



1444 James River and Kanawha Turnpike
Rainelle, West Virginia 25962
Brian Copeland, Pastor
304-438-5633
www.rainellechristianacademy.com

EMPLOYMENT APPLICATION

Personal Information

(please print and complete requested information)

Full Name: _____

Home Address: _____

City: _____ State: _____ ZIP: _____

Mailing Address *(if different)*: _____

City: _____ State: _____ ZIP: _____

Phone: _____

Email Address: _____

Date of Birth: _____

Marital Status *(circle one)*: Single Engaged Married Divorced Widow/Widower

If married, what is your spouses name? _____

If married, when is your anniversary? _____

If engaged, what is your fiancé's name? _____

If engaged, when are you getting married? _____

How many children do you have? _____

List the names, ages, and last grade completed of all children:

Child's Name: _____ Age: _____ Last Grade Completed: _____

Child's Name: _____ Age: _____ Last Grade Completed: _____

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(please print and complete requested information)

Where is your current local church membership? _____

Church Address: _____

City: _____ State: _____ ZIP: _____

Mailing Address *(if different)*: _____

City: _____ State: _____ ZIP: _____

Phone: _____

Email Address: _____

Website: _____

Pastor's Name: _____

Please list any leadership positions held at your church.

Briefly give a summary of your salvation experience.



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Non-Discrimination Statement

(please initial if you are in agreement)

____ (initials) Rainelle Christian Academy does not discriminate on the basis of race, color, national and/or ethnic origin in its employment procedures. The administration of its educational and admission policies, the participation and eligibility of athletic or other school administered programs.

Standard of Conduct

(please initial if you are in agreement)

____ (initials) It is expected that every employee will conduct their private and public lives in a manner that will glorify the Lord. Recognizing that the Bible mandates (I Corinthians 10:31, I Thessalonians 5:22) behavior that is to emulate the Lord Jesus Christ, employees that violate expected guidelines and non-compliance will be ground for dismissal.

Mission Statement of Rainelle Christian Academy

(please initial if you are in agreement)

____ (initials) Rainelle Christian Academy exists for the education, spiritual growth, and eternal influence of boys and girls. It is our desire to train young people who are well educated, spiritually mature, and committed followers of Christ. We thrive on excellence and doing our very best in all things. Our prayer is that our students, families, staff, faculty, and administration will honor the Lord and bring ultimate glory to Him and His name.

Philosophy of Christian Education

(please initial if you are in agreement)

____ (initials) Believing that all educational experience is religious in nature simply because that experience must deal with the ultimate values and beliefs of the culture in which it exists and the controlling body under which it operates, the following values and beliefs are set forth as the basis for building the Elementary educational program of Rainelle Christian Academy.



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- **FOUNDED ON CHRIST.**

Rainelle Christian Academy is dedicated to helping children be grounded in Christ. Ephesians 4:12 says, *"For the perfecting of the saints, for the work of the ministry, for the edifying of the body of Christ:"*. Therefore, attention will be given to spiritual growth and development, equipping children to live a life of obedience to the Lord Jesus Christ. Every effort will be made to develop within children a spiritual knowledge base for making wise decisions about life and to develop both the spiritual and natural gifts of each child.

- **GROUNDING IN EDUCATION.**

Rainelle Christian Academy is dedicated to the education of children in accordance with the broad areas of development stated in Luke 2:52 *"And Jesus increased in wisdom and stature, and in favour with God and man."* Therefore, attention will also be given to the mental, physical, and social growth of children. The primary purpose of the academic program is to prepare students for some form of education beyond high school, perhaps Christian education, liberal arts education, or vocational education. Those choosing not to continue education beyond high school will be advanced academically for functioning as an adjusted and productive citizen of this nation.

- **INVESTING IN ETERNITY.**

Rainelle Christian Academy is humbled by the opportunity to invest into the lives of children. This isn't something that is taken lightly. We understand the weight of training children to be Christ followers. Proverbs 22:6 says, *"Train up a child in the way he should go: and when he is old, he will not depart from it."* We desire to teach Biblical values, centered on Christ that will help children not only know about God but know Him and have a relationship with Him. When this happens, discipleship takes place and only eternity will reveal the investment and impact in a child's life.

Rainelle Christian Academy Lifestyle Statement

(please initial if you are in agreement)

____ (initials) Rainelle Christian Academy is a distinctive Christian, educational institution that seeks to provide a quality education in a Christ honoring environment. One of the goals of Rainelle Christian Academy is to work with parents and guardians to train Christian young men and women to be followers of the Lord Jesus Christ in their communities. Rainelle



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Christian Academy believes that the Bible is the inspired Word of God and sets forth absolute truth y which Christians are to live. Rainelle Christian Academy expects and requires that both students and parents will support the school in its distinct mission and in its Biblical beliefs. In relying on the teachings of Scripture, Rainelle Christian Academy believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, or any other sexual activity outside the marriage of one man and one woman. On those occasions in which a particular home or student is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or discontinue enrollment of a current student. This includes, but is not limited to living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the school as stated throughout the school handbook. Scripture references: I Thessalonians 4:1-8, Colossians 3:1-8, Genesis 2:18-25, Galatians 5:16-21, Acts 15:29, Ephesians 5:1-21, Revelation 21:8, Judges 19:22, Genesis 19:1-38, Hebrews 13:1-25, Jude 1:7, Mark 10:6-9, I Timothy 1:10-11, I Corinthians 7:2, Leviticus 20:13-15, Romans 1:32, Romans 1:26-28, I Corinthians 6:9-11, Leviticus 18:22

Educational Background

(please print and complete requested information)

High School: _____

Address: _____

City: _____ State: _____ ZIP: _____

Year of Graduation: _____

College: _____

Address: _____

City: _____ State: _____ ZIP: _____

Degree Earned: _____ Major: _____ Minor: _____

Dates Attended: _____ Education Credits Earned: _____



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Year of Graduation: _____

College: _____

Address: _____

City: _____ State: _____ ZIP: _____

Degree Earned: _____ Major: _____ Minor: _____

Dates Attended: _____ Education Credits Earned: _____

Year of Graduation: _____

Non-Educational Work Experience

(please print and complete requested information)

Employer Address and Phone Number	Type of Work	Dates	Supervisor's Name



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Educational Work Experience

(please print and complete requested information)

School Address and Phone Number	Position and Grades Taught	Dates	Supervisor's Name

May we contact your most recent school and supervisor? Yes No

If no, please explain:



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Professional References

(please print and complete requested information)

Please provide three professional references that are qualified to speak of your background, Christian life, training, and experience. (Do not include family members or your current pastor in the professional references.)

Please print clearly or type and identify proper title (i.e.: Mr., Mrs., Miss, Dr., Etc.)

Name	Mailing Address	Phone Number and Email

A criminal background check is necessary for all employees. Will you submit to the school performing a criminal background check? Yes No

If no, please explain why.



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For continuity of ministry, all prospective employees are expected to become part of the ministry of Sewell Valley Baptist Church if not already a member of another local church of like faith and practice. Exceptions must be presented to and approved by the Pastor of Sewell Valley Baptist Church. Would you be willing to become a member of Sewell Valley Baptist Church? Yes No

If no, please explain why.

Additional Questions

(please print and complete requested information)

Please list any significant achievements, awards, or honors that have contributed to your advancement and growth in your vocation.

What do you consider your strengths?

What do you consider your greatest weaknesses?



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Background Information

(please print and complete requested information)

In order to provide for the safety and security of the students and continuity at Sewell Valley Baptist Church and Rainelle Christian Academy, all faculty, staff, and volunteers should answer these questions.

Ave you ever been investigated for child abuse or inappropriate behavior with children or a minor? Yes No

If yes, please explain.

Have you ever been convicted of a felony? Yes No

If yes, please explain.

Have you been cited recently (within the past 3 years) for reckless driving, speeding, DUI, or an accident where you were at fault? Yes No

If yes, please explain.



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When conflicts arise, will you handle them in a professional, courteous, and mature fashion as directed in the school handbook? Yes No

Rainelle Christian Academy Loyalty Pledge *(please read, sign, and date if you agree)*

All teachers, staff, and volunteers must sign the following loyalty pledge.

I hereby affirm my agreement with the total doctrinal position of Sewell Valley Baptist Church and Rainelle Christian Academy and with the general philosophy and direction of the school. I will not knowingly speak negatively to any pastor, administrator, teacher, staff member, parent, or student about Sewell Valley Baptist Church or Rainelle Christian Academy. I understand that when I see problems that I may go directly to those involved or may go to the Pastor or school Administrator. I will completely read the handbook and adhere to its policies and procedures. As a staff member/volunteer, I understand that I must maintain the high standards of the school while students are under my influence (i.e.: school dress code, music standards, etc.)

I further agree that if the time should come that I no longer heartily and happily agree with the State of Faith position and/or the general philosophy and direction of the school that I will no longer volunteer my services, and if a staff member, will provide a proper notice of resignation per the staff handbook, quietly and professionally.

I also understand that willful disobedience of this pledge may be used as ground for my immediate removal from the position in which I hold.

Printed Name: _____

Signature: _____

Today's Date: _____



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Christian Worldview Summary

Please describe your Christian worldview. Use a separate sheet if necessary.

Questions

Please list any questions you may have about Sewell Valley Baptist Church and/or Rainelle Christian Academy.

Please indicate which position you are applying for: _____

If you are applying for a teaching position, please indicate what grade you are applying for.
Also, please indicate any grades you do not wish to teach. _____



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PASTOR'S REFERENCE FORM

Applicant's Name: _____

Applicant's Mailing Address: _____

City: _____ State: _____ ZIP: _____

Applicant's Phone Number: _____

Note to Applicant: Because the school is seeking a confidential and candid reference on your behalf, you are requested to sign this waiver indicating your agreement to forfeit your right to review this form once it is returned.

Printed Name: _____

Signature: _____

Today's Date: _____

Note to Pastor: Please respond to the following items. Know that your responses will remain confidential provided the applicant has signed the waiver given above. Return this form to:

Sewell Valley Baptist Church
Pastor Brian Copeland
PO Box 784
Rainelle, West Virginia 25962

Please answer the following questions using a checkmark to indicate your response.

1. I have known the applicant for:
 - ☐ Less than one year
 - ☐ 1-3 years
 - ☐ 3-5 years
 - ☐ More than 5 years



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2. I know the applicant:
 - ☐ Extremely well
 - ☐ Rather well
 - ☐ Only casually
3. The applicant's marital status is:
 - ☐ Single
 - ☐ Engaged
 - ☐ Married
 - ☐ Separated
 - ☐ Divorced
 - ☐ Widow/Widower
4. Are the applicant's relationships to family members a credit to Christian ministry?
 - ☐ Yes
 - ☐ No
5. If married, is the applicant's spouse fully in accord with the plan to serve at Rainelle Christian Academy?
 - ☐ Yes
 - ☐ No
6. Is the applicant living a consistent Christian life?
 - ☐ Yes
 - ☐ No
7. The applicant's attitude toward authority and instruction is:
 - ☐ Excellent
 - ☐ Acceptable
 - ☐ Inconsistent
 - ☐ Poor



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8. Does the applicant currently use or have they used any of the following in the past year?
- ☐ Alcohol
 - ☐ Tobacco
 - ☐ Any habit-forming drug
 - ☐ I do not know
9. Is the applicant addicted to any prescription medications?
- ☐ Yes
 - ☐ No
 - ☐ I do not know
10. The applicant's conduct in the area of sexuality may be described as:
- ☐ Above reproach
 - ☐ Needs improvement
 - ☐ Questionable

Please include an explanation of anything other than 'above reproach'.

11. The applicant's relationship to church may be described as:
- ☐ Faithful Member
 - ☐ Regular Attender
 - ☐ Occasional Attender
12. Please rate the applicant as to the following:
- Attendance at Church:
- ☐ Consistent
 - ☐ Frequent
 - ☐ Occasional
 - ☐ Seldom
- Participation at Church:
- ☐ Consistent
 - ☐ Frequent
 - ☐ Occasional
 - ☐ Seldom



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Involvement in Ministry:

- ☐ Consistent
- ☐ Frequent
- ☐ Occasional
- ☐ Seldom

13. Please include any additional comments that you may wish to make on a separate sheet and enclose with this form.

Pastor's Name: _____

Name of Church: _____

Church's Mailing Address: _____

City: _____ State: _____ ZIP: _____

Church's Phone Number: _____

Pastor's Signature: _____

Today's Date: _____



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Process for becoming a member of the Rainelle Christian Academy family.

1. Upon completion of the Employment Application, please mail your completed application, resume, a cover letter, Christian Philosophy of Education (if applying for a teaching position), and Pastor's Reference Form to:

Sewell Valley Baptist Church
Pastor Brian Copeland
PO Box 784
Rainelle, West Virginia 25962

2. Administrative review of submitted materials.
3. Notification of application status (if applicable).
4. Interview with administration (if desired position is available and application is acceptable).
5. Background and reference check.
6. Second interview (if applicable).
7. Contract presentation and forms and documents signed (if applicable).

Thank you for your interest in Rainelle Christian Academy.

Pastor Brian Copeland
Sewell Valley Baptist Church
Rainelle Christian Academy