



**CEDAR VALLEY CHRISTIAN SCHOOL**  
3636 Cottage Grove Avenue SE, Cedar Rapids, IA 52403  
(319) 366-7462 voice \* (319) 247-0037 fax  
[www.cedarvalleychristianschool.org](http://www.cedarvalleychristianschool.org) \* [cvcs@cvchristian.org](mailto:cvcs@cvchristian.org)

## Support Staff Application

Our school exists to provide a distinctive, biblically based education in a nurturing environment through which students are instilled with godly character, inspired to excel, and prepared for a life of enduring commitment to Christ. The school recruits, hires, trains, assigns personnel, promotes, and compensates employees without regard to race, color, national origin, age, sex, or disability. All employment decisions are made on the basis of merit and job requirements. We realize that the key to a successful Christian school is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models (Luke 6:40).

Please print. Each question should be answered fully and accurately. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based on non-job-related information. Please attach a copy of your résumé if you have one.

### A. Applicant's Name and Address

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle initial \_\_\_\_\_

Current address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip

Phone: Days ( \_\_\_\_ ) \_\_\_\_\_ Evenings ( \_\_\_\_ ) \_\_\_\_\_

Cell phone ( \_\_\_\_ ) \_\_\_\_\_ E-mail \_\_\_\_\_

**B. Position Desired**

Position, or positions, applying for \_\_\_\_\_

Full time   Part time   Temporary   Summer   Available when? \_\_\_\_\_

Application date \_\_\_/\_\_\_/\_\_\_

Referral source: Employee   Relative   Other \_\_\_\_\_

Expected earnings: \$ \_\_\_\_\_

**C. School Statement of Faith**

As a Christian organization, we require all of our employees to be practicing Christians. Federal law allows us to confine our hiring to members of our faith community. Please carefully read the CVBC Doctrinal Statement, which is attached.

Do you agree with the CVBC Doctrinal Statement?   Yes   No   If no, please explain on back.

Please share your personal testimony or experience about God: \_\_\_\_\_

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

Name of local church you attend: \_\_\_\_\_

With what regularity have you attended during the past twelve months?

\_\_\_\_\_

If you become employed by our school, you are joining a ministry that has high expectations of all its employees. All staff members have a ministry position and must demonstrate the life of Christ in their everyday living to our students, their parents, and fellow employees. Since it is the school’s mission to train and equip children to be followers of Jesus Christ, we require all of our employees to be Christian role models in their lives, both on and off the job (Luke 6:40). Please carefully read the school’s lifestyle statement and the declaration of moral integrity statement, which are attached.

### D. Employment Experience

Please start with your current or most recent employer and work backward. Include self-employment, work as an independent contractor, and temporary positions going back at least *five* years. If necessary, use a separate paper and follow the same format for additional positions. Former employers *will* be contacted for references.

1. Job title \_\_\_\_\_

Dates of employment \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's name and phone number ( \_\_\_\_ ) \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Hourly rate/salary \_\_\_\_\_

Work performed \_\_\_\_\_

What date may we contact current employer? \_\_\_\_\_

2. Job title \_\_\_\_\_

Dates of employment \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's name and phone number ( \_\_\_\_ ) \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Hourly rate/salary \_\_\_\_\_

Work performed \_\_\_\_\_

What date may we contact current employer? \_\_\_\_\_



**G. Additional Helpful Information**

If you desire, you may list any additional qualifications, skills, experiences, or interests:

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You have read the job description and essential functions for this position. Is there any reason why you might be unable to perform the essential duties and responsibilities of the position for which you are applying?    Yes    No    If yes, please explain:

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If you answered yes to above question, is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position?

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Do you have any personal responsibilities or other commitments that may prevent you from meeting this position’s requirements for on-time arrival, attendance, or work schedules?

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Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations), entered into a plea agreement, including a postponed sentence or postponed judgment arrangement, in connection with a criminal charge.    Yes    No

If you have been convicted of such an offense, please attach a statement of explanation, including the nature of offense, date, court where conviction was entered, and any other relevant information.

Has any employer ever subjected you to disciplinary action, suspension, or termination or asked you to leave a paid or unpaid position on the grounds of any unlawful sexual behavior or violation of an employer’s sexual misconduct policy or antiharassment policy?    Yes    No

If yes, please attach a statement or explanation.

Have you ever resigned a position to avoid termination or discharge?    Yes    No

If yes, please attach a statement or explanation.

## **H. Applicant's Statement**

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment, and that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize Cedar Valley Bible Church to thoroughly interview the references that I have listed, any secondary references mentioned through interviews with references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references.

Since I will be working with children or may have unsupervised access to children, I understand that I must submit to a background check. I authorize Cedar Valley to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

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

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Applicant signature

Date

## Declaration of Moral Integrity

Our school expects all of its employees and its volunteers with unsupervised access to children to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for a ministry position as an employee or as a volunteer at this school, I, (print name)

\_\_\_\_\_, recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that as a follower of Christ, I am not engaging in and commit to not 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 activity, sexual harassment, use of (including the viewing of) pornographic material or websites, and 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 this Christian school.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator signature, *after* discussion with applicant/volunteer

\_\_\_\_\_  
Date

## Family Lifestyle Statement

In light of the many social changes in our nation, the CVCS School Board must clarify and take a stand on the definition of marriage and family: CVCS believes that the biblical definition of marriage is strictly limited to the covenant relationship between one man and one woman. (Genesis 2:18-25). On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual orientation, or inability to support the moral principles of the school. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student based on the family lifestyle.

## **Cedar Valley Bible Church Doctrinal Statement**

The following doctrinal statements reflect the views of the elders of Cedar Valley Bible Church. These doctrinal statements are a means to an end; the goal of all instruction and study of the Scripture being a sincere love for God and for others. (I Timothy 1:5)

### **Bible**

The Bible is inspired of God, inerrant and infallible in the original documents, written by human authors moved by the Holy Spirit to write the very words of God. We believe the Bible to be the final authority in all matters of faith and practice. (Psalms 19:7-9; 2 Timothy 1:13; 2 Timothy 3:15-17; I Peter 1:20-21)

### **God**

God eternally exists in three persons, Father, Son and Holy Spirit – and these three are one God. We believe in one God the Father Almighty, creator of heaven and earth, and of all things visible and invisible. He has revealed Himself in creation, through Old and New Testament prophets, through direct intervention in history, and in His Son Jesus Christ. (Genesis 1:1; Psalms 90:2; Matthew 28:19; Romans 1:20; Colossians 1:17; Hebrews 1:1-4)

### **Jesus Christ**

Fully God and fully man, The Lord Jesus Christ was conceived of the Holy Spirit, born of a virgin in order to die a sinless, substitutionary death and thereby redeem sinful man. The proof that He accomplished this mission was His bodily resurrection from the dead and ascension to God's right hand where he now ministers as our Great High Priest. (Luke 1:34-35; John 1:1,2,14; Romans 3:24-25; Romans 5:6; Romans 8:34; I Corinthians 15: 3-4)

### **Holy Spirit**

Fully divine, the Holy Spirit permanently indwells and seals every believer from the moment of salvation unto the day of redemption. The current work of the Holy Spirit is to convict the world of sin, bring new life to those who are spiritually dead, and empower all believers to live godly lives. (John 3:3-8; John 14:16-18,26; John 16: 7-11; Acts 5:3-4; I Corinthians 3:16; Galatians 2:20; Galatians 5: 16,22-23; Ephesians 1:13-14; Ephesians 4:30);

### **Man**

God created man in His image, innocent and sinless. Man voluntarily chose to disobey God, and through Adam's sin, all men are sinners by both nature and choice, spiritually dead and separated from God, and without Christ, incapable of restoring their relationship with God. (Genesis 1: 26; Genesis 3:1-24; Romans 3:10-18; Romans 3:23; Romans 5:12; Ephesians 2:1-3)

### **Salvation**

Salvation is a gift of God's unmerited favor to all that He has chosen. It is wholly God's work from start to finish, and cannot be obtained by good works. It is attained by all that believe in the Lord Jesus Christ and His finished work on the cross. Salvation results in forgiveness of sins, righteous status before God, and adoption into God's spiritual family. (John 1:12; John 14:6; Romans 6:23; 2 Corinthians 5:21; Galatians 3:26; Ephesians 1:7; Ephesians 2:8-9; Titus 2:11-14; Titus 3:5)



## Church

The church is made up of all (both Jew and Gentile) who have trusted Jesus Christ as Savior, and in the New Testament epistles is called the body of Christ. All believers are directed by Scripture to function within the church according to their individual spiritual gifts. The local church, as established in Scripture, is made up of believers who have joined together for worship, instruction, fellowship and service. There is a complete and separate distinction between the Church as a 'people of God' and Israel. (Acts 2:42; 13:1-2; Ephesians 1:22-23; 4:7-13; I Corinthians 12:13)

## Future Things

We believe in the personal return of Christ, in the air, for His church, to be followed by a seven-year period of tribulation. Christ will then return physically to the earth, defeat Israel's enemies, and establish a one thousand-year reign over an earthly kingdom, as promised to Israel. At the end of the thousand years, God will permanently assign Satan to the lake of fire, judge the unsaved, and establish the eternal state. (I Thessalonians 4:13-18; Revelation 19:11-22:21)

## Eternal State

All believers will experience a future resurrection of the body and reuniting with the soul. This future state is promised to all believers to enjoy an eternal existence, separated from sin, in the presence of God in glory. Those whose names are not written in the book of life will be cast into the lake of fire. This is called the second death. Unbelievers will also experience an eternal existence of conscious punishment, separated from God forever. (Luke 16:19-26; 2 Corinthians 5:8; Philippians 1:23; 2 Thessalonians 1:7-9; I John 5:11-12; Revelation 20:11-15)

## Eternal Security

All believers are secure in Christ forever. God's grace and power, not the self-effort of man, maintains salvation. (John 10:27-29; Romans 8:29-39; Hebrews 7:25; I Peter 1:3-5; I John 5:9-13)

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