

# Des Moines Christian School

## Application for Employment

[www.dmcs.org](http://www.dmcs.org)

Administration (515) 252-2480  
 Early Education Office (515) 252-2482  
 Elementary Office (515) 252-2485 Secondary Office (515) 252-2490

*"Equipping students with an excellent biblically-directed, Christ-centered education"*

### PERSONAL DATA

Name (Last, First, Middle):		Today's Date:
Address:		Date Available:
Home Phone:	Alternate or Cell Phone:	
Email Address:		
List all relatives employed by Des Moines Christian School and their relationship to you:	Have you been previously employed by DMCS? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes:	
	Dates of Employment:	Name employed under if different at that time:
Position Applied For:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Substitute	
Are you able to perform the essential functions of the position for which you are applying, either with or without accommodation? Yes <input type="checkbox"/> No <input type="checkbox"/>		Thank you for your interest in Des Moines Christian School. We consider applicants without regard to sex, race, color, nationality or ethnic origin. All employees must be practicing Christians and active members of an evangelical Christian Church.  We are grateful for employees who are professionally qualified, who love and know children, and who by the patterns of their lives exemplify Christ. It is our prayer that God will fulfill His perfect will in the lives of all applicants.
Social Security Number:	Can you submit verification of your legal right to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>	

### EDUCATION HISTORY

Are you currently a student? Yes  No

Are you over 18 years of age? Yes  No

Senior High:

Name/Location of School Graduated Yes  No

College(s)	Location	Degree(s)	Major/Minor

Military Experience:

Branch of Service	Rank Achieved	Date(s) Served	Date Honorable Discharge
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**TEACHING EXPERIENCE** (Most recent first; Indicate F=Full Time; P=Part Time; S=Substitute)

School Name & Location	Grade and/or Secondary Subjects Taught	F P S	Dates		Coaching/Activity Assignments
			From	To	

Number of Years of Certified Teaching Experience:                      Public \_\_\_\_\_ Private \_\_\_\_\_

List Endorsements Qualified to Teach in Iowa:    (Indicate "E" for Elementary; "JH" for grades 7-8; "HS" for 9-12)

Endorsement		E JH HS

**List Sports You are Qualified and Certified/Licensed to Coach in Iowa:** (provide dates of certification/licensing)

**List School Activities You Could Direct:**

**OTHER WORK HISTORY**

Place of Employment	Position	Dates of Employment	Reason for Leaving

**PROFESSIONAL INFORMATION**

List below Teaching, Administrative, Coaching certificates held:

Certificate	Date Issued	Date Expires	State

List or describe the computer applications you currently use or are familiar with and any training that would assist you in the position for which you are applying:

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**REFERENCES:** (Provide at least 2 professional references, including your last employer, and one personal reference)

Name	Position	Address	Phone

**SPIRITUAL PREPARATION**

Please provide information about the church you are currently attending:

Name and address of Church: \_\_\_\_\_

Do you attend regularly?

Yes

No

Name of Pastor \_\_\_\_\_

How long have you attended? \_\_\_\_\_

Describe the activities you participate in and/or responsibilities do you have in your Church:

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

Describe how you came to know Jesus Christ as your personal Lord and Savior:

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

Have you ever practiced a religious faith other than Christianity? Explain.

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

Have you ever led someone to Christ?

Yes

No

If no, could you?

Yes

No

Describe your routine of personal Bible study, devotions, and prayer-

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

What do you believe are your spiritual gifts?

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

Give an example of how God recently used your servant heart to minister to others:

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

List your community involvement:

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

What is Christian Education? What makes a school "Christian"?

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## **CHRISTIAN LIFESTYLE COMMITMENT**

### **DES MOINES CHRISTIAN SCHOOL CHRISTIAN LIFESTYLE COMMITMENT**

*"All things are lawful for me," but not all things are helpful.  
"All things are lawful for me," but I will not be enslaved by anything."  
(1 Corinthians 6:12)*

*(All cited Scripture is from the English Standard Version of the Bible.)*

"Grace and truth are both necessary. Neither is sufficient. . . . Truth hates sin. Graces loves sinners. . . . We show people Jesus only when we show them grace and truth. Anything less than both is neither." (From *The Grace and Truth Paradox: Responding with Christlike Balance*, by Randy Alcorn, 2003, pp. 87-92)

Des Moines Christian School is a Christ-centered educational community. Communities function best when their members understand and abide by established standards of lifestyle and conduct, followed not by force of others, but out of each individual's willingness to take personal responsibility, as well as for the well-being of the community.

As a Christian School representing Jesus Christ in our community, we require employees to be born-again Christians and to live their lives as Christian role models. As Christian leaders on staff at Des Moines Christian School, we are expected to be Christ-like examples to students, Association members, and each other (in accordance with the qualifications of overseers listed in 1 Timothy 3). Employees must conduct themselves both on and off the job in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the Biblical perspective of integrity and appropriate personal and family relationships, business conduct, and ethical behavior. Ethical misconduct violates the bona fide occupational requirement of employees being Christian role models. For these reasons, Des Moines Christian School requires every employee to accept and follow a lifestyle commitment based upon Biblical principles, and to acknowledge in writing the expectations in the following statements.

I have a desire to live in a biblical manner, so I commit to the following life choices:

1. If I am married, I am faithful to my spouse; or, I am single, I abstain from sexual relationships or cohabitating with another. ["But because of the temptation to sexual immorality, each man should have his own wife and each woman her own husband." (1 Corinthians 7:2) and "<sup>8</sup>To the unmarried and the widows I say that it is good for them to remain single as I am. <sup>9</sup>But if they cannot exercise self-control, they should marry. For it is better to marry than to burn with passion." (1 Corinthians 7:8-9)]
2. I abstain from all homosexual conduct or other sexual perversion. ["<sup>9</sup>Or do you not know that the unrighteous will not inherit the kingdom of God? Do not be deceived; neither the sexually immoral, nor idolaters, nor adulterers, nor men who practice homosexuality, <sup>10</sup>nor thieves, nor the greedy, nor drunkards, nor revilers, nor swindlers will inherit the kingdom of God." (1 Corinthians 6:9-10)]
3. I abstain from the use of tobacco products. ["All things are lawful for me, but not all things are helpful. All things are lawful for me, but I will not be enslaved by anything." (1 Corinthians 6:12)]
4. I abstain from the continual, willful poor stewardship of financial resources and assets, including but not limited to gambling and gaming. ["All things are lawful for me, but not all things are helpful. All things are lawful for me, but I will not be enslaved by anything." (1 Corinthians 6:12) "Wealth gained hastily will dwindle, but whoever gathers little by little will increase it." (Proverbs 13:11)]
5. I abstain from viewing pornography in any form. ["I will not set before my eyes anything that is worthless. I hate the work of those who fall away; it shall not cling to me." (Psalm 101:3); "So flee youthful passions and pursue righteousness, faith, love, and peace, along with those who call on the Lord from a pure heart." (2 Timothy 2:22); and ". . . whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things." (Philippians 4:8)]
6. I either abstain from the consumption of alcohol or abstain from the abuse of alcohol which leads to drunkenness. ["And do not get drunk with wine, for that is debauchery, but be filled with the Spirit. . . ." (Ephesians 5:18)]

7. I abstain from using any foul, profane, coarse, or crude language. ["Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear." (Ephesians 4:29)]
8. I obey all school authorities. ["Obey your leaders and submit to them, for they are keeping watch over your souls, as those who will have to give an account. Let them do this with joy and not with groaning, for that would be of no advantage to you." (Hebrews 13:17) and "1Let every person be subject to the governing authorities. For there is no authority except from God, and those that exist have been instituted by God. 2Therefore whoever resists the authorities resists what God has appointed, and those who resist will incur judgment." (Romans 13:1-2)]
9. I adhere to Board Policy which governs dress code, including attention to modesty. [". . .likewise also that women should adorn themselves in respectable apparel, with modesty and self-control. . . ." (1 Timothy 2:9)]
10. I regularly attend a local church body. [". . .we, though many, are one body in Christ, and individually members one of another." (Romans 12:5)]
11. I abstain from behavior which would raise questions about my Christian testimony. [". . .be holy, for I am holy." (Leviticus 11:45) and ". . .be perfect, as your heavenly Father is perfect." (Matthew 5:48)]

I understand this is not an all-inclusive list of behaviors, but I will unconditionally commit to live within these stated expectations during my employment.

By signing below, I agree that, as an employee of Des Moines Christian School, I will live within these expectations at all times.

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

Applicant's Name printed \_\_\_\_\_

In the case of Christian Lifestyle Statement violations, the primary focus will be restoration, per the mandates of Matthew 18. However, willful failure to abide by the Christian Lifestyle Statement constitutes grounds for discipline – up to and including termination.

**SECURITY**

Recognizing God's love and concern for children, Des Moines Christian School has adopted a policy of screening all applicants for employment. The purpose of this policy is to promote a safe environment and to protect our students, as well as to guard the honor and reputation of Our Lord Jesus Christ. The following questions are designed to elicit the information necessary for this purpose. The information provided will be treated confidentially and will only be used by authorized staff in reviewing your application. All questions must be answered. Please be truthful and candid. If your answer "Yes" to any of the following question, please explain on a separate page. Your answers to any of these questions does NOT necessarily disqualify you from employment at Des Moines Christian School.

- YES NO      1. Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor Traffic violation)? The term "Convicted" includes entering into a plea agreement including a "no contest" plea or, a deferred sentence or deferred judgment arrangement in connection with a criminal charge. If so, please attach a statement of explanation, including nature of offense, date, court where conviction was entered, sentence of disposition and any other relevant information.
- YES NO      2. Have you ever been the subject of an investigation of an allegation of physical abuse, sexual misconduct, sexual harassment or an offense relating to children, criminally charged, or been the subject of a civil lawsuit involving physical abuse, sexual misconduct, sexual harassment or an offense relating to children?
- YES NO      3. Have you ever been subjected to discipline or dismissed from employment or volunteer service by any church, school, or other organization as the result of an allegation or charge of physical abuse, sexual harassment or an offense relating to children?

**ACKNOWLEDGEMENT**

I understand and agree that it is critical to the mission and ministry of Des Moines Christian School that all employees conform to the highest standards of safety, interpersonal conduct and morality. I affirm that if hired, I will strictly comply with the policies and procedures of Des Moines Christian School, including those concerning child safety and protection. I understand and agree that failure by me to abide by such policies and procedures may result in immediate dismissal, or disciplinary action, all at the discretion of the school.

I understand that all offers of employment are conditioned on my providing satisfactory proof of my identity and legal authority to work in the United States.

**I understand and agree that my employment can be terminated at will, with or without cause, and with or without notice, at any time, either at my option or at the option of the school.**

**APPLICANT'S AUTHORIZATION**

I understand that as signing this completed Application, I am consenting and authorizing Des Moines Christian School, or its agents, to conduct a background investigation of me and the information provided in this application. I further acknowledge and understand that this investigation may include a **Criminal Background Check** and a **Sex Offender Background Check** and that I may be required to provide fingerprints and a photograph for this purpose.

**RELEASE**

In consideration of the receipt and evaluation of this Application by Des Moines Christian School, I hereby release Des Moines Christian School and any individual, school, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability or damages of whatever kind or nature which may at any time result from the investigation of my background or the release of information in connection with any investigation. This release shall be binding on my heirs and family. I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF, AND I GIVE THIS RELEASE AS MY OWN FREE ACT.

**APPLICANT'S CERTIFICATION**

I certify that the information contained in this application and any attachment is true and correct to the best of my knowledge. I understand that any misrepresentation or material omission may result in my failure to receive an offer of employment or, if I am hired, in my dismissal.

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

Des Moines Christian School does not discriminate on the basis of sex, race, color, nationality or ethnic origin.