

# 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 the next generation to think, discern, and act through 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 No If yes:	
	Dates of Employment:	Name employed under if different at that time:
Position Applied For:	Full Time Part-Time Substitute	
Are you able to perform the essential functions of the position for which you are applying, either with or without accommodation?		
Yes No		
Can you submit verification of your legal right to work in the United States?	Will you now or in the future require sponsorship for employment visa status?	
Yes No	Yes No	

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.

### EDUCATION HISTORY

Are you currently a student? Yes No

Are you over 18 years of age? Yes No

Senior High:

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Name/Location of School Graduated Yes No

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

### Military Experience:

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Branch of Service Rank Achieved Date(s) Served Date Honorable Discharge

**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:

\_\_\_\_\_

\_\_\_\_\_

**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 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 requires every employee accept and follow a lifestyle commitment based upon Biblical principles. 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 (1 Tim 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 moral behavior. Moral misconduct as defined by Scripture violates the bona fide occupational requirement of employees being Christian role models.

The following are non-negotiable issues regarding lifestyle. It is expected that:

1. You are currently living in a marital relationship and are faithful to your spouse, or are single and not currently in a sexual relationship with someone with whom you are not married, or in a cohabitational living arrangement with someone that is not an immediate family member of the opposite sex.
2. You are not currently practicing a homosexual or bisexual lifestyle.
3. You abstain from the use of tobacco products.
4. You abstain from the use of illegal drugs or the abuse of controlled substances, such as prescription or over-the-counter drugs.
5. You abstain from participating in the gambling/gaming industry, including such things as casinos, the lottery and online gambling.
6. You abstain from viewing pornography online and pornographic materials in any form.
7. You monitor your entertainment choices to ensure they are pleasing to the Lord.
8. You either abstain from the consumption of alcohol, abstain from the abuse of alcohol, and/or monitor your consumption of alcohol to avoid intoxication.\*

Will you agree to commit to live within these expectations?

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

\*While the consumption of alcohol is considered a "disputable matter" among Christians, the entire DMCS Association believes that drunkenness is forbidden by Scripture. Failure to abide by the DMCS Alcohol and Drug-Free policy 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.