



2101 North Partin Drive  
Niceville, FL 32578  
(850) 678-7358 \* 729-2513(FAX)  
www.rbc.org

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## Step I: Application for Employment

Your interest in **Rocky Bayou Christian School** is appreciated. We realize the key to a successful Christian School is its staff. We are seeking applicants who are professionally qualified, who love children, and who, by the pattern of their lives, are Christian role models (Luke 6:40).

We invite you to complete this application and return it to the Human Resources office. We will contact you for an initial interview. If an opening occurs for which you may qualify, we will notify you for an interview with a Principal/Director and then for an orientation interview with the Superintendent. We will also contact your references.

Thank you for your interest in the ministry of our school. It is our prayer God will fulfill His perfect will in the lives of all applicants.

Rocky Bayou Christian School employs individuals of any race, color, national and ethnic origin and gives all the rights, privileges, programs, and activities generally accorded or made available to employees at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its employment policies, educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

### **A. Applicants Name and Address**

Full name: \_\_\_\_\_

Application date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date available: \_\_\_\_/\_\_\_\_/\_\_\_\_

Street address: \_\_\_\_\_

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

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

Social Security # \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Best time to call you? \_\_\_\_\_ Length of time at this address? \_\_\_\_\_

Permanent address and phone number (if different than present address):

Street address: \_\_\_\_\_

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

## **B. Position Desired**

Please indicate 1, 2, 3 choice in the parenthesis. If you are applying for a teaching position, please write the grades or subjects in order of preference to the right:

Preschool  Kindergarten  Elementary \_\_\_\_\_

Junior High \_\_\_\_\_  High School \_\_\_\_\_

Teaching Assistant  Secretary  Maintenance  Transportation

Computer Technology  Bus Driver  Groundskeeper  Coaching  Other

Full time \_\_\_ Part time \_\_\_ Substitute Teacher \_\_\_

Please list activities or sports for which you would be capable and willing to direct, sponsor, or coach. (Indicate grade or ability levels).

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How did you learn about the position for which you are applying?

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Can you submit verification of your legal right to work in the US? Yes \_\_\_ No \_\_\_

Please carefully read our *Statement of Faith* and indicate your degree of support.

\_\_\_ I fully support the Statement as written without mental reservations.

\_\_\_ I support the Statement except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth and conduct? Yes \_\_\_ No \_\_\_

Do you believe that God created the world in six days as presented in Genesis?

Yes \_\_\_ No \_\_\_

Briefly write your Christian testimony:

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(Please continue on back)

Denominational preference \_\_\_\_\_

Senior Pastor's Name \_\_\_\_\_ Phone: \_\_\_\_\_

What is your local church affiliation? \_\_\_\_\_

Are you presently a member in good standing? \_\_\_\_\_ Years? \_\_\_\_\_

### **D. Professional Degrees and Certifications**

\* For teacher positions, please attach photocopies of all your postsecondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file?

What degree or degrees do you hold?

**Degree(s)**

**Date Received**

**Issuing Institution**

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

Major(s): \_\_\_\_\_

Minor(s): \_\_\_\_\_

Cumulative grade point average Bachelor's \_\_\_\_\_ Graduate work \_\_\_\_\_

Total (circle one) *semester* or *quarter* units taken **after** date of Bachelor's degree \_\_\_\_\_

List professional Certificate currently held.

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

### **16. Employment History**

Please start with your current or most recent employer and work backwards for the past five years. If necessary, you may follow the same format on a separate sheet.

1. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_

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

2. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever worked under a different name for any of the employers you have listed? If so, what was the name or names?  
\_\_\_\_\_  
\_\_\_\_\_

Have you served in the military? Yes \_\_\_\_\_ No \_\_\_\_\_ Type of Discharge: \_\_\_\_\_  
List training or education you receive?  
\_\_\_\_\_  
\_\_\_\_\_

Are you holding or have you already signed a contract for next year with any other business or educational institution? Yes \_\_\_ No \_\_\_

**F. Personnel References**

Do not list family members or relatives for references. You will also need to sign the **Reference Release Form** that is attached and return it with this application.

Give three references who are qualified to speak of your spiritual experience and Christian service. **List your current pastor first.**

Name/Complete Address

Phone

Position

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

Give three references who are qualified to speak of your professional training and experience. **List your current or most recent principal or supervisor first.**

Name/Complete Address

Phone

Position

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

## **G. Civil and/or Criminal Involvement**

**[If you answer “Yes” to any of the questions in this section, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition or other appropriate explanation. A conviction record will not automatically be a bar to employment. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job relatedness, and subsequent rehabilitation will be considered.]**

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer? Yes \_\_\_ No \_\_\_

Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave a job or volunteer position on the grounds of any unlawful sexual behavior, or violation of an employer's sexual misconduct or harassment policy? Yes \_\_\_ No \_\_\_

Have you ever been charged in **civil** or **criminal** proceedings with improprieties regarding children? Yes \_\_\_  
No \_\_\_

Have you ever entered a plea of guilty, a plea of “no contest” (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense? Yes \_\_\_ No \_\_\_

Have you ever been suspended, discharged, or resigned in lieu of discharge from any position? Yes \_\_\_ No \_\_\_

## **H. Adaptibility**

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 requirements for on-time arrival, attendance, or work schedules?

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Our school welcomes employees, volunteers, and students of different nationalities, ethnic backgrounds, and denominations. How have you demonstrated an ability to work with others that may be different from you or have beliefs different from yours? Please describe any difficulties that you may have encountered.

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Please list your hobbies and personal interests.

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List any other experience, skills, or qualifications that you believe that would assist you in working at our school.

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Do you belong to any professional groups or other organizations that you consider relevant to your ability to perform this job?

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What periodicals do you read regularly?

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## **I. Applicant's Certification, Agreement, and Reference Release Form**

I understand Rocky Bayou Christian School does not discriminate on the basis of race, color, national ethnic origin, gender, age, or qualified disability.

I hereby certify the facts set forth in this application process are true and complete to the best of my knowledge. I understand falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand and agree I will be paid and receive benefits only through the day of release.

I authorize Rocky Bayou Christian School to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary 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 given to the school.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as is necessary for such an investigation. I authorize the school 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 further certify that I recognize, understand, and agree to live by the moral and ethical standards of the school. I further declare that, with regard to my personal moral and ethical character and conduct as of this date, I am not, nor have I been in the past engaged in inappropriate conduct toward minors, nor do I have inclinations toward such conduct. Inappropriate conduct includes homosexual activity and verbal, physical or sexual abuse as defined by Scripture and the state law. I do declare that this statement is factual and true. By affixing my signature, I declare that I meet the moral and ethical standards of Rocky Bayou Christian School.

I understand RBCS is a smoke free/alcohol/drug free campus.

I understand that this is only an application for employment and that no employment contract is being offered at this time.

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

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Signature of Applicant

Date