



# **NORTHSIDE CHRISTIAN SCHOOL**

WINNING OUR WORLD ONE STUDENT, ONE FAMILY, ONE COMMUNITY AT A TIME

Dear Applicant,

Thank you very much for your interest in employment at Northside Christian School. Because we are a Christian school, we would like for you to respond to the following questions.

1. Please explain the salvation experience and how you would explain to a student how he or she can know for certain that he or she is going to have eternal life.
2. Please describe your relationship with Christ and how you have studied His word throughout your life.
3. At what church have you been worshipping and what has been your past involvement?
4. Why would you like to work in a Christian environment as opposed to the secular environment?
5. Please explain your ability to relate to students of any age.
6. What position are you applying for?
7. If you have a college degree, what was your major(s)?


Again, thank you for your interest. You should be hearing from me soon.

Sincerely,

*Heather Brown*

Heather Brown

Director of Human Resources

NORTHSIDE BAPTIST CHURCH  NORTHSIDE CHRISTIAN SCHOOL

EMPLOYMENT APPLICATION

*Northside Baptist Church/Northside Christian School is an Equal Opportunity Employer. Race, color, religion, age, sex, disability, marital or veteran status, place of national origin and other categories protected by law are not factors in employment, promotion, compensation or working conditions.*

PLEASE PRINT

DATE: \_\_\_/\_\_\_/\_\_\_

**EMPLOYMENT DESIRED**

Position you are applying for? \_\_\_\_\_

Full-time or part-time? \_\_\_\_\_ Hours you are available to work: \_\_\_\_\_



**APPLICANT INFORMATION**

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

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

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

Do you have a valid driver's/chauffeur's license? \_\_\_\_\_ State/License #: \_\_\_\_\_

Grade completed in high school \_\_\_\_\_ Name of High School: \_\_\_\_\_

Have you ever worked for Northside Baptist Church/Northside Christian School before? \_\_\_\_\_ If yes, when?

\_\_\_\_\_

Do you have any friends or relatives working for Northside Baptist Church/Northside Christian School? \_\_\_\_\_

If yes, state name and relationship: \_\_\_\_\_

State briefly why you would like to work for Northside Baptist Church/Northside Christian School:

\_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_ If yes, explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*NOTE: No applicant will be denied employment solely on the grounds of a conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.*



## EMPLOYMENT HISTORY:

*List all previous employers starting with your present or most recent position. (last 10 years is sufficient)*

Name of Company: \_\_\_\_\_ Phone:(     ) \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Position: \_\_\_\_\_ Ending Rate of Pay: \_\_\_\_\_

Duties: \_\_\_\_\_



Name of Company: \_\_\_\_\_ Phone:(     ) \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Position: \_\_\_\_\_ Ending Rate of Pay: \_\_\_\_\_

Duties: \_\_\_\_\_



Name of Company: \_\_\_\_\_ Phone:(     ) \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Position: \_\_\_\_\_ Ending Rate of Pay: \_\_\_\_\_

Duties: \_\_\_\_\_

*May we contact the employers listed above? Please place a "NO" beside those you **do not** wish us to contact.*



## EDUCATION AND TRAINING

	<u>SCHOOL/LOCATION/SPONSOR</u>	<u>COURSE OF STUDY/DEGREE</u>
Community College		
Trade School		
College/University		
Seminars/Other		

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on my application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation on my personal history and financial/credit record through any investigative or credit agencies or bureaus of your choice.

I understand that employment at this organization is "at will" and includes no guarantee, contract, or promise of employment for any specified length of time.

I authorize the use of any information in this application and any attached supplements to verify my statements, and I authorize the past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability on account of having furnished such information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





# NORTHSIDE CHRISTIAN SCHOOL

## CHURCH INVOLVEMENT FORM

### As a condition of your Employment Agreement:

Employee understands that the church is a Christian organization, and Employee subscribes without reservation to the Doctrinal Statement of Faith and Covenant for School Employees, and agrees to abide by these doctrines in all aspects of life, both at and away from Church ministries and functions. Employee regularly attends and is actively involved in a Bible-believing church and understands that this Employment Agreement is contingent upon an annual Church Involvement Form being completed and signed by Employee and on file prior to the beginning of this Contract. Employee agrees to faithfully attend public services and take an active part in his or her total church program. Employee agrees to be loyal to his or her pastor and the church programs in word and in deed.

### In relation to this commitment, please respond to the following:

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

Church Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Person from above church we may contact for reference:

Name \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_

Are you a member?  Y  N How many times per month do you attend worship services? \_\_\_\_\_

In addition to serving the Lord at NCS, please share your involvement in the above church.

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Is this the same church you were involved in for the 2008-09 school year?  Y  N If no, please explain:

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Employee Name (printed): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

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



# NORTHSIDE CHRISTIAN SCHOOL

## DECLARATION OF MORAL INTEGRITY

Northside Christian School expects all of its employees and its volunteers to model the same Christian values and lifestyle that it seeks to instill in its students. As an applicant for a position, as an employee or as a volunteer at Northside Christian School, I, \_\_\_\_\_, recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that during the past year I have not engaged in, or at the current time am not engaging in, and promise that I will not, during the term of my employment or volunteering, 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, visiting inappropriate establishments or 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 Northside Christian School. I understand that falsely signing this form will result in termination of my Employment Agreement.

Employee Name (printed): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

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

*"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 he is] completely trained—readjusted, restored, set to rights, and perfected—will be like his teacher." Luke 6:40 The Amplified Bible*



# NORTHSIDE CHRISTIAN SCHOOL

## DOCTRINAL STATEMENT OF FAITH

### SECTION 1 - STATEMENT OF FAITH

**The Holy Scriptures.** We believe the Holy Scriptures of the Old and New Testament to be the verbally and plenary inspired Word of God. The Scriptures, as originally given, are inerrant, infallible and God-breathed, and, therefore, are the final authority for faith and life. The sixty-six books of the Old and New Testament are the complete and divine revelation of God to man. The Scriptures shall be interpreted according to their normal grammatical-historical meaning. (2 Tim. 3:16-17; 2 Pet. 1:20-21.)

**The Godhead.** We believe in one Triune God, eternally existing in three persons Father, Son, and Holy Spirit; each co-eternal in being, co-identical in nature, coequal in power and glory, and having the same attributes and perfections (Deut., 6:4; Matt. 28:19; 2 Cor. 13:14; John 14:10, 26).

**The Person and Work of Christ.** We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the virgin Mary, in order that He might reveal God and redeem sinful men (Is. 7:14; 9:6; Luke 1:35; John 1: 1-2, 14; 2 Cor. 5:19-2 1; Gal. 4:4-5; Phil. 2:5-8).

We believe that the Lord Jesus Christ accomplished our redemption through his death on the cross as a representative, vicarious, substitutionary sacrifice; and, that our justification is made sure by His literal, physical resurrection from the dead. (Acts 2:18-36; Rom. 3:24-25; 1 Peter 2:24; Eph. 1:7; 1 Peter 1:3-5).

We believe that the Lord Jesus Christ ascended to Heaven, and is now exalted at the right hand of God, where, as our High Priest, He fulfills the ministry of Representative, Intercessor, and Advocate (Acts 1:9-10; Heb. 9:24; 7:25; Rom. 8:34; 1 John 2:1-2).

**The Person and Work of the Holy Spirit.** We believe that the Holy Spirit is a person who convicts the world of sin, of righteousness, and of judgment; and, that He is the Supernatural Agent in regeneration, baptizing believers into the body of Christ, indwelling and sealing them unto the day of redemption (John 16:8-11; Rom. 8:9; 1 Cor. 12:12-14; 2 Cor. 3:6; Eph. 1:13-14).

We believe that He is the Divine Teacher who assists believers to understand and appropriate the Scriptures and that it is the privilege and duty of all the saved to be filled with the Spirit (Eph. 1: 17-18; 5:18; 1 John 2:20, 27).

We believe that God is sovereign in the bestowal of spiritual gifts to every believer. God uniquely uses evangelists, pastors, and teachers to equip believers in the assembly in order that they can do the work of the ministry (Rom. 12:3-8; 1 Cor. 12:4-11, 28; Eph. 4:7-12).

**The Total Depravity of Man.** We believe that man was created in the image and likeness of God, but that in Adam's sin the human race fell, inherited a sinful nature, and became alienated from God; and, that man is totally depraved, and, of himself, utterly unable to remedy his lost condition (Gen. 1:26-27; Rom. 3:22-23; 5:12; 6:23; Eph. 2:1-3; 4:17-19).

**Salvation.** We believe that salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of our sins (John 1:12; Eph. 1:7; 2:8-10; 1 Pet. 1:18-19).

**The Church.** We believe that the universal church, which is the body and the espoused bride of Christ, is solely made up of born-again persons (1 Cor. 12:12-14; 2 Cor. 11:2; Eph. 1:22-23; 5:25-27).

We believe that the establishment and continuance of local churches is clearly taught and defined in the New Testament Scriptures (Acts 14:27; 20:17, 28-32; 1 Tim. 3:1-13; Titus 1:5-11).

**Separation.** We believe that all the saved should live in such a manner so as not to bring reproach upon their Savior and Lord; and, that separation from all religious apostasy, all worldly and sinful pleasures, practices, and associations is commanded of God (Rom. 12:1-2; 14:13; 2 Cor. 6:14-7:1; 2 Tim. 3:1-5; 1 John 2:15-17; 2 John 9-11).

**The Second Advent of Christ.** We believe in that "blessed hope," the personal, imminent return of Christ in power and glory (Ps. 89:3-4; Dan 2:31-45; Zech. 14:4-11; I Thess. 1:10; I Thess. 4:13-18; Titus 2:13; Rev. 3:10; 19:11-16; 20:1-6).

**The Eternal State.** We believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment (Matt. 25:46; John 5:28, 29; 11:25-26; Rev. 20:5-6, 12-13).

We believe that the souls of the redeemed are, at death, absent from the body and present with the Lord, where in conscious bliss they await the First Resurrection, when spirit, soul, and body are reunited to be glorified forever with the Lord (Luke 23:43; 2 Cor. 5:8; Phil. 1:23; 3:21; 1 Thess. 4:16-17; Rev. 20:4-6).

We believe that the souls of unbelievers remain, after death, in conscious punishment and torment until the Second Resurrection, when with soul and body reunited they shall appear at the Great White Throne Judgment, and shall be cast into the Lake of Fire, not to be annihilated, but to suffer everlasting, conscious punishment and torment (Matt. 25:41-46; Mark 9:43-48; Luke 16:19-26; 2 Thess. 1:7-9; Jude 6-7; Rev. 20:11-15).

**The Personality of Satan.** We believe that Satan is a personal being, the author of sin, and the cause of the fall of man; that he is the open and declared enemy of God and man; and, that he shall be eternally punished in the Lake of Fire (Job 1:6-7; Is. 14:12-17; Matt. 4:2-11; 25:41; Rev. 20:10).

**Creation.** We believe that God created the universe. We reject evolution and Theistic Evolution as unscriptural theories of origin (Genesis 1-2; Ex. 20:11).

**Civil Government.** We believe that God has ordained and created all authority consisting of three basic institutions: 1) the home, 2) the church, and 3) the state. Every person is subject to these authorities, but all (including the authorities themselves) are answerable to God and governed by His Word. God has given each institution specific Biblical responsibilities and balanced those responsibilities with the understanding that no institution has the right to infringe upon the other. The home, the church, and the state are equal and sovereign in their respective Biblically assigned spheres of responsibility under God (Rom. 13:1-7; Eph. 5:22-24; Heb. 13:17; 1 Pet. 2:13-14).

**Human Sexuality.** We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. Any employee engaging in any of these sexual perversions shall be terminated from employment. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom 1:26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4.)

We believe that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:1-2; Eph. 5:22-23.)

**Abortion.** We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. We reject any teaching that abortions of pregnancies are acceptable (Job 3:16; Ps. 51:5; 139:14-16; Is. 44:24; 49:1, 5; Jer. 1:5; 20:15-18; Luke 1:44).

**Missions.** We believe that God has given all believers a great commission to proclaim the Gospel to all nations so that there might be a great multitude from every nation, tribe, ethnic group, and language group who believe on the Lord

Jesus Christ. As ambassadors of Christ, we must use all available means to go to the foreign nations and not wait for them to come to us (Matt. 28:19-20; Mark 16:15; Luke 24:46-48; John 20:2 1; Acts 1: 8; 2 Cor. 5:20).

**Lawsuits Between Believers.** We believe that Christians are prohibited from bringing civil lawsuits against other Christians, the church, or Christian organizations to resolve personal disputes. We believe the Christian community possesses all of the resources necessary to resolve personal disputes between believers. We do believe, however, that a Christian may seek compensation for injuries from another Christian's insurance company as long as the claim is pursued without malice or slander (I Cor. 6:1-8; Eph. 4:31-32).

**Giving.** We believe that every Christian, as a steward of that portion of God's wealth entrusted to him, is obligated to support his local church financially. We believe that God has established the practice of proportionate, planned, and sacrificial support of the local church, but that every Christian should also give other offerings sacrificially and cheerfully to the support of their church, the relief of those in need, and the spread of the Gospel (Gen. 14:20; Prov. 3:9-10; Acts 4:34-37; 1 Cor. 16:2; 2 Cor. 9:6-7; Gal. 6:6; Eph. 4:28; 1 Tim. 5:17-18; 1 John 3:17).

## **SECTION 2 - AUTHORITY OF STATEMENT OF FAITH**

The Statement of Faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all that we believe. We do believe, however, that the foregoing Statement of Faith accurately represents the teaching of the Bible, and, therefore, is binding upon all Church and school employees.

## **SECTION 3 - COVENANT**

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of the ministry in knowledge, holiness and comfort; to promote its prosperity and spirituality; to sustain its purposes, discipline and doctrines; to contribute cheerfully and regularly to the support of the ministry, the relief of the poor, and the spread of the Gospel through all nations.

We also engage to maintain family and private devotions; to religiously educate our children; to seek the salvation of our kindred, acquaintances, and all others; to walk circumspectly in the world; to be just in our dealings, faithful to our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from worldly amusements; to abstain from intoxication from any substance, whether legal or illegal; to abstain from all sexual perversions; to avoid being controlled by any substance or practice instead of the control of the Holy Spirit; and to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy of speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior, to secure reconciliation without delay.

Employee Name (printed):

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Employee Signature:

Date:

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# **NORTHSIDE CHRISTIAN SCHOOL**

## **PROCEDURES FOR ARBITRATION AGREEMENT**

### **Section I: Scope of Arbitration**

The parties must, prior to the selection of arbitrators, agree to the scope of the matters to be considered by the arbitrators. In doing so, the parties must conduct themselves with the utmost courtesy as befits believers in Jesus Christ. Failure to do so shall be considered a proper matter for church discipline. If the scope of the dispute for arbitration cannot be agreed upon by the parties, the scope shall be determined by the arbitrators.

### **Section II: Submission to Arbitration**

The parties, as Christians, believing that lawsuits between Christians are prohibited by Scripture, and having agreed to submit disputes to binding arbitration, and to waive any legal right to take disputes to a court of law, will refer and submit any and all disputes, differences, and controversies whatsoever within the agreed scope of arbitration to a panel of three arbitrators, to be selected as follows:

1. All arbitrators must be born-again Christians of good reputation in the community and who affirm the Church's Statement of Faith in its entirety.
2. Each party shall submit a list of three proposed arbitrators to the other party, and the other party will choose one of the three proposed arbitrators to serve on the panel.
3. The third arbitrator will be selected by mutual agreement of the other two arbitrators.
4. In selecting the arbitrators, each party will act in good faith in choosing Christian arbitrators who have no prior knowledge of the facts leading up to the dispute, are not related to or close friends with the selecting party, and who will act impartially and with fundamental fairness.
5. No arbitrator may be an attorney.
6. No arbitrator may be employed by, or under the authority of, either party or any other arbitrator.
7. The arbitrators will be selected as soon as possible, but no later than thirty (30) days after the parties have agreed to the scope of the arbitration.
8. The arbitration will be held at a neutral site agreed to by the arbitrators.
9. The arbitrators shall, subject to the provisions of these procedures, arbitrate the dispute according to the terms of these procedures, the Bible as interpreted by the Church's Statement of Faith, and any applicable employment agreements.
10. Each party may be represented by counsel throughout the process at the party's own expense. Each attorney shall have the absolute freedom to ask questions of any witnesses during the arbitration process. Discovery will be allowed in the discretion of the arbitrators. Formal rules of evidence shall not apply.

# **NORTHSIDE CHRISTIAN SCHOOL - PROCEDURES FOR ARBITRATION AGREEMENT**

## **Section III: Terms and Conditions of Arbitration**

1. The arbitrators shall have full power to make such regulations and to give such orders and directions as they shall deem expedient in respect to a determination of the matters and differences referred to them.
2. The arbitrators shall hold the arbitration hearing as soon as possible, but no later than thirty (30) days after selection of the third arbitrator.
3. At the request of a party, a stenographic record of the proceedings may be made at that party's expense. All proceedings are closed to the media and any other individuals not directly involved in the proceedings.
4. The length of the hearing shall be determined by the arbitrators in their discretion.
5. There will be no post-hearing briefs.
6. The arbitrators are to make and publish their award, in writing, signed by each of them concerning the matters referred, to be delivered to the parties no later than forty-eight (48) hours from the date of the closing of the hearing, unless otherwise agreed by the parties. The arbitrators may, in their discretion, furnish an opinion.

## **Section IV: Conduct and Rules of Hearing**

1. The arbitrators may, in their absolute discretion, receive and consider any evidence they deem relevant to the dispute, whether written or oral, without regard to any formal rules of evidence.
2. The parties and their respective witnesses must, when required by the arbitrators, attend and submit to examination and cross-examination under oath as to all or any of the matters referred to in the proceedings, and to produce and deposit with the arbitrators all or any evidence in their possession or under their control concerning such matters.
3. If a party defaults in any respect referred to in number 2. above, the arbitrators may proceed with the arbitration in their discretion as if no such evidence were in existence, insofar as it may be favorable to the party in default.
4. All presentations shall be controlled by the arbitrators. Any disputes regarding procedure shall be decided solely by the arbitrators.

## **Section V: Duties of Arbitrators**

1. The arbitrators are to receive all evidence, prayerfully consider such evidence in an impartial manner, and render a decision which, based upon Scriptural principals, is fair to both parties.
2. The arbitrators have full power to order mutual releases to be executed by the parties, and either of the parties failing, such orders shall have the effect of a release, and may be duly acknowledged as such.
3. In the event that either party or a witness for either party shall fail to attend the arbitration hearing, after such written notice to such party as the arbitrators shall deem reasonable, the arbitrators may proceed in the absence of such party or witnesses without further notice.

# NORTHSIDE CHRISTIAN SCHOOL - PROCEDURES FOR ARBITRATION AGREEMENT

## SECTION VI: DECISION OF ARBITRATORS

1. It is preferred that the arbitrators reach a unanimous decision, but if a unanimous decision cannot be obtained, a majority decision will be accepted. The written decision of a majority of the arbitrators shall be final and binding on all parties, and judgment upon the award rendered by the arbitrators may be entered in any court having jurisdiction thereof appellate review of the arbitration award is available in accordance with the appellate remedies set forth in Florida's arbitration act.
2. Except as otherwise permitted herein, the decision of the arbitrators is to be kept confidential by all parties.
3. Should any party commence legal proceedings against another party with respect to the agreed scope of the dispute or the binding decision of the arbitrators, with the exception of an action to enforce the decision of the arbitrators or an action for appellate review in accordance with number 2. above hereof, that party shall pay to the other party all expenses of said proceedings, including reasonable attorney's fees. In the event it becomes necessary for one party to commence legal proceedings to enforce the decision of the arbitrators, the party against whom the action is filed must bear all of the costs of said proceedings, including reasonable attorney's fees.

## Section VII: Miscellaneous

1. No party is to unreasonably delay or otherwise prevent or impede the arbitration proceedings. No party will involve the news media in the dispute in any way. No party shall publicize the dispute in any way to anyone not a party to the proceedings, except as permitted by the arbitrators, and except that a party may disclose the proceedings of this arbitration to his or her spouse, legal counsel, accountants, insurance carrier, and as otherwise required by law.
2. Each party must pay his, her, or its own costs and expenses related to presenting the party's case to the arbitrators. The costs of the arbitration, including any fees for the arbitrators or the site, shall be borne equally by the parties.

Employee Name (printed):

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Employee Signature:

Date:

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