



Roxboro Christian Academy

640 Wesleyan Heights Rd., PO Box 1357
Roxboro, NC 27573
(336) 599-0208

Email: administrator@roxborochristianacademy.com

Application for Staff Member

General Information:

Name: _____ Home Telephone: _____

Address: _____

Email Address: _____ Mobile Number: _____

Church Affiliation: _____

Pastor's Name: _____ Pastor's Telephone Number: _____

Position applying for: _____

Education and Training:

High School Graduate of General Education (GED) Test Passed? ___ Yes ___ No

College, Business School, Military (Most Recent First):

Name and Location: _____

Dates Attended (Month/Year) _____ Graduated? _____

Degree & Year: _____ Major or Subject: _____

Name and Location: _____

Dates Attended (Month/Year) _____ Graduated? _____

Degree & Year: _____ Major or Subject: _____

Special Skills:

Work Experience (Most Recent First) (Include voluntary work and military experience):

Employer: _____ Telephone Number: _____

Address: _____

Job Title: _____ From (MM/YYYY): _____ To (MM/YYYY): _____

Duties: _____

Reason for Leaving: _____

May we contact this Employer? ___ Yes ___ No

Employer: _____ **Telephone Number:** _____

Address: _____

Job Title: _____ **From (MM/YYYY):** _____ **To (MM/YYYY):** _____

Duties: _____

Reason for Leaving: _____

May we contact this Employer? ___ Yes ___ No

Present Church Membership: _____ **City:** _____

Are you actively engaged in Christian work, being disciplined and discipling others? _____

How comfortable are you in explaining the message of salvation with a child? _____

I certify the information contained in this application is true, correct, and complete. I understand that, if employed to substitute, false statements reported on this application may be considered sufficient cause for dismissal. I understand that the information below is required by Roxboro Christian Academy to conduct a criminal conviction history check. I authorize Roxboro Christian Academy to utilize this information for the sole purpose of obtaining a conviction-only history file search. All information received will be held in confidence with results viewed only by the RCA Board and Administrator.

Name (Please Print): _____

Social Security Number: _____

Last Name Maiden Name/Other First Name MI _____

Date of Birth: _____ **Driver's License Number:** _____

Please initial that you have read the following "Statements of Doctrinal, Distinctive, Mission, and Vision of RCA": _____

Statement of Doctrinal, Distinctive, Mission and Vision

Doctrinal Statement

- We believe the Bible to be the inerrant, inspired, infallible, and authoritative Word of God (2Timothy 3:15, 2 Peter 1:21)
- We believe there is only one God, eternally existent in three persons- Father, Son and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30)
- We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrew 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11)
- We believe in the necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; men are justified on the single ground of faith in the shed blood of Christ, and only by God's grace and through faith alone are we saved (John 3:16-19, 5:24, Romans 3:23, 5: 8-9, Ephesians 2:9-10, Titus 3:5)
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29)
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, 1 Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18)

Distinctive

- We believe that the local church is a body of believers in Christ who are joined together for the worship of God, for edification through the Word of God, for prayer, fellowship, preaching of the gospel, and observance of the ordinances of Baptism and the Lord's Supper.
- We believe in the mission of the Church to go into the entire world as witnesses, to preach the gospel to all nations, and to live a holy life, consistent with our Lord's example and teachings.
- We believe in the eternal security and everlasting blessedness of the saved and the eternal conscious punishment of the lost.
- We believe in the premillennial return of Jesus Christ to rapture His bride, the Church, and that He will bring judgment on the earth before His kingdom reign begins.

Core Values:

1. Authentic Faith: putting your total trust in God (Proverbs 3:5-6)
2. Spiritual Discipline: seeing with God's eyes (Romans 12:2)
3. Moral Boundaries: paving the way to purity/intimacy (I Thessalonians 4:3-8)
4. Healthy Friendships: choosing friends for life (Psalm 133:1)
5. Wise Choices: walking wisely in an unsaved world (Ephesians 5:15-17)
6. Ultimate Authority: finding freedom under God (Romans 12:1-2)
7. Others first: considering others before yourself (Philippians 2:3-11)

Personnel Code of Ethics

The faculty/staff of Roxboro Christian Academy is committed to both teaching the academics and instilling spiritual truths. The focus of our ministry includes the following ethical standards:

- **Authentic Faith: Romans 10:9-10** The first requirement of any staff member at RCA is to demonstrate allegiance to Christ with a born-again testimony.
- **Spiritual Discipleship: Romans 12:2** The teaching staff must see their role at RCA as a ministry to which they have been called by the Lord. Their Christian walk must be one that faithfully represents Christ in all aspects of their lives, and they must take seriously their mantle of being “living curricula” to their students.
- **Moral Boundaries: 1 Thessalonians 4:3-8:** Purity of mind, soul, and body must be the goal of every staff member. Staff members must avoid all appearances of evil in what they say, what they consume, and where they go.
- **Healthy Friendships: Ephesians 5:15-17** Unlike the suggestions made by secular sources, we encourage the staff of RCA to fellowship together whenever possible, both men and women and their spouses. Friends help demonstrate direction and quality of life. Matthew 18 must be applied in all disputes.
- **Wise Choices: Proverbs 3:5-6** Wisdom is from God and given liberally to those that ask. A prayer life that seeks God’s will, particularly in the area of finances, extra-curricular activities, and ministry, is necessary.
- **Ultimate Authority: Romans 13:1-2** Understanding rightful authority and our response in both the home and the workplace is vital. Understanding that everything belongs to the Lord will keep one from taking or seeking that which does not belong to him.
- **Servant Mentality: Philippians 2:3-11** Considering others before oneself provides a servant’s heart and the proper atmosphere to do God’s work. Staff must be willing to put each other in the best possible light by sharing information, expertise, and facilities.
- **Confidentiality/Trustworthiness: Proverbs 11:13** “Whoever goes about slandering reveals secrets, but he who is trustworthy in spirit keeps a thing covered.” Staff must be sensitive to the conversations that you hold with other staff members, parents, and community members.

Lifestyle Statement-Biblical Morality Policy

RCA is a Christian school representing Jesus Christ. As a school, the faculty and staff will come alongside parents in preparing young people to live a life reflecting Christ. RCA desires to work with the families as they progress through life’s journey of being daily transformed by Christ.

RCA requires its employees and students to live a lifestyle above reproach based upon scriptural standards, living their lives as Christian role models on a daily basis. Employees and students are expected to demonstrate a “coachable spirit,” be able to share love for others, and be willing to live under authority.

The atmosphere or conduct within a home may be contrary to the biblical lifestyle the school teachers. This includes, but is not limited to sexual immorality, homosexual orientation, or violation of the roles of males and females (Romans 1:21-27, 1Corinthians 6:9-20), or inability to support the moral right. The school reserves the right to, within its sole discretion, refuse admission of an applicant or to discontinue enrollment. It is the desire of

RCA that faculty, staff and students live a lifestyle that will honor Christ, reflect His love, and draws other to Him. Employees who fail to live this lifestyle will be dismissed.

Personal Qualities of Faculty and Staff

Quality Personnel

Roxboro Christian Academy places emphasis on the Christian character and professional qualifications of our personnel. We seek to hire capable, properly degreed teachers of notable Christian testimony and maturity who will be role models. Teachers are expected to pursue ongoing professional development independently as well as that which is provided by RCA.

The teacher/staff shall:

- Be a born-again believer with a daily transforming relationship with Christ, believing the Bible to be God's word and the standard for faith and daily living.
- Be a role model in attitude, speech, and actions toward others, living by God's standards in every aspect of their lives including sexual conduct. (Luke 6:40)
- Be a member in good standing in a local church which is conservative and evangelical in its teachings.
- Be an example of the importance of daily devotions and study of Scripture, witnessing, and in unity with the body of Christ.
- Be in complete agreement with the Statement of Faith and Distinctives of RCA.
- Be spiritually mature, academically able, and have leadership qualities to nurture children in the admonition of the Lord.