

NorthCreek Academy & Preschool
A Ministry of NorthCreek Church

**Confidential
Staff
Application**

Please complete entire application, sign and submit all requested forms to:

NorthCreek Academy & Preschool
Attention: Carolynn Fox
2303A Ygnacio Valley Road
Walnut Creek, CA 94598

By email to: cfox@ncapschool.org

Or by fax at 925-954-6396

Dear Applicant:

We live in a postmodern society where we are told that there is no such thing as ultimate truth. Of course, those who make that statement assert that it is true, never noticing the irony of their assessment. We at NorthCreek Church don't agree with that assessment. We believe the Bible is God's final and full embodiment of truth. Because of that, we attempt to weave God's truth into everything we do. That includes NorthCreek Academy.

As you enter this process of application to teach at the Academy, I ask you to consider your allegiance to the Lordship of Jesus Christ in your life, and the ultimate truths of Scripture. As Christians we are all called to the process of discipleship. That certainly extends to the lives of our students. The open mind of a child is a terrible thing to clutter with false teaching, and, as the one with the primary teaching role in your classroom, you will be the gatekeeper of the information that they are taught. Your position as a teacher is not a career, it is a calling. This calling includes not only the content of the classroom, but the character of your life.

But you cannot impart what you do not possess. That's why we are asking you to carefully consider your commitment to Christ as you begin this process. If you are a fully devoted disciple of Jesus Christ who is committed to the proclamation of God's truth in the classroom and the practice of a biblical lifestyle through personal devotion to Christ, we may be a great fit. Specifically, we would expect that you worship at a Bible-teaching church, you have read and signed the *Teaching Statement* of NorthCreek Church, and you are committed to a Christian world-view in all you do. Those who are not passionate about the Lordship of Jesus Christ in their life will only be half-hearted in communicating the most important message a child will ever hear. And Jesus is very clear about those who mislead children. Mark 9:42 says, *"Whoever causes one of these little ones who believe in me to sin, it would be better for him if a great millstone were hung around his neck and he were thrown into the sea."*

I want to thank you for your careful consideration of our stance. If you have thoughts or questions, please contact our school administrator, Greg Steele. If you want to continue this process, we welcome you. Thanks for your understanding in holding the standard high for the sake of kingdom of God. May God bless you as you prayerfully consider a role with us.

In His Name,



Dr. Jon McNeff
Senior Pastor
NorthCreek Church

NorthCreek Academy

Teacher Application Instructions

Please complete the entire application in blue or black ink. DO NOT TYPE. All areas of this application will be under consideration, so please complete thoroughly and write legibly. Utilize the following checklist to assist you in returning the application with all necessary signatures and documentation to allow prompt processing of your information.

*****Applications will not be accepted unless complete*****

Application Checklist

Check when completed:

Carefully review, sign and date the following areas:

1. Statement of Faith (page 3)
2. Applicant Statement and Responses (pages 4-13)

Attach the following documents:

1. Copies of degrees and transcripts for each school attended
2. Copies of any pertinent certifications

Distribution of Recommendation Forms

Please **complete the top portion** of the enclosed Personal, Spiritual, and Professional Recommendations located at the end of this application and distribute them to **three different people** who can testify to your character and abilities. Each form should be given with a return envelope. **Please request that your references be sent directly to Carolynn Fox at the address provided on the cover of this packet.**

Thank you for considering the ministry of NorthCreek Academy. If you should have any clarifying questions or need assistance with the materials enclosed, feel free to contact Carolynn Fox in the school office. We will be praying the Lord's guidance for you in this process!



Greg Steele
Administrator

TEACHING STATEMENT OF NORTHCREEK CHURCH

Article one: Scripture – We teach that all sixty-six books of the Bible are God’s only written revelation to man with every word God-breathed, inerrant in the original documents, and the only sufficient and infallible rule for life and practice.

Article two: God – We teach that there is only one God, eternally present as the Father, the Son, and the Holy Spirit, who created all things by the word of His mouth in six 24-hour days and perfectly sustains and sovereignly rules all matter and actions by His divine decree.

Article three: Jesus Christ – We teach that Jesus Christ is true God and true man, in undiluted, perfect, and eternal union as the Second Person of the Trinity, who was born of the virgin Mary, who took on the limitations of humanity to save the elect through His completed work on the cross, thereby establishing His right to rule over God’s Kingdom forever.

Article four: The Holy Spirit – We teach that the Holy Spirit is the Third Person of the Trinity, co-equal in essence and deity with the Father and the Son, who is continuously active in creation, salvation, sanctification, illumination, and intercession, gifting the early church with authenticating sign gifts, and ongoing equipping gifts for ministry.

Article five: Man – We teach that man was created in the image of God, yet fell through the universally inherited sin of Adam, resulting in every man following him being born in sin, spiritually dead, hostile to God, completely helpless and hopeless to do anything to advance his spiritual condition, neither worthy of being saved, nor wanting to be.

Article six: Sin – We teach that sin originated in the angelic world and it rules every part of man’s being. Man is an absolute slave to his sin nature. Without God’s intervention, man would be eternally separated from God and condemned to hell for eternity.

Article seven: Salvation – We teach that before time began God chose the elect to be His, rescuing them from their sin through the perfect and complete atonement of Jesus Christ through His sacrificial death on the cross, whereby God draws believing sinners to Himself and grants them the gifts of faith and repentance, resulting in their instantaneous justification, their ongoing sanctification, and their future glorification in heaven with Him.

Article eight: The church – We teach that the visible, earthly church is made up of all who have repented of their sin and confessed Jesus Christ as Lord, who have united with local bodies of believers who reflect the glory of God in worship, are devoted to the preaching of His Word, observe the Lord’s Table and believers baptism, are governed by multiple male elders, practice church discipline, and exercise their spiritual gifts.

Article nine: Future things – We teach the pre - millennial return of Christ to rapture His church out of this world before He establishes His millennial rule on earth to complete His covenant with Israel, and establish a new heaven and new earth where we will rule with Him forever.

Do the position statements above raise any comments and/or questions you desire to discuss?

Are there any doctrines on our Teaching Statement with which:

You are Unfamiliar? No Yes (please elaborate):

You have a Question? No Yes (please elaborate):

You Disagree? No Yes (please elaborate):

"I have read and understand the above components of the Teaching Statement. As one who may be asked to teach at NorthCreek Academy, I agree not to teach or advocate a position that would be contrary to any of the elements in this statement.

Signature _____ Date _____

"Can two walk together, unless they are agreed?" – Amos 3:3

NorthCreek Academy
Part I: Personal Information

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Home # _____ Work# _____ Cell# _____

Email address _____

If hired, can you provide proof that you are legally entitled to work in the U.S.? Yes No

If not, what steps must be taken for you to begin employment lawfully? _____

Are you currently employed? _____ If so, what is your position? _____

Are you presently under contract for the upcoming year? Yes No

What is your current salary? _____

May we contact your present employer? Yes No

Date you could begin at NCA? _____

Part II: Employment Preferences

Please select employment preference; specify choices for grade, subject, position, etc.

Teacher 1st choice _____

2nd choice _____

3rd choice _____

Teacher Assistant

Administrative Support _____

Other _____

Part III: Education and Certification

Education

Please complete the following information regarding your education:

School	Degree	Completed Y/N	Date

Copies of degrees and transcripts: Please be sure to attach copies of your degrees and transcripts. Transcripts are needed for each school attended. Original transcripts are not necessary.

Credentialing (if applicable)

Subject Area	Certifying Agency	Certification Date	Expiration Date

Are you willing to become ACSI certified within the first two years of teaching? Yes No

Copies of Credentials: Please attach copies of all certifications.

Part IV: Work History

General

Subjects of special study, experience, interests, hobbies, activities (civic, athletic, etc.)

Former Employers

Please list your last four places of employment. Please list **present** employer first. Please **do not** omit any.

Dates (month and year)		Name and address of employer (please list your immediate supervisor)	Salary	Position	Reason for leaving
From					
To					
From					
To					
From					
To					
From					
To					

Which of these jobs did you like best? _____

What did you like most about this job? _____

Part V: Spiritual Life

Which church do you attend? _____

How long have you attended? _____ How often do you attend? _____

Have you been baptized as a Believer by immersion? Yes No When/Where? _____

Do you currently serve *as a volunteer* in any areas of ministry? Yes No

If so, where? _____

Describe your salvation experience. How and when did you come to know the Lord? _____

Describe your devotional life and spiritual walk today. _____

What part does prayer play in your life? _____

What spiritual gifts do you believe the Lord has equipped you with to build up the Church? _____

Do you believe your life reflects the life of Christ in moral purity and Christian ethics? Please comment.

Do you believe that you have a good working knowledge of the Bible? Are you capable and ready to communicate the counsel of God's Word to others? _____

How do you deal with conflict? _____

Please state your views on the following. Feel free to reference Scripture.

Creation versus Evolution _____

Salvation: What is it and how is it obtained? _____

The Trinity _____

The Deity of Christ _____

Please describe what the “*inerrancy of Scripture*” means _____

Please list any other courses or seminars you have taken, NorthCreek or otherwise:

What, if any, Christian authors, books, pastors, or teachers have influenced you most? _____

Part VI: Commitment to Christian Education

Describe your personal understanding of “Christian education.” _____

Why do you want to teach at a Christian vs. public school? _____

How do you view yourself as a role model for children? _____

Part VII: Background Information

Have you ever pleaded “no contest,” nolocontendere or guilty to a crime or been convicted of a crime? Yes No

Are any charges currently pending against you? Yes No

Do you have any commitments to any other employer which may affect your employment? Yes No

Note: Answering “yes” to these questions does not constitute an automatic bar to employ.

If you answered “yes” to any of the preceding questions, please give dates and details explaining each answer (attach additional pages if necessary): _____

Part VIII: Additional Employment Standards

NorthCreek Academy & Preschool (NCAP) is a ministry of NorthCreek Church. All references to NCAP shall include the church and all reference to the church shall include NCAP. I understand that NCAP is committed to providing equal opportunity in all employment practices, including but not limited to selections, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, sex, handicap or disability or any other category protected by Federal, State or local law. As a religious organization the Civil Rights Act of 1964 exempts NCAP against discrimination in employment on the basis of religion. All applicants and employees are required to adhere to NCAP and NorthCreek Church's Statement of Faith to be eligible for hire and in the course of their duties and responsibilities as an employee of NCAP.

I authorize former and present employers, and professional, work, and personal references listed in the application and any other individuals I may name, to give NCAP or its designee any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release such parties from all liability for any damages that may result from furnishing such information to NCAP. I also authorize NCAP to provide truthful information concerning my employment with it to future employers and I agree to hold it harmless for providing such information.

I understand that NCAP reserves the right, to the extent permitted by law, to require drug and alcohol screening tests of an employee anytime during employment and I hereby give my consent to any such tests. I consent to the release of the results of any such tests to NCAP or its designee. I release NCAP and its designees from any and all liability and damages which may result or arise from any drug and alcohol screening tests or the provision of information in connection with such tests.

I understand that this employment application and any other documents are not promises of employment. Should I be employed, I understand that my employment will be on an "at-will basis." I further understand that if I am employed, I may terminate my employment at any time, with or without cause, and with or without advance notice and that NCAP has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. I agree to be bound by any additional employment standards as set forth in this application, the employee handbook or agreed to between myself and NCAP at the time of hire.

The information given by me on this application and during the interview process is true and complete in all respects, and all information requested in the application and hiring process will be provided on a timely basis. I agree that if the information is found to be false, misleading, or unsatisfactory in any respect (in NorthCreek Academy & Preschool's judgment), I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired.

I acknowledge that NCAP may obtain a criminal history background screening on me for use in connection with my application and, if I am hired, my employment with NCAP. I authorize NCAP to obtain this information periodically while I am employed.

This application will be considered "active" for a maximum of one year. If you wish to be considered for employment after that time, you must reapply.

Do not sign until you have read and understand these statements. Date _____

Print name: _____ Applicant's signature _____

Spiritual Recommendation

This form is to be filled out and returned via mail, email or faxed directly to:

NorthCreek Academy
Attention:Carolynn Fox
2303A Ygnacio Valley Road
Walnut Creek, CA 94598
 Phone: 925-954-6300
 Fax 925-954-6396
 Email: cfox@ncapschool.org

Name of Applicant _____ Date _____

Position desired _____

The individual named above is applying for a position at NorthCreek Academy. We appreciate your honest evaluation of the applicant's spiritual life. Thank you for your part in this recommendation process.

Your name (please print): _____

Phone (work) _____ (home) _____

How long have you known the applicant? _____

What is your relationship to the applicant? _____

Please give us your honest evaluation of the following areas of the applicant's spiritual life.

	Not Observed	Weak	Fair	Good	Very Good
1. Personal commitment/devotion to Jesus Christ					
2. Life reflects the life of Jesus Christ in moral purity					
3. Actions are temperate and self-controlled					
4. Has a good working knowledge of the Bible					
5. Capable of communicating God's Word to children					
6. His/her life reflects Christian ethics					
7. His/her life is above reproach					
8. Exhibits control over emotions					
9. Actively extends Christ's love to others					
11. Has a great desire to learn and grow spiritually					
12. Deals with conflict in a biblical manner					
13. Is content with his/her life					
14. Is not given to drunkenness					
15. Is not a lover of money					
16. Regularly attends church service					
17. Is a good influence on others					
18. Leads a respectable life					
19. Exhibits a life surrendered to the Lord					

How would you describe the applicant's overall spiritual character? _____

If the applicant is hired, is there an area of his/her spiritual life that NCA could help to nurture and grow? _____

Is there anything we should know about the applicant's life that would cause concern regarding his/her ability to teach young children? _____

Please attach an additional sheet if you wish to add any other relevant remarks.

Signature _____ Date _____

Professional Recommendation

This form is to be filled out and returned via mail, email or faxed directly to:

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Attention:Carolynn Fox
2303A Ygnacio Valley Road
Walnut Creek, CA 94598
 Phone: 925-954-6300
 Fax 925-954-6396
 Email: cfox@ncapschool.org

Name of Applicant _____ Date _____

Position desired _____

The individual named above is applying for a position at NorthCreek Academy. We appreciate your honest evaluation of the applicant's professional life. Thank you for your part in this recommendation process.

Your name (please print): _____

Phone (work) _____ (home) _____

How long have you known the applicant? _____

What is your relationship to the applicant? _____

Where do you work? _____

What is your position? _____

Please give us your honest evaluation of the following areas of the applicant's spiritual life.

	Not Observed	Weak	Fair	Good	Very Good
1. Has a personal commitment to teaching					
2. Is able to teach children in a way that is effective					
3. Is a role model for children and adults					
4. Is dependable					
5. Contributes as a team player					
6. Shows a genuine interest in students					
7. Is active in extracurricular activities					
8. Manages time well					
9. Effectively handles conflict and disagreement					
10. Is a person of integrity					
11. Has a great desire to continue to learn					
12. Has the ability to communicate ideas well					
13. Uses creative teaching techniques, demonstrating new ideas and concepts					
14. Heeds to counsel of supervisors					
15. Shows initiative					
16. Has an impeccable work ethic					
17. Competent in teaching abilities					
18 Exhibits self-discipline					
19. Exhibits leadership skills					
20. Exhibits intellectual ability					

	Not Observed	Weak	Fair	Good	Very Good
21. Demonstrates good interpersonal skills					
22. Acts as a coach or mentor to students					
23. Demonstrates potential for career advancement					
24. Effectively plans classroom strategies					
25. Demonstrates aptitude for chosen profession					

How would you describe the applicant's overall professional character? _____

How would you describe the applicant's overall teaching abilities? _____

Is there anything we should know about the applicant's life that would cause concern regarding his/her ability to teach young children? _____

Please attach an additional sheet if you wish to add any other relevant remarks.

Signature _____ Date _____

Personal Recommendation

This form is to be filled out and returned via mail, email or faxed directly to:

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Attention:Carolynn Fox
2303A Ygnacio Valley Road
Walnut Creek, CA 94598
 Phone: 925-954-6300
 Fax 925-954-6396
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Name of Applicant _____ Date _____

Position desired _____

The individual named above is applying for a position at NorthCreek Academy. We appreciate your honest evaluation of the applicant's professional life. Thank you for your part in this recommendation process.

Your name (please print): _____

Phone (work) _____ (home) _____

How long have you known the applicant? _____

What is your relationship to the applicant? _____

Where do you work? _____

What is your position? _____

Please give us your honest evaluation of the following areas of the applicant's spiritual life.

	Not Observed	Weak	Fair	Good	Very Good
1. Is a person of integrity					
2. Displays a passion for teaching					
3. Shows a genuine interest in others					
4. Is dependable					
5. Is reliable					
6. Is honest					
7. Encourages others					
8. Manages time well					
9. Effectively handles conflict and disagreement					
10. Sets personal goals and follows through with them					
11. Shows respect toward others					
12. Is trustworthy					
13. Is self-disciplined					
14. Shows a consistency between words and actions					
15. Is a good listener					
16. Is loving towards others					
17. Is always available and accessible					
18. Easily builds relationships with others					
19. Offers a helping hand when others are in need					

How would you describe the applicant's overall character? (Please describe actions or behavior which can support your comments, if possible) _____

How would you describe the applicant's overall personality and how it fits with working at a Christian school? _____

Is there anything we should know about the applicant's life that would cause concern regarding his/her ability to teach young children? _____

Please attach an additional sheet if you wish to add any other relevant remarks.

Signature _____ Date _____