

# Application to Work at East Linn Christian Academy

How to apply for a position at East Linn Christian Academy:

1. Fill out the attached application.
2. Attach a resume to the application.
3. Attach 5 references to the application
  - a. 4 reference can be just contact info or printed letters.
  - b. 1 reference letter from your pastor

Your pastor can send letter or email directly to [relations@eastlinnchristian.org](mailto:relations@eastlinnchristian.org)

4. Mail, Drop Off or Email the application, references and resume to Kim Rickman.

## **Mailing /Drop Off Address:**

East Linn Christian Academy  
Attn: Kim Rickman  
36883 Victory Drive  
Lebanon OR 97355

## **Email Address:**

[relations@eastlinnchristian.org](mailto:relations@eastlinnchristian.org)

If you have any questions please feel free to contact Kim Rickman at:  
[krickman@eastlinnchristian.org](mailto:krickman@eastlinnchristian.org) or 541-259-2304 ext. 1



## **EAST LINN CHRISTIAN ACADEMY Application for Employment**

We believe the employees are what make an organization successful. We seek to employ people who possess the following qualities (4 C's):

- Character High character values
- Confidence Well trained, skilled, a desire for continuous growth
- Chemistry Get along well with the team they will be working with – TEAM ONE (see attached)
- Culture One that values preserving relationships, protecting the character of others, serving the Lord first, supporting the mission of the organization as well as the leadership, and having a servant's heart.

We seek to interview those who are professionally qualified and who, by the pattern of their lives, exemplify Christ.

East Linn Christian Academy is an Equal Opportunity Educational Institution and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, sex, national or ethnic origin, disability, or age.

**PLEASE TYPE OR PRINT.** Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Fill in each box (don't just indicate "See Resume.")

<b>Your Name:</b>	
<b>Position you are seeking employment</b> (please mark all that apply)	
<input type="checkbox"/>	Preschool Teacher <i>Age level you prefer:</i>
<input type="checkbox"/>	Elementary Teacher <i>Grade Level you prefer:</i>
<input type="checkbox"/>	Middle School Teacher <i>Courses you are comfortable teaching:</i>
<input type="checkbox"/>	High School Teacher <i>Courses you are comfortable teaching:</i>
<input type="checkbox"/>	Special Education <input type="checkbox"/> Teacher <input type="checkbox"/> Assistant
<input type="checkbox"/>	Instructional Assistant
<input type="checkbox"/>	Food Service <input type="checkbox"/> Director <input type="checkbox"/> Assistant
<input type="checkbox"/>	Grounds
<input type="checkbox"/>	Maintenance
<input type="checkbox"/>	Bus Driver
<input type="checkbox"/>	Custodial
<input type="checkbox"/>	Custodial Assistant
<input type="checkbox"/>	Substitute Teacher <input type="checkbox"/> BA \$15.00 per period <input type="checkbox"/> AA \$12.00 per period <input type="checkbox"/> High School Diploma \$10.00
<input type="checkbox"/>	Substitute Assistant
<input type="checkbox"/>	Coach <input type="checkbox"/> Varsity <input type="checkbox"/> Junior Varsity <input type="checkbox"/> Middle School <input type="checkbox"/> Assistant <input type="checkbox"/> Volunteer
<input type="checkbox"/>	Administration Position: _____
<input type="checkbox"/>	Office/ Clerical
<input type="checkbox"/>	Other: _____

Name (Last, First, Middle):		Other Names: (You have used for school or employed)	
Street Address:		City, State & Zip:	
Email Address:		Marriage Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed	
Home Phone:	Work Phone:	Cell Phone:	
Have you read, and do you agree with East Linn Academy's Doctrinal Statement of Faith?	<input type="checkbox"/> Yes <input type="checkbox"/> No	East Linn Academy's Doctrinal Statement of Faith is on the last page of this application.	
Are you eligible to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No	You will have to provide the following at time of interview: Drivers License and Social Security Card	
Are you in an active relationship with a church body?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, what Church do you attend?	
Are you currently employed at East Linn Christian Academy?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, what is your current job title & department?	
Have you ever been employed by East Linn Christian Academy?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, dates of employment & reason for leaving:	
Are you related to any current ELCA employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, their name & their relationship to you?	
If required for position, do you have a valid driver's license or CDL license?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
How did you learn about this employment opportunity at ELCA? Check all that apply:			
<input type="checkbox"/> Our Website <input type="checkbox"/> Indeed.com <input type="checkbox"/> College Posting <input type="checkbox"/> Dept. of Labor <input type="checkbox"/> Ad in <i>newspaper</i>			
<input type="checkbox"/> Referral by Name: _____ <input type="checkbox"/> Other: _____			

<b>EDUCATION</b>						
Name of School	City/State	Did you graduate?	If No, # of years left to graduate?	If Yes, date graduated	Degree Received	Major
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				

Other credentials, licenses, professional affiliations, etc., which are relevant to the job(s) for which you are applying:

**SKILLS:** Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert) :

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**WORK EXPERIENCE:** Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments. **East Linn Christian Academy reserves the right to contact all current and former employers for reference information.**

Dates Employed <i>(most recent position)</i> From:                      To:	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk:	Title:
Salary you last received <i>(Optional)</i>	Organization Name and Address:	
Supervisor's Name, Title & Phone Number:	Other Reference Name, Title & Phone Number:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary Duties:		Reason for Leaving:
Dates Employed <i>(most recent position)</i> From:                      To:	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk:	Title:
Salary you last received <i>(Optional)</i>	Organization Name and Address:	
Supervisor's Name, Title & Phone Number:	Other Reference Name, Title & Phone Number:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary Duties:		Reason for Leaving:

Dates Employed <i>(most recent position)</i> From:                      To:	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk:	Title:
Salary you last received <i>(Optional)</i>	Organization Name and Address:	
Supervisor's Name, Title & Phone Number:	Other Reference Name, Title & Phone Number:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary Duties:		Reason for Leaving:
Dates Employed <i>(most recent position)</i> From:                      To:	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk:	Title:
Salary you last received <i>(Optional)</i>	Organization Name and Address:	
Supervisor's Name, Title & Phone Number:	Other Reference Name, Title & Phone Number:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary Duties:		Reason for Leaving:
Dates Employed <i>(most recent position)</i> From:                      To:	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk:	Title:
Salary you last received <i>(Optional)</i>	Organization Name and Address:	
Supervisor's Name, Title & Phone Number:	Other Reference Name, Title & Phone Number:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary Duties:		Reason for Leaving:



5. Have you had any training in discipleship? (personal discipleship or to be a discipleship leader)

6. Personal Testimony - How you came to know Christ as your Savior?

## TEAM ONE ATTITUDE

When it comes to how a cohesive team measures its performance, one criterion sets it apart from non-cohesive ones: its goals are shared across the entire team. This is not just a theoretical way of saying that people should help one another. It's far more specific and goes deeper than that.

In most school organizations, results are compartmentalized by departments. Lead teachers and principals see themselves as having little or no responsibility for goals that fall outside their functional area. This, of course is the antithesis of teamwork, though somehow it doesn't deter many leaders from calling themselves teams and preaching the importance of working together across functions.

The Only way for a team to really be a team and to maximize its output is to ensure that everyone is focused on the same priorities – rowing in the same direction, if you will. For example, when the high school Algebra teacher defines themselves by the needs of their specific course alone and the other math teachers do the same in their courses, there is no reason to expect synergy within the department. As simple as that may sound, most leadership teams still do not seem to understand this.

Too many leaders neglect to see the connection between decisions they make and the impact they have on other parts of the organization. They don't seem to understand that the way they spend their time, energy and resources can influence the overall performance of the organization. All too often they embrace the attitude embodied by the fisherman who looks at the guy sitting at the other end of the boat and announces, "Hey! Your side of the boat is sinking!"

Great teams ensure that all members, in spite of their individual responsibilities and areas of expertise, are doing whatever they can do to help the team accomplish its goals. That means they need to be asking difficult questions about what is happening in other classes, departments and volunteering areas, in any way they can, to help those parts of the organization that might be struggling because they might jeopardize the success of the entire organization.

The only way for a leader to establish this collective mentality on a team is by ensuring that all members place a higher priority on the welfare of the "organization", than the team they lead in their department (grade level, course, building level school). A good way to go about this is to simply ask **which team is receiving first priority**. Many well-intentioned leaders will admit that in spite of their commitment to the organizational team they're a member of, the team they lead is their first priority. They'll point out that they hired their direct reports, they sit next to them and spend more time with them every day, and they enjoy being the leader of that team. Moreover, they feel a sense of loyalty to the people they manage, and feel those people want and need their protection. But to neglect the whole (organization) is to cut your team from its foundation. When members of a leadership team feel a stronger sense of commitment and loyalty to the team they lead than to the one they're a member of, then the team they're a member of becomes like the U.S. Congress or the United Nations: it's just a place where people come together to lobby for their constituents. Teams that lead healthy organizations reject this model and come to terms with the difficult but critical requirement - that executives must put the needs of the higher team ahead of the needs of their department "Priority". That is the only way that good decisions can be made about how best to serve the entire organization and maximize its performance.

The advantage that can be made by shifting a team's priorities from individual to collective ones, and thus demonstrating a true commitment to team number one, is undeniable.

## DOCTRINAL STATEMENT OF FAITH

1. We believe the Bible to be the only inspired, infallible, authoritative Word of God. (*Heb. 4:12, I Pet. 1:25, Jn. 17:17*)
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (*Mat. 3:15, Eph. 4:5, Ex. 20:3*)
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (*Mat. 1:23, Mat. 16:27-28, Jn. 1:1-3, Jn. 2:11, Jn. 10:30, II Cor. 5:21, Heb. 9:11-14, Col. 3:1*)
4. We believe that for the salvation of lost and sinful man; regeneration sovereignly applied by the Holy Spirit and evidenced by a living faith in Christ is absolutely essential. (*Jn. 3:3, Tit. 3:5-8, I Jn. 2:3-6*)
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (*Eph. 3:17-18, Rom. 8:9*)
6. We believe in the resurrection of both the saved and the lost; that they are saved unto the resurrection of eternal life or lost unto the resurrection of eternal damnation. (*Jn. 3:36*)
7. We believe in the spiritual unity of believers in our Lord Jesus Christ. (*Eph. 4:3*)
8. We believe God created man and from the man created woman. He created them male and female. He created man in his own image; in the image of God He created them. We believe that God created marriage and for this reason He designed marriage to be between a man and a woman. (*Gen. 1:27, Gen 2:21-24, Rom. 1:18-27*)

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.**

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize East Linn Christian Academy to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. I agree to submit to a criminal background screening upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of East Linn Christian Academy serve at-will, and the employment relationship may be terminated at any time by either party, or any or no reason, other than a reason prohibited by law.

If employed, I will be required to furnish proof of eligibility to work in the United States and to comply with company and departmental regulations. I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off. If employed on a regular, benefits-eligible basis, I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice. I understand that the first SIX MONTHS of regular employment represent a provisional period, during which I would not be eligible to apply for transfer or promotion and during which I may be terminated without right of appeal.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_