OTHER EXTRACURRICULAR ACTIVITIES:** List your high school and collegiate co-curricular involvement. Include specific sports, cheerleading, academic teams/competitions, summer camp work, etc. where your personal experience might make you qualified to coach. Please attach another sheet if additional space is needed. Leave blank if none.

SPORTS/ACTIVITY	NAME OF SCHOOL	# OF YEARS

**COACHING AND EXTRACURRICULAR LEADERSHIP EXPERIENCE:** Leave blank if none.

NAME OF SCHOOL/ORGANIZATION	POSITION/GRADE LEVEL	YEARS OF EXPERIENCE

**LICENSURE (PAP, CPR, other)**

CERTIFICATION/LICENSE	NUMBER	EXPIRATION DATE

**COACHING AND EXTRACURRICULAR - PROFESSIONAL REFERENCES:** Include at least two professional references who can speak to your coaching experience and/or your experience leading athletes/students/children in an organized extracurricular context.

NAME	ORGANIZATION/ TITLE	PROFESSIONAL RELATIONSHIP	PHONE	EMAIL



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## STATEMENT OF FAITH

1. We believe the Bible to be the inspired and the only infallible authoritative Word of God. (II Tim. 3:16; II Pet. 1:21)
2. We believe that there is one God eternally existent in three persons: Father, Son, and Holy Spirit. (Gen. 1:1; John 10:30,37-38)
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (Isa. 7:14; Matt. 1:23; Luke 1:35; Heb. 7:25; John 2:11; Col. 1:14; John 11:25; Acts 1:11; Rev. 19:11-16)
4. We believe that man is sinful by nature and that regeneration of the Holy Spirit is essential for his salvation. (Rom. 3:10, 23; John 3:16-19; John 5:24; Eph. 2:8-10; Titus 3:5-6)
5. We believe in the continuing ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life. (Eph. 5:18; Eph. 4:30; I Cor. 3:16; I Cor. 6:19-20)
6. We believe in the resurrection of both the saved and the lost; they who are saved unto eternal life, and they who are lost unto eternal damnation. (John 5:28-29)
7. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Rom. 8:9; I Cor. 12:12, 13; Gal. 3:26-28)
8. We believe in the creation of man by the direct act of God. (Gen. 1:26-27; Gen. 5:1-2)
9. We believe God's plan for human sexuality is to be expressed within the context of marriage, that God created man and woman as unique biological persons made to complete each other. God instituted monogamous marriage between male and female as the foundation of the family and the basic structure of human society. For this reason, we believe that marriage is exclusively the union of one genetic male and one genetic female. (Genesis 2:24; Matthew 19:5-6; Mark 10:6-9; Romans 1:26-27; I Corinthians 6:9) is to be expressed only within the context of marriage, that God created man and woman as unique biological persons made to complete each other. God instituted monogamous marriage between male and female as the foundation of the family and the basic structure of human society. For this reason, we believe that marriage is exclusively the union of one genetic male and one genetic female. (Genesis 2:24; Matthew 19:5-6; Mark 10:6-9; Romans 1:26-27; I Corinthians 6:9)

Do you fully support the Statement of Faith, as written, without reservation?     Yes     No

If no, please  
explain \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_



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## EMPLOYEE LIFESTYLE STATEMENT

East Dayton Christian School, a ministry of New Life Fellowship Church, is a religious, non-profit organization representing Jesus Christ throughout the evangelical community.

East Dayton Christian School requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9-10; I Tim. 4:12; Luke 6:40). Employees will conduct themselves in a way that will not negate their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity and appropriate personal and family relationships, business conduct and moral behavior. An employee is 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 East Dayton Christian School Statement of Faith expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral conduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes but is not limited to: promiscuity, homosexual behavior, and/or sexual orientation, bisexuality, polygamy, transgender identity, or any other violation of the unique roles of male and female. (Exodus 20:14; Leviticus 18:7-23; 20:10-21; Deuteronomy 5:18; Matthew 5:27-28; 15:19; Romans 1:21-27; 1 Corinthians 6:9-20).

East Dayton Christian School believes that the term "marriage" has only one valid meaning: the uniting of one biological man and one biological woman in a single, exclusive covenant union, as delineated in Scripture (Gen. 2:18-25) and that God intends sexual intimacy to occur between a man and a woman who are married to each other and that God has commanded that no intimate sexual activity is engaged in outside of marriage between a man and a woman. (Genesis 1:27-28; 2:21-24, Matthew 19:4-9; Mark 10:5-9; Ephesians 5:22-33).

To preserve East Dayton Christian School's function and integrity, its employees must be born-again Christians, living their lives as Christian role models (Rom. 10:19-10; 1 Tim. 4:12), maintaining a lifestyle based on biblical standards of conduct. (Failure to do so may result in discipline, probation, or, in some cases, dismissal from employment.) It is the goal of East Dayton Christian School that each employee will have a lifestyle where "...he might have the preeminence." Col. 1:18.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_





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## DECLARATION OF ETHICAL AND MORAL INTEGRITY

As an applicant for a position at East Dayton Christian School, I (print name) \_\_\_\_\_ recognize, understand, and adhere to the moral and ethical standards of said organization. I further declare that with regard to my personal, moral, and ethical character and conduct as of this date, I am not, nor have been in the past year, engaged in inappropriate conduct, nor do I have inclinations toward such conduct. Inappropriate conduct includes the following: homosexuality, heterosexual activity outside of marriage, (e.g. premarital sex, cohabitation, extramarital sex), use or viewing of pornographic material or websites, physical abuse, or sexual abuse as defined by Scripture, and state law. I also declare that I have noted in writing any/all and current legal, moral, and ethical issues or allegations. I do declare that the above statements are factual and true. By affixing my signature, I declare that I meet the moral and ethical standards of East Dayton 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 every one (when his is) completely trained-readjusted, restored, set to rights, and perfected-will be like his teacher.” Luke 6:40 (The Amplified Bible)*

Applicant’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator’s  
Signature \_\_\_\_\_ Date \_\_\_\_\_