

**Expression of Interest/
Application for Employment**

Rev. 2/8/24

Norwalk Christian Academy
225 North Avenue | Norwalk, IA 50211
515-313-7837 | norwalkchristian.org



 **Norwalk Christian Academy**

Please legibly print responses to all portions of this application

Date: _____ Full Legal Name: _____

Day Telephone: _____ Cell Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Position(s) Applying for: Indicate which position at Norwalk Christian Academy you are applying for.

Clubhouse Childcare _____ **Preschool Childcare** _____ **Teacher** _____ **Other** _____

If applying for **teacher**, which grades and subjects are you prepared to teach? _____

Have you worked for Norwalk Christian Academy (or Stepping Stones) in the past?yes no

If yes, what position did you hold? _____

Are you younger than 18?yes no

If hired, can you provide proof of your age?yes no

Have you used illegal drugs in the last two years?yes no

(Neither a plea nor a conviction will necessarily disqualify you for employment, but all decisions are reserved to NCA in its sole discretion).

Do you have the legal right to work in the United States?yes no

Employment is contingent upon satisfactory proof of legal ability to work in the United States. All applicants who receive job offers must complete Form I-9 and provide Identification to verify they may work in the U.S.

Have you been employed in the past under a name different than used above?yes no

If yes, list all other names you have used: _____

Have you ever been investigated or convicted of child/adult abuse?yes no

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NCA Employment Requirements

If selected to work for Norwalk Christian Academy, you will be visible and viewed as a representative of our organization, a witness of Christianity and Jesus Christ. We require that each staff member commit to certain lifestyle expectations, be in a position to effectively minister to others, and be maturing as a believer.

At a minimum, this means you adhere to and uphold the following statements:

- Being a member of Fellowship Community Church or another evangelical local church with similar biblical doctrine
- Regularly support your local church financially (tithes, etc.)
- Agreement with Fellowship Community Church's Doctrinal statement of faith
- Attendance at all required staff functions
- Living as an example of godly living and a separated life
- Committed to willingly refrain from:
 - Abusing, distributing, or promoting prescription drugs, alcohol, marijuana, tobacco, and gambling
 - Cultivation, manufacture, use, distribution, promotion or sale of illegal drugs
 - Participating in or viewing pornography or homosexuality of any type
 - Breaking any criminal laws or contributing to the delinquency of minors
- Committed to sexual purity
- Committed to deal with difficult situations and personalities calmly and prayerfully
- Compliance with the leadership of Fellowship Community Church and Norwalk Christian Academy

_____ By initialing here, I agree to and follow the employment requirements as outlined above.

If you meet ALL of the requirements on the previous page, you may proceed to the following
If you do not meet ALL of the requirements above, we welcome you to re-apply when you do meet them.

Complete the entire application including individual sections within this packet specific to the position you are seeking at Norwalk Christian Academy

Employment Experience

Starting with your present job, list your last three employers. **(Must complete, even if attaching your resume)**

From	To	Employer Name, Address, Phone Number	Hourly Rate/Salary	Job Title and Work Performed	Reason for Leaving

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Personal References

List individuals familiar with your capabilities, including supervisors at employment locations identified above.

(Do not list relatives)

Name	Relationship	Address	Telephone Number

Education

	High School	College/ University	Graduate/Professional	Other
School Name and City				
Years Completed	9 10 11 12 GED	1 2 3 4	1 2 3 4	1 2 3 4 5
Diploma/Degree				
Course of Study				
Please describe any specialized training, apprenticeships, skills, honors, and extra-curricular activities				

DOCTRINAL STATEMENT OF FAITH of Fellowship Community Church

Fellowship Community Church considers all of its outreach and teaching programs, including, but not limited to Norwalk Christian Academy, as ministry opportunities to spread the Gospel of Jesus Christ. Those individuals being hired or volunteers being accepted by Fellowship Community Church to engage in any of the ministries of the Church acknowledge and agree to the following:

- A. **The Bible:** The Bible is the inspired Word of God and is to be our final authority in all matters of our Christian lives and our daily living. Human authors, under the supernatural guidance of the Holy Spirit, penned the words we read in the Bible. As a result of being inspired of God, it is truth without any mixture or error; it is infallible.
(Psalm 12:6; 119:105, 160; Proverbs 30:5; 2 Timothy 1:13; 3:16-17; 2 Peter 1:20-21)
- B. **God:** God is the Creator and Ruler of the Universe. He eternally exists in three persons: the Father, the Son, and the Holy Spirit. These three are equal and are one God.
(Genesis 1:1, 26-27; 3:22; Psalm 90:2; Matthew 28:19; 2 Corinthians 13:14; 1 Peter 1:3)

Jesus Christ: Jesus Christ is the Son of God born of a virgin. He is equal with the Father and the Holy Spirit. Jesus lived a sinless human life and offered himself as the perfect sacrifice for the sins of all by dying on the cross. He arose from the dead after three days to demonstrate His power over sin and



death. He ascended to heaven's glory and will return again to earth to reign as King of Kings and Lord of Lords. (Isaiah 9:6; Matthew 1:22-23; John 1:1-5; 14:10-30; Acts 1:9-11; Romans 1:3-4; 1 Corinthians 15:3-4; 1 Timothy 6:14-15; Titus 2:13; Hebrews 4:14-15)

The Holy Spirit: The Holy Spirit is equal with the Father and the Son as God. He is present in the world to make mankind aware of our need for Jesus Christ. The Holy Spirit indwells a believer at the moment of salvation and provides the power for Christian living, understanding of spiritual truth and guidance in doing what is right. We believe that some gifts of the Holy Spirit, such as speaking in tongues and miraculous healings, were given as authenticating signs to the early church, were therefore temporary, and are not to be expected as the norm for the church in all ages. All believers receive spiritual gifts that differ, according to the will of God, to be used for the common good. (John 14:16-17, 26; 16:7-13; Acts 1:8; 1 Corinthians 2:12; 3:16; 2 Corinthians 3:17; Galatians 5:25; Ephesians 5:1)

- C. **Mankind:** We are all made in the spiritual image of God, to be like Him in character. We are the supreme object of God's creation. Although mankind has tremendous potential for good, we are all marred by sin. Sin separates us from God. (Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a; Isaiah 59:1-2, Romans 3:23)
- D. **Salvation:** Salvation is a gift from God to mankind. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can we be saved from sins' penalty. Eternal life begins the moment we receive Jesus Christ into our life by faith. Because this eternal life is through Jesus Christ all believers are secure in salvation for eternity. Our salvation is maintained by the grace and power of God, not by the self-effort of the Christian. (John 1:12; 14:6; Romans 5:1; 6:23; Galatians 3:26; Ephesians 2:8-9; Titus 3:5; John 10:29; 2 Timothy 1:12; Hebrews 7:25; 10:10, 14; 1 Peter 1:3-5)
- E. **The Church:** The Church is the body of Christ, which is composed of all believers who have accepted Christ as Savior. (1 Corinthians 12:12-13)
- F. **Individual Persons:** God created each of us with a purpose. Each person is to have a relationship with the Father through His Son Jesus, and to live under the influence of the Holy Spirit. Each person has been given gifts to serve alongside other followers of Christ in the family environment of a local church. God wants to use all believers as His ambassadors in reaching others with the gospel of Christ. (John 1:1-4; Romans 8:28-30; 1 Corinthians 12:12-21; 2 Corinthians 5:20)
- G. **Eternity:** We are all created to exist forever. We will either exist eternally separated from God by sin, or in union with God through forgiveness and salvation. The place of eternal separation from God is called Hell. Heaven is the place of eternal union and eternal life with God. (Revelation 20:15; John 3:16; Romans 6:23; Revelation 21:27)
- H. **Marriage, Gender And Sexuality:** We believe that God wonderfully and immutably creates each person as male or female, and that these two distinct, complimentary genders together reflects the image and nature of God. (Genesis 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18; 7:2-5; Hebrews 13:4)

Marriage between one man and one woman for life reflects Christ's relationship with His Church. (Ephesians 5:21-33) Thus, marriage between one man and one woman serves as the foundational unit of a stable society. (1 Corinthians 7:2)

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

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We believe that any act of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matthew 15:18-20; 1 Corinthians 6:9-10)

We believe that in order to preserve the function and integrity of Fellowship Community Church as the local Body of Christ and to provide a biblical role model to the Church members and the community, it is imperative that all persons employed by FCC in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of FCC. (Galatians 5:16-22; 1 John 4:20)

- I. **The Sanctity Of Human Life:** We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139)
- J. **Final Authority For Matters Of Belief And Conduct:** This Statement of Faith does not exhaust the extent of the beliefs of Fellowship Community Church. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Fellowship Community Church's faith, doctrine, practice, policy, and discipline, the Board of Elders is the Church's final interpretive authority on the Bible's meaning and application to the extent that such interpretation is not inconsistent with the above.

A violation, as determined within the sole discretion of Fellowship Community Church, of the above Statement of Faith by any employee of Fellowship Community Church or Norwalk Christian Academy constitutes good cause to terminate employment.

I acknowledge that I have read the above and agree with the Statement of Faith. I understand that my position at Norwalk Christian Academy is a part of Fellowship Community Church's ministry and that belief in the above doctrines of the Church is a condition of employment or a condition of being accepted as a volunteer for Norwalk Christian Academy.

Dated this ____ day of _____, 20_____.

(Employee/Volunteer Signature)

(Print Name)

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Applicant's Christian Testimony and Perspective

Norwalk Christian Academy is a non-profit Christian organization that is a Christ-centered, Spirit-led family of faith with a simple mission: Norwalk Christian Academy is a non-denominational school that exists to disciple the next generation to know God, trust God, and obey God for the fame of His name. Because of the unique nature of our ministry, we require that our employees be committed to our Christian perspective. All NCA employees are involved in times of prayer for the specific needs of those we serve. Employees also actively participate in departmental and school-wide devotional times. Please take a moment to answer the following questions that will help us evaluate our compatibility. Thank you for sharing your thoughts with us.

Provide your statement of Christian testimony and experience. If needed, attach another sheet.

- Do you have a personal relationship with Jesus Christ?yes no
- Do you use tobacco of any type?yes no
- Do you use marijuana?yes no
- Do you use alcohol?yes no
- Do you agree that the Bible condemns homosexual acts, premarital sex, and extramarital.....yes no
- Do you participate in, promote, or condone any of the above activities?yes no
- Do you participate in or view pornography?yes no
- Do you have a gambling addiction?yes no
- Do you regularly attend church?yes no
- Do you regularly support your church financially?yes no

Name of your church? _____

Name of your pastor? _____

In what ways are you currently actively involved in your church and/or other Christian organizations?

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Driving History

Do you have a valid Driver's License?.....yes no

Do you have a clean driving record (no moving violations)?.....yes no

If not....please explain. _____

Do you know of any reason you are not qualified to drive our vehicles?.....yes no

Has your Driver's License in any state ever been surrendered, denied,
suspended, revoked, restricted or placed on probation?.....yes no

If yes, please explain here: _____

I authorize NCA to obtain a copy of my motor vehicle record for the past 7 years.....yes no

Driver's License State: _____ Driver's License Number: _____ Exp. Date: _____

ALL Applicants Complete Office, Computer, and Special Skills Section

List word processing systems, accounting, and spreadsheet programs you have used: _____

Other computer skills: _____

Office equipment you have used: _____

Additional office skills not listed above: _____

Please complete the following sections that apply to the position(s) you are seeking

Applicants for Teacher or Teacher Aide at Norwalk Christian Academy Complete Following Section

Teacher certification: yes no... in process of obtaining at (Name of Institution) _____

Type of certificate: _____ State: _____

Student teaching: (subject and place) _____

Critique teacher: (new teachers) _____

Address: _____ Telephone: _____

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Attach the Following to This Completed Application on Separate Sheets of Paper

- A copy of your teaching certificate. Please request official transcripts be sent to NCA from any college or university attended.
- A list of all Bible college classes you have taken (include name of course, place taken, and dates attended).
- A list of training and coursework you have had in Christian philosophy of education. (include name of course, place taken, and dates attended).
- List briefly your experience with children other than teaching (if any).
- Discuss how you would create a positive learning climate in your classroom.
- List any other experience or skills that you believe are pertinent to a position at NCA.
- Briefly describe what you believe makes a highly effective teacher.
- Share the contributions you would hope and expect to make to the students and staff of NCA.
- In 250 words or less share a concise version of what you believe to be the most significant differences between the philosophy of Christian education and the philosophy of secular education.
- Three letters of reference.

Applicants for Early Childhood Education | Childcare Skills

*** To qualify as a group leader applicant must be at least 18 years of age and must have at least one of the following ***

X if applicable	
	Bachelor's degree from an accredited college or university with a minimum of two, three-semester hours of early childhood education courses with one course being either Introduction to Early Childhood Education (ECE 101) or Guidance Strategies (ECE 103) and at least six months (910) hours of satisfactory experience
	Two-year degree in child development or early childhood education and six months (910) hours of satisfactory experience
	Current certification as a Child Development Associate (CDA) or Certified Child Professional (CCP)
	12 semester hours in college-level credits in child growth and development and/or early childhood education and nine months (1,395) verified hours of experience in the care and supervision of four or more children under the age of six**
	Completion of verified experience in the care and supervision of four or more children under the age of six **
	24 months (3,640 hours) of verified experience, in the care and supervision of four or more children under the age of six

** ALL EXPERIENCE MUST BE WITH CHILDREN NOT RELATED TO THE APPLICANT

Based on the criteria above, are you group leader qualified?..... yes no

List any childcare experience, including but not limited to, working in a childcare facility, volunteering in Sunday School, or any other similar experiences: _____

Other skills pertinent to childcare: _____