



# Kodiak Christian School

Dear Prospective Employee,

Thank you for your interest in employment at Kodiak Christian School. We are excited that you are considering Kodiak Christian School as the school where you can use the gifts that God has given to you.

We are committed to developing our student body to be young men and women of character, integrity and honesty; with a firm commitment to Christ, honoring God with their lives and conduct. We are equally committed to developing a staff that is not only committed to striving for excellence in their area, but also committed to developing mentoring relationships with the students and co-workers, building them up in their faith and character.

Kodiak Christian School is a ministry and we do require involvement in a Bible-teaching, evangelical church on a regular basis. The Christian testimony of our staff is important.

Please complete the application and return to my attention. At your earliest convenience, please contact 3 references and have them complete and return the enclosed reference forms directly to me. When your file is complete, an interview can be scheduled. Please be prepared to share your Christian testimony.

Interviews will be initiated for specific vacancies; only applicants qualified for those openings will be contacted.

It is our desire to have God's best person in each position. If you are serious about pursuing a position here, please peruse our website at [www.kodiakchristianschool.com](http://www.kodiakchristianschool.com) to find out more about us.

May the Lord make His will known to you as you pray about a possible future at Kodiak Christian School.

In His service,

-The Kodiak Christian School



**General Information**

First Name: \_\_\_\_\_ Last Name \_\_\_\_\_ SS #: \_\_\_\_\_

Position Desired: \_\_\_\_\_ Application Date: \_\_\_/\_\_\_/\_\_\_ Date Available: \_\_\_/\_\_\_/\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Position Desired**

\_\_\_ Office Staff: \_\_\_\_\_ Teaching Support: \_\_\_\_\_

\_\_\_ Maintenance: \_\_\_\_\_ Before/Aftercare (PS – 12<sup>th</sup> grade): \_\_\_\_\_

\_\_\_ Other: \_\_\_\_\_

Why are you considering a change of employment? \_\_\_\_\_  
\_\_\_\_\_

What would you like to be doing 5 years from now? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list activities or sports that you would be capable of and willing to direct, sponsor, advise, or coach. (Indicate grade or ability levels.) \_\_\_\_\_  
\_\_\_\_\_

**Christian Testimony**

Briefly give your Christian testimony: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Professional Qualifications

What degree(s), if any, do you hold?

Degree	Date Received	Major/Minor	Issuing Institution

Cumulative grade point average: Undergraduate \_\_\_\_\_ Graduate Work \_\_\_\_\_

Total hours after Bachelor's Degree \_\_\_\_\_

*Please attach copies of all your college transcripts. Should you be offered a position, official copies of your college transcripts will be required to be submitted for inclusion in your personnel file.*

Sequentially list your employment history with most recent first.

Company	Dates	Job Title/Duties	Supervisor	Phone

Reason for leaving your most recent position? \_\_\_\_\_

## Personal References

Please list three references who are qualified to comment about your spiritual experience and Christian service. Your current pastor should be listed first. Do not list family members or relatives.

Name	Years Known	Company Name	Position	Phone

***Please send the enclosed reference forms to your 3 most recent employers or professional references.***

## Church Involvement

*I understand that Kodiak Christian School is a Christian organization, and I subscribe without reservation to the Doctrinal Statement of Faith. I agree to abide by these doctrines in all aspects of life, both at and away from school ministries and functions. I regularly attend and am actively involved in a Bible-believing church and understand that employment is contingent upon an annual church involvement form. I agree to faithfully attend public services and take an active part in my church. I agree to be loyal to my pastor and the church programs in word and in deed.*

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

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

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

Since what year have you been attending this church? \_\_\_\_\_

If attending less than 1 year, briefly explain why. \_\_\_\_\_

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? \_\_\_\_\_

Please share your involvement in the above church.

## Personal Philosophy

***On a separate paper, please label and succinctly answer each of the questions below:***

- A. Why do you wish to work in a Christian school?
- B. How would you explain salvation to a student?
- C. After salvation, what do you consider to be the greatest need of a student?
- D. What areas do you feel are your strengths? Weaknesses?
- E. Please summarize any additional information that you would like to present regarding your candidacy.

## Doctrinal Statement of Faith

- We believe the Scriptures of the Old and New Testaments are inspired by God and inerrant in the original writings, and they are of supreme and final authority in faith and life.
- We believe in one God, eternally existent in three persons: Father, Son and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth and 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 future personal return in power and glory. We believe that for the salvation for the lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
- We believe in the resurrection of both the saved and the lost; they who are saved unto the resurrection of life, and they who are lost unto the resurrection of damnation.
- We believe in the spiritual unity of all believers in our Lord Jesus Christ.
- We believe in the present ministry of the Holy Spirit by Whose indwelling the Christian is enabled to live a godly life.

### SECTION 4 - 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.

**After reading the above Statement of Faith indicate below your degree of support:**

\_\_\_\_ I fully support the Statement as written without mental reservations.

\_\_\_\_ I support the Statement except for the area(s) listed and explained below. The exceptions represent either disagreement or items for which I have not yet formed an opinion or conviction.

Exceptions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:**    /    /

## Applicant's Certification and Agreement

I understand that Kodiak Christian School does not discriminate in its employment practices against any person because of sex, race, color, national or ethnic origin, gender or handicap. Kodiak Christian School requires its employees live a life style that reflects Biblical standards of purity as role models for students and others (1 Timothy 4:12, Titus 2:28, 1 Corinthians 6:9-10). I further understand that any offer of employment is conditional on the proof of legal authority to work in the U.S. and a clear background check.

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 or falsification of any statement or significant omission of fact during any phase of the hiring process may prevent me from being hired or if hired, may subject me to immediate dismissal.

I authorize Kodiak Christian School to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews. I authorize the release and giving of any information requested by Kodiak Christian School such as employment records, performance reviews, and personal preferences. I release any person, organization, or company from liability or damage which may result from furnishing the information requested.

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_/\_\_\_/\_\_\_  
Date

## Authorization to Release Reference Information

I have made application for a position with Kodiak Christian School. I authorize Kodiak to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews.

I authorize the release and giving of any information requested by Kodiak Christian School such as employment records, performance reviews, and personal references whether such information is favorable or unfavorable to me.

I release any person, organization, or company from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

I further waive the right to ever personally view any references given to Kodiak Christian School.

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

Applicant's Name (print) \_\_\_\_\_ Social Security Number \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_



# Kodiak Christian School

## Reference Form

**TO THE APPLICANT:** 1) Please fill in the name and address of the reference below before mailing.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reference: **Please mail, fax, or e-mail to:**  
Kodiak Christian School  
Attn: Katherine Baquero  
3300 East Rezanof Drive  
Kodiak, AK 99615  
Fax: 907-486-2463  
E-mail: kcsprincipal@gmail.com

2) Fill in your name in the below blank.

**TO THE REFERENCE:** \_\_\_\_\_ has applied for a position at Kodiak Christian School and has given your name as a reference. Your prompt reply will be appreciated.

	Excellent	Good	Average	Fair	Poor
Appearance					
Cooperation/Dependability					
Emotional Stability					
Mature Judgment					
Attendance					
Promptness					
Knowledge					
Rapport with students					
Discipline					
Goes the "extra mile"					
Overall success					

Please provide additional information regarding the ability, performance, attitude and Christian testimony of this applicant.

\_\_\_\_\_  
\_\_\_\_\_

Would you employ this person? \_\_\_\_\_

In what capacity have you known this applicant? \_\_\_\_\_

\_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_/\_\_\_/\_\_\_  
Date



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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_/\_\_\_/\_\_\_  
Date