



## EMPLOYMENT APPLICATION

Thank you for your interest in working with us! Please fill out the following application, and bring it with your **cover letter, resume, and copies of your college transcripts** to our office at any time during the year. Applications are kept on file for one year. All openings are posted on our website. We strive for the excellence that God calls us to in preparing our students to impact the world for Christ. Therefore, we are seeking applicants who first and foremost have a strong relationship with Christ which is evidenced in all aspects of their life.

### BASIC INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Date of Birth (MM/DD/YYYY): \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_\_  Male  Female

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Available to Start: \_\_\_\_\_

### GENERAL INFORMATION

Do you have a bachelor's degree?  Yes  No

Which position are you applying for?

- Classroom Teacher       Educational Coach       Other (Administration, Maintenance, Development, etc.)

What type of employment are you seeking?  Full time  Part time  Full or Part time

Have you previously been employed at Joshua Institute?  Yes  No

If so, in what position? \_\_\_\_\_

Do you currently have students attending Joshua Institute?  Yes  No

How did you hear about this position? \_\_\_\_\_

Are you eligible for lawful employment in the United States?  Yes  No

Are any of the following situations applicable to you?

- Been dismissed from a position

Name: \_\_\_\_\_

- Asked to resign from a position
- Left a job
- Convicted, pled guilty, or pled nolo contendere to a felony
- Convicted, pled guilty, or pled nolo contendere to a crime involving child abuse or sexual abuse
- Had a report of child abuse or sexual activities involving an Early Childhood through 12<sup>th</sup> grade student or minor filed against you with a school district, Children Services Division, a police agency, or in court
- None of the above

**If so, please explain in detail:** \_\_\_\_\_

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**Why do you wish to work at Joshua Institute?** \_\_\_\_\_

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**What are your strengths?** \_\_\_\_\_

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**What are your weaknesses, and how are you working with them?** \_\_\_\_\_

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**Have you had experience in disciplining students in the 7<sup>th</sup>–12<sup>th</sup> grade? Please explain:**

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Name: \_\_\_\_\_

## CHRISTIAN BACKGROUND & COMMITMENT

As a religious, educational institution, one of our hiring criteria is religious belief, and we reserve the right to hire employees based on this and other professional qualifications. Joshua Institute's right to use religion as a criterion for employment is established by the First Amendment of the Constitution of the United States, the Constitution of the State of Idaho, and federal and state statutes (Title VII, Section 7020702, US Civil Rights Act of 1964). Our Statement of Faith and a description of our Nondenominational Position are located at the end of this document for you to read.

### After reading:

- I fully support the Statement of Faith
- I support the Statement except for the areas explained below. The exceptions represent either disagreements or items about which I have not yet formed an opinion or conviction.

Please explain your exception(s), if any: \_\_\_\_\_

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Have you accepted Jesus Christ as your personal Lord and Savior?     Yes     No

Please give an approximate date: \_\_\_\_\_

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

Please briefly share your Christian testimony, and describe your relationship with Jesus Christ and your personal spiritual growth since becoming a Christian: \_\_\_\_\_

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Give your own definition of a Christian: \_\_\_\_\_

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Name: \_\_\_\_\_

**Why do you think God is calling you to serve at Joshua Institute?** \_\_\_\_\_

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**We value the integration of Christianity into our daily experiences at our Academy. Please briefly describe how you might facilitate that integration, when appropriate, in the position you are applying for:**

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**Describe how you lead someone to a relationship with Christ:** \_\_\_\_\_

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**What book(s) have you read recently that have helped you spiritually?** \_\_\_\_\_

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**What do you believe to be your spiritual gift(s)?** \_\_\_\_\_

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**As a Christian role model, please share your personal attitude toward liquor, tobacco, and matters of recreation and entertainment (movies, shows, music, books, etc.):** \_\_\_\_\_

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Name: \_\_\_\_\_

What church do you regularly attend? Please tell us the location and how long you have been attending:

List any church activities and/or ministries you are involved in: \_\_\_\_\_

## EDUCATIONAL EXPERIENCE

### COLLEGE

Did you attend college?  Yes  No

Did you graduate?  Yes  No  Still attending

Name: \_\_\_\_\_

City, State: \_\_\_\_\_ Major/Minor: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date (leave blank if you are still attending): \_\_\_\_\_

Please list any other colleges you have attended (excluding graduate school), if any:

1. Name: \_\_\_\_\_ Dates: \_\_\_\_\_

City, State: \_\_\_\_\_ Major/Minor: \_\_\_\_\_

2. Name: \_\_\_\_\_ Dates: \_\_\_\_\_

City, State: \_\_\_\_\_ Major/Minor: \_\_\_\_\_

### GRADUATE SCHOOL

Have you attended graduate school?  Yes  No

Did you graduate?  Yes  No  Still attending

Name: \_\_\_\_\_

Name: \_\_\_\_\_

City, State: \_\_\_\_\_ Major/Minor: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date (leave blank if you are still attending): \_\_\_\_\_

#### BUSINESS OR TECHNICAL SCHOOL

Have you attended a business or technical school?  Yes  No

Did you graduate?  Yes  No  Still attending

Name: \_\_\_\_\_

City, State: \_\_\_\_\_ Major/Minor: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date (leave blank if you are still attending): \_\_\_\_\_

#### STUDENT TEACHING EXPERIENCE

Do you have student teaching experience?  Yes  No

Name: \_\_\_\_\_

City, State: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date (leave blank if necessary): \_\_\_\_\_

Grade(s): \_\_\_\_\_ Subject(s): \_\_\_\_\_

Any additional student teaching experience?  Yes  No

#### CHRISTIAN EDUCATION

Please list any Christian Education courses you have had: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you had any courses in Christian Philosophy of Education?  Yes  No

If so, where? \_\_\_\_\_

City, State: \_\_\_\_\_ Date (use approximate date if necessary): \_\_\_\_\_

#### EMPLOYMENT EXPERIENCE

Are you currently employed?  Yes  No

If yes, why do you desire to make a change from your current position? \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Have there been any gaps longer than 3 months in your employment history?  Yes  No

If so, please explain: \_\_\_\_\_

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### TEACHING EXPERIENCE

Do you have teaching experience?  Yes  No

Number of years of certified teaching experience in:

Private education: \_\_\_\_\_ Public education: \_\_\_\_\_

Most recent school where you taught: \_\_\_\_\_

Grade(s) taught: \_\_\_\_\_ Subject(s) taught: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date (leave blank if you still work here): \_\_\_\_\_

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

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ May we contact this employer?  Yes  No

Please list any other schools you have taught at, if any:

1. Name: \_\_\_\_\_ Dates: \_\_\_\_\_

Grade(s) taught: \_\_\_\_\_ Subject(s) taught: \_\_\_\_\_

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

2. Name: \_\_\_\_\_ Dates: \_\_\_\_\_

Grade(s) taught: \_\_\_\_\_ Subject(s) taught: \_\_\_\_\_

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

Name: \_\_\_\_\_

**TEACHING CERTIFICATE(S)**

**Do you have a current state teaching certificate?**       Yes       No

State certificate was issued in: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Level and subjects: \_\_\_\_\_

**Do you have a current Association of Christian Schools International (ACSI) teaching certificate?**

Yes    No   Expiration Date: \_\_\_\_\_

Level and subjects: \_\_\_\_\_

**OTHER EMPLOYMENT EXPERIENCE**

**If you have different or additional employment experience, please list your most recent job first.**

1. Employer Name: \_\_\_\_\_ Job/Position Title: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Were/are you:    Full time    Part time

Do you still work for this employer?       Yes       No

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

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

\_\_\_\_\_

Describe your principal duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

May we contact this employer?    Yes       No

2. Employer Name: \_\_\_\_\_ Job/Position Title: \_\_\_\_\_

Employer Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_



Name: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Were/are you:  Full time  Part time

Do you still work for this employer?  Yes  No

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

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

\_\_\_\_\_

Describe your principal duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

May we contact this employer?  Yes  No

**3.** Employer Name: \_\_\_\_\_ Job/Position Title: \_\_\_\_\_

Employer Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Were/are you:  Full time  Part time

Do you still work for this employer?  Yes  No

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

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

\_\_\_\_\_

Describe your principal duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

May we contact this employer?  Yes  No

Name: \_\_\_\_\_

List other work experience that may be significant for the position you are applying for: \_\_\_\_\_

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What would you like to be doing 5 years from now? \_\_\_\_\_

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## REFERENCES

### CHRISTIAN REFERENCES

Please give two references who are qualified to speak of your Christian character and witness (i.e., pastor, mentor, ministry leader, etc.). Please do not list family members or relatives for references.

#### Christian Reference #1

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship: \_\_\_\_\_ How long has this person known you? \_\_\_\_\_

#### Christian Reference #2

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship: \_\_\_\_\_ How long has this person known you? \_\_\_\_\_

### PROFESSIONAL EXPERIENCE & TRAINING REFERENCES

Please provide two references who are qualified to speak to your professional training and experience. New/future graduates should include a professor in your major AND your most recent student teaching supervisor.

Name: \_\_\_\_\_

**Professional Experience & Training Reference #1**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship: \_\_\_\_\_ How long has this person known you? \_\_\_\_\_

**Professional Experience & Training Reference #2**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship: \_\_\_\_\_ How long has this person known you? \_\_\_\_\_

**APPLICANT'S ACKNOWLEDGMENT & AGREEMENT**

Joshua Institute does not discriminate in its employment practices against any person because of race, sex, color, or national/ethnic origin. As a religious, educational institution, one of our hiring criteria is religious belief, and we reserve the right to hire employees based on this and other professional qualifications. The right to use religion as a criterion for employment is established by the First Amendment of the Constitution of the United States, the Constitution of the State of Idaho, and federal and state statutes (Title VII, Section 702-703, US Civil Rights Act of 1964).

I hereby authorize Joshua Institute to obtain a background check of me from SecureSearch.

I authorize Joshua Institute to inquire about my work and personal history and verify all data given in my application for employment, related papers, or oral interviews. I authorize the giving and receiving of any information requested by Joshua Institute, and I release from liability any person, organization, or company giving or receiving any such information.

I declare that I have never been prosecuted or convicted of child abuse and that with regard to my personal, moral, and ethical character and conduct as of this date, I am not now, nor have I been in the past, engaged in inappropriate conduct toward minors, nor do I have inclinations toward such conduct (inappropriate conduct as defined by the following: homosexuality, verbal, physical or sexual abuse of minors as stated under Idaho law).

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or significant omission of fact may prevent me from being hired, and if hired, may subject me to immediate dismissal.

**Printed Name:** \_\_\_\_\_

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

Name: \_\_\_\_\_

Thank you for filling out this application. Please turn in this application, your cover letter, resume and college transcripts to our office at:

**Joshua Institute**  
**2150 W Cherry Lane**  
**Meridian, ID 83642**

If you have any questions, do not hesitate to call us at 208-893-5130 or email [bcollingwood@joshuainstitute.org](mailto:bcollingwood@joshuainstitute.org).

## STATEMENT OF FAITH

### SCRIPTURE

We believe the Bible is the Word of God, and therefore, our supreme authority. The Old and New Testaments, inerrant in their original manuscripts, were written by humans under the inspiration of the Holy Spirit. They are the complete revelation of God's will for the salvation of men, as well as our source of authority, instruction, encouragement and conviction. We do not accept any other testament, documents, or revelations claiming similarly divine inspiration. We consider any such claims to be false and heretical (Matt. 5:17-20; Jn. 10:35; 2 Tim. 3:16; 2 Pet. 1:20, 21).

### ONE GOD

We believe in one God who is infinitely perfect, unchanging, all-knowing, all-powerful, wholly sovereign, and present everywhere. He exists eternally in three persons: the Father, Son and Holy Spirit (Gen. 1:1-2; Deut. 6:4; Mt. 28:19; 1 Jn. 1:1-2, 5:7).

### THE FATHER

God the Father, our Creator and Redeemer, is mercifully and sovereignly involved in his creation. Recognizing, praising, and living for his glory is the ultimate purpose of our lives (Ps. 86:12; 104:24, 147:5; Is. 63:16-17, 64:8-9; Mt. 5:16, 48).

### THE SON

We believe in the deity of Jesus Christ, who has existed eternally with the Father and the Spirit and is the Father's only begotten Son. Christ is fully God and fully man. We believe in his virgin birth, in his sinless life, in his atoning death on the cross, in his resurrection from the dead, in his ascension into heaven where he sits at the right hand of the Father, and in his eventual return to earth in power and glory (Matt. 1:22-23; Luke 1:34-35; Jn. 1:1-18, 3:16; 1 Cor. 15:3-4; Col. 2:9; Heb. 1:1-3; 1 Jn. 3:5).

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## THE HOLY SPIRIT

The Holy Spirit was sent to fully indwell, renew, guide, teach, and empower believers. He was sent to convict the world of sin, righteousness, and judgment, giving hope that many who deny Christ will repent of their sins and believe in him (Jn. 16:5-11, 16-26; Acts 1:8, 15:16; Eph. 1:13,14; Tit. 3:5).

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## MANKIND & THE FALL

Man (male and female) was created in the image of God and were originally in perfect relationship with him. However, this relationship was broken when man sinned against God, resulting in the physical and spiritual death of humanity. We believe we are all born with a sin nature and can only be saved through the atoning work of Jesus Christ (Gen. 1:26-27; 3; Jn.14:6; Acts 4:12; Rom. 1:18-3:20).

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## SALVATION

Salvation from sin and restoration of our relationship with God is available only through the work of Christ on the cross. Only those who repent of their sins and believe in Christ are born again of the Holy Spirit, receive the gift of eternal life in heaven, become children of God, and are empowered to live a life of obedience (Acts 2:38; Rom. 3:21-26, 10:9-10; 1 Pet. 1:3-5).

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## THE UNIVERSAL CHURCH

The universal church consists of all those who believe in Jesus Christ. Christ is the head of the body—the church—which he has commissioned to go into all the world as his witness, preaching the gospel message of salvation to all nations (Matt. 28:18-20; Rom. 1:4; 1 Cor. 12:13; Eph. 1:22-23).

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## THE LOCAL CHURCH

The local church is a body of believers in Christ joined together for the local worship of God, edification through his Word, prayer, fellowship, proclamation of the gospel, and observance of the ordinances of baptism and the Lord's Supper (Luke 22:17-20; Acts 2:42-47, 10:47-48; 1 Cor. 11:23-32).

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## CHRIST'S RETURN

The second coming of Jesus Christ, in which he will establish his kingdom on earth, is imminent and will be personal and visible. This is the believer's blessed hope, and as a vital truth, is an incentive for holy living and faithful service (Acts 1:9-11; Tit. 2:13; 1 Pet. 1:13; 2 Pet. 3:11).

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## RESURRECTION & JUDGMENT

There shall be a bodily resurrection of the dead, both the just and the unjust. For the former, there will be a resurrection unto life, for the latter, a resurrection unto judgment (Matt. 25:31-46; Heb. 9:27).

Name: \_\_\_\_\_

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## MARRIAGE & SEXUAL CONDUCT

Marriage is a sacred institution designed by God to be the life-long union of one man and one woman. Only within the context of such a marriage does sexual intimacy have God's blessing. Abstinence outside of marriage and faithfulness within it are the only alternatives that reflect Scripture's commandments. As our bodies are no longer our own, but belong to God, we are to flee from sexual immorality and sinful desires, seeking purity, righteousness, faith, and love (Gen. 2:18-24; Mark 10:2-9; Gal. 5:19-21; 1 Thess. 4:3-8; Tim. 2:22, Heb. 13:4).

## **NONDENOMINATIONAL POSITION**

It is our desire that the nondenominational position of the school be stressed and maintained. As a Christian organization and Academy, we desire partnership and unity that best serves to advance the gospel. Emphasis is placed upon the fundamental biblical principles we share as believers in Christ (i.e., salvation by grace through faith alone, Scripture as our ultimate authority, Christ's deity and humanity, etc.). Thoughtful, respectful, and charitable conversations over secondary issues are certainly allowed (i.e., frequency of communion, infant baptism, worship styles, etc.) However, to maintain unity and avoid negatively affecting staff, students, and Joshua Institute's mission and vision, we do not engage in extreme dogmatism, pejorative attacks, or defamation of character against those who have different convictions regarding issues like these.