

## Employment Application Guidelines for Faith Bible Chapel International, Faith Christian Academy, and the Sonshine Center

Dear Applicant,

Thank you for your interest in employment with Faith Bible Chapel International and its divisions.

This guideline is intended to make completing the employment application simple.

1. **All Applicants**: Please complete all the **black** sections in the application.
2. **Faith Christian Academy Applicants**: Please complete the **black** and **maroon** sections of the application. Please include any supporting documents in the application.
3. **Sonshine Center Applicants**: Please complete the **black** and **green** sections of the application. Please include any supporting documents requested in the application.
4. Sign and date your application.
5. You have two ways to submit the application:

a) Print or save the application as a pdf file on your computer then email to [hr@faith.church](mailto:hr@faith.church) or

b) Print a hard copy and mail to:

Faith Bible Chapel International  
Human Resource Department  
12189 West 64<sup>th</sup> Avenue  
Arvada, CO 80004

For questions, please contact the Human Resource Department at 303.424.2121, extension 95627 or [hr@faith.church](mailto:hr@faith.church).

Sincerely,

Faith Bible Chapel International

HR Team

# Expression of Interest/Application for Employment

## Faith Bible Chapel International

### Faith Christian Academy, Sonshine Center, Coach, Intern

**Expression of Interest Section**  
(Please legibly print entire application)

Date: \_\_\_\_\_ Full Legal Name: \_\_\_\_\_

Day Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Position(s) Applying for: \_\_\_\_\_

Indicate which division of Faith Bible Chapel International you are applying to:

Faith Bible  
Chapel (Church)

Faith Christian  
Academy

Sonshine Center

FBC Intern

Have you worked for any division of Faith Bible Chapel International in the past? . . . . . yes      no

If yes, which division and 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

Do you have the legal right to work in the United States? . . . . .

*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 worked using other names? . . . . . yes      no

If yes, list all other names you have used: \_\_\_\_\_

**Employment Requirements for All Applicants**

If selected to work for Faith Bible Chapel International, 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:

- Attend a biblically based church on a regular basis - (may be required to attend Faith Bible Chapel)
- Commit willingly to 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

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

**If you meet ALL of the above requirements, you may proceed to the following pages.**

**If you do not meet ALL of the requirements above, we welcome you to re-apply when you do meet them.**

# All Applicants

**Please complete all black/gray sections.**

## 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

## Personal References

List those familiar with your capabilities, including the supervisors previously noted under "Employment Experience."  
***(Do not list relatives)***

Name	Relationship	Address	Telephone Number

## Education

	High School	College/University	Graduate/Professional	Other
School Name and City				
Number of Years Completed				
Diploma/Degree				
Course of Study				
Please describe any specialized training, apprenticeships, skills, honors, and extra-curricular activities				

## Faith Bible Chapel International Statement of Faith

### We believe...

- the Bible to be the divinely inspired, infallible, inerrant, and authoritative Word of God.
- there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
- in the virgin birth of the Lord Jesus Christ, His deity, His sinless humanity, the eternal all-sufficiency of His atoning death, His bodily resurrection, His ascension to the Father's right hand, and His personal, future return to this earth in power and glory.
- each human must receive the gift of eternal life through Jesus Christ to live forever in Heaven with God.
- in the ministry of the Holy Spirit who convicts, regenerates, baptizes, indwells, enlightens, and empowers believers for godly living and imparts spiritual gifts for the edification of the body of Christ.
- the church is the spiritual body of which Christ is the head, both functionally and eternally. We observe the ordinances of Christian baptism by immersion for believers and the Lord's Supper.
- in the resurrection of the human body and the eternal existence of all people in heaven or hell.

Without mental or other reservation, I hereby subscribe to the above statements. (Please sign below if you completely agree.)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Faith Bible Chapel International shall be entitled to presume that the signature above is valid and of the person whose name appears in this application regardless of whether the person is identified in the electronic acceptance.

## Applicant's Christian Testimony and Perspective

Faith Bible Chapel International is a non-profit Christian organization which is a Christ-centered, Spirit-led family of faith with a simple mission: love God and love people. Because of the unique nature of our ministry, we require that our employees be committed to our Christian perspective. All FBCI employees are involved in times of prayer for the specific needs of those we serve. Employees also actively participate in departmental and company-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 or use the back of this page.

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Do you have a personal relationship with Jesus Christ? . . . . .	yes	no
Do you regularly attend church? . . . . .	yes	no
Do you serve in your church? . . . . .	yes	no
Do you agree that the Bible condemns homosexual acts, premarital sex, and extramarital sex? .	yes	no
Do you use marijuana? . . . . .	yes	no
Do you abuse alcohol? . . . . .	yes	no
Do you use tobacco of any type? . . . . .	yes	no
Do you participate in or view pornography?. . . . .	yes	no
Do you have a gambling addiction? . . . . .	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 Colorado Driver's License? . . . . .	yes	no
Do you have a clean driving record (no moving violations)? . . . . .	yes	no
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 FBCI to obtain a copy of my motor vehicle record for the past 7 years . . . . . yes no

Driver's License State: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_ Expiration 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: \_\_\_\_\_

Summarize special skills and qualifications acquired from employment, military service, or other experience: \_\_\_\_\_

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## APPLICANTS FOR FAITH CHRISTIAN ACADEMY TEACHER/TEACHER AIDE/SUBSTITUTE

### COMPLETE THE FOLLOWING SECTION

Teacher certification:    yes            no            in process of obtaining at (Name of Institution) \_\_\_\_\_

Type of certificate: \_\_\_\_\_ State: \_\_\_\_\_

Student teaching: (subject and place) \_\_\_\_\_

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

### 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 FCA from any college or university attended.

A list of any special 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.

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 Coaching at Faith Christian Academy Complete Following Section**

**Coaching Skills and Other Qualifications**

List sports that you have coached and the level of team(s) you have worked with: \_\_\_\_\_

List sports you are prepared to coach and the level at which you have personally participated: \_\_\_\_\_

At what level (middle school, freshmen, JV, or varsity) have you coached the team sport you are applying for? \_\_\_\_\_

List successful team-building strategies you have used: \_\_\_\_\_

Summarize special skills and strategies that make you successful: \_\_\_\_\_

Other comments pertinent to coaching at Faith Christian Academy: \_\_\_\_\_

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**APPLICANTS FOR SONSHINE INFANT CARE and EARLY CHILDHOOD EDUCATION CENTER  
COMPLETE THE FOLLOWING SECTION**

**Childcare Skills:**

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

Check if applicable	
	Bachelor's degree from 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 & six months (910) hours of satisfactory experience
	Current certification as a Child Development Associate (CDA) or Certified Child Professional (CCP) or other Department-Approved credential
	12 semester hours in college-level credits in child growth and development and/or early childhood education <b>and</b> 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 vocational/occupational education sequence in child growth and development <b>and</b> 12 months (1,820 hours) 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 <b>PLUS</b> either a current Colorado Level 1 credential <b>OR</b> two three-credit college courses with one course being Intro to Early Childhood Education (ECE 101) or Guidance Strategies (ECE 103)

**\*\*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 experience: \_\_\_\_\_

Other skills pertinent to childcare: \_\_\_\_\_

## All Applicants Complete the Following Sections

### Permission for Background Check

Due to the presence of a K-12 school and daycare facility on the grounds of Faith Bible Chapel International, we request that applicants voluntarily provide their date of birth and social security number with the understanding that a background check will be performed. Providing the following information will constitute your authorization to conduct a background search.

### ***Application will not be processed without the following information***

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

**\*\*\* Date of birth and Social Security number MUST be provided to process application \*\*\***

**\*If you have lived in Colorado for less than three years, please provide complete previous address.**

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Applicant Certification

I certify that the information contained in this application and any attachments are complete and true to the best of my knowledge and agree to have my statements and representations checked by Faith Bible Chapel International unless I have indicated in writing to the contrary. I authorize the references listed herein to provide Faith Bible Chapel International with information concerning my previous employment and to disclose other pertinent information they may have. I also authorize Faith Bible Chapel International to obtain and review my credit records, motor vehicle records, and to have a criminal background check performed by the Colorado Bureau of Investigation and/or by such other public and private entities as, in its sole discretion, it may determine. Further, I release all parties from all liability and claims for all damages and injuries that may result from the use of such information. I agree that Faith Bible Chapel International is under no obligation to verify the accuracy of the information provided to it by third parties, and that it can rely on such information in the application process in its sole discretion. I understand that any misrepresentation, falsification or material omission of information may result in my failure to receive an offer, or if I am hired, in my dismissal from employment.

In consideration of my employment, I agree to abide by the rules and standards of Faith Bible Chapel International and agree that my employment and compensation 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 Faith Bible Chapel International, and that my promise to adhere to and faithfully obey the rules and standards of Faith Bible Chapel International does not create a contract of employment. I understand that no employee or representative of Faith Bible Chapel International, other than the Director of Human Resources or an Officer of FBCCI, has authority to enter into an agreement for employment for any specified period of time or to make any agreement contrary to the foregoing. Further, neither the Director of Human Resources nor any Officer of FBCCI may alter the at-will nature of the employment relationship unless [he/she] does so specifically and in writing. Accordingly, I acknowledge that I may not rely on any written assurance from any other person or on the verbal assurance, conduct or custom of any person regarding the term or any other condition of my employment. I also understand that all offers of employment are conditional on the provision of satisfactory proof of an applicant's identity and legal eligibility to work in the United States. Further, I understand that submitting an application and/or being interviewed does not guarantee employment. I understand and agree that if I am hired by Faith Bible Chapel International it may, in its sole discretion, at any time change its personnel policies and may also change my job responsibilities, wages, and benefits, with or without notice.

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

Faith Bible Chapel International shall be entitled to presume that the signature above is valid and of the person whose name appears in this application regardless of whether the person is identified in the electronic acceptance.

**Return completed application to [hr@faith.church](mailto:hr@faith.church) or mail to:**

**Faith Bible Chapel International  
Human Resources Department  
12189 West 64<sup>th</sup> Avenue Arvada, CO 80004**

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