



# BLACK HILLS CHRISTIAN ACADEMY

630 S. 32<sup>nd</sup> Street  
Spearfish, SD 57783  
(605) 722-1276

Your interest in Black Hills Christian Academy is appreciated. We invite you to fill out this employment application and return it to our school office. If an opening occurs for which it appears you may qualify, we may contact your references, send you some follow-up questions, and arrange for a personal interview.

The key to a successful Christian school is its staff. Appropriate candidates for positions at Black Hills Christian Academy are professionally qualified, love children, and live in a way that makes them excellent Christian role models (Luke 6:40).

We look forward to receiving your application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

# EMPLOYMENT APPLICATION



Please complete this form and attach a current resume.

POSITION APPLIED FOR \_\_\_\_\_ DATE \_\_\_\_\_

NAME \_\_\_\_\_ SS# \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE NUMBER (\_\_\_\_\_) \_\_\_\_\_ MALE \_\_\_\_\_ FEMALE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

MARRIED \_\_\_\_\_ SINGLE \_\_\_\_\_ DIVORCED \_\_\_\_\_ SEPARATED \_\_\_\_\_ WIDOWED \_\_\_\_\_

SPOUSE'S NAME \_\_\_\_\_ OCCUPATION/EMPLOYER \_\_\_\_\_

CHILDREN AND AGES \_\_\_\_\_

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## EDUCATION

	SCHOOL	YEAR GRADUATED	DEGREE
HIGH SCHOOL			
UNDERGRADUATE			
GRADUATE			

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## EMPLOYMENT RECORD (LIST LAST OR PRESENT POSITION FIRST)

EMPLOYER	ADDRESS	PHONE	POSITION	DATES

REASON FOR LEAVING LAST OR PRESENT POSITION \_\_\_\_\_

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TEACHING APPLICANTS, ARE YOU CERTIFIED? \_\_\_\_\_ IS CERTIFICATION CURRENT? \_\_\_\_\_

IN WHAT SUBJECT AREAS? \_\_\_\_\_ IN WHICH STATES? \_\_\_\_\_

LAST SALARY RECEIVED \_\_\_\_\_ WHAT SALARY DO YOU EXPECT? \_\_\_\_\_







# BLACK HILLS CHRISTIAN ACADEMY

## Statement of Faith

1. BHCA believes that the Bible is God's indisputable message to man, that it is inspired by God himself and, therefore, is without error. II Peter 1:20-21, II Tim. 3:15-17
2. BHCA believes there is one God who continuously and endlessly evidences Himself in three persons: God the Father, God the Son (Jesus), and God the Holy Spirit. Gen. 1:1, Matt. 28:19, John 10:30
3. BHCA believes that Jesus Christ is the Son of God and He is one with the Father. John 1:1, Isaiah 43:10-13, John 17:20-21, John 10:30, Luke 3:21-22
4. BHCA believes that Jesus was born of a virgin, that He lived a sinless life, and that He accomplished amazing miracles, as recorded in Scripture. Isaiah 7:14, Matt. 1:18-23, Heb. 4:15, I Peter 1:18-19
5. BHCA believes that Jesus shed His blood and died on the cross as our substitute and, in so doing, settled the score once and for all for our sin. Isaiah 53:4-6, Romans 6:23, Gal. 1:4, Romans 5:8, Romans 3:22-24
6. BHCA believes in the miraculous resurrection of Jesus and that He ascended to the right hand of God the Father where He constantly intercedes on our behalf and that one day He will return to earth in power and glory. Heb. 7:26, John 5:28-29, John 11:25, Mark 16:19, Romans 8:26-34, I Thess. 4:16, Heb. 4:15
7. BHCA believes that through a personal heart-felt acceptance of Jesus Christ as personal Savior, we are reborn as a new creation by the inner working of the Holy Spirit. John 5:24, Eph. 2:4-9, Titus 3:5-7, Romans 5:8-9, Romans 10:9-10, Eph. 1:13-14, John 14:6
8. BHCA believes that the Holy Spirit indwells the Christian and encourages us to live a Godly life. John 16:1-11, Romans 8:13-26, John 14:26, I Cor. 3:16, Heb. 4:15
9. BHCA believe in the resurrection of the dead for both the believer and the non-believer; those that are saved unto eternal life in heaven and the unsaved to eternal damnation in hell. I John 5:11, Romans 8:11, I Cor. 15:42-49, John 5:28-29
10. BHCA believes in the spiritual unity of believers in our Lord Jesus Christ and pledge to look beyond doctrinal conflict in order that the kingdom of God be extended.
11. BHCA believes that all human life is sacred and created by God in His image and His likeness. Human life is of inestimable worth in all its dimensions, including pre-bord babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. Gen. 1:27-28, Jer., 1:4-5, Psa. 139:13-16
12. BHCA believes that God wonderfully and immutably creates each person as male or female, therefore; alternative gender identities are contrary to the Bible. Male and female are distinct, complementary genders that together reflect the image and nature of God. Gen. 1:26-27, Gen. 2:15-24, Lev. 20:13a, Matt. 19:4
13. BHCA believes that God created marriage to be exclusively the union of one man and one woman, and that intimate sexual activity is to occur exclusively within that union. Gen. 2:22-24, I Corin. 7:2-5, Matt. 19:4-6, Roman. 1:26-27

I understand that Black Hills Christian Academy will address spiritual matters using this statement as a basis and guide. The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Black Hills Christian Academy's faith, doctrine, practice, policy, and discipline, our Board of Directors in Black Hill Christian Academy's final interpretive authority on the Bible's meaning and application.

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APPLICANT'S SIGNATURE

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DATE



# BLACK HILLS CHRISTIAN ACADEMY

## CODE OF ETHICS

- 1) The staff member affirms that, as part of the qualifications for this position, he/she is a “born again” Christian who knows the Lord Jesus Christ as Savior. (John 3:3, 1 Peter 1:23)
- 2) The teacher gives testimony that he/she has a sense of God’s will, that teaching is his/her calling, and that teaching in this Christian school is God’s direction.
- 3) Employment at Black Hills Christian Academy is open to qualified individuals who are Christians of good character, without regard or reference to race, gender, national or ethnic origin, color, age, or disability. BHCA is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with the school’s statement of faith and the school’s declaration and agreement to ethical and moral integrity, as stated in the Staff Handbook and Policy Manual.
- 4) All staff will manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model (1 Timothy 4:12) both in and out of school to pupils (Luke 6:40), and as an example to parents and fellow faculty members in judgment, dignity, respect, and Christian living. This includes, but is not limited to, the refraining from such activities as the use of tobacco, illicit drugs, vulgar or profane language, and any use of alcohol in a manner which may present a stumbling block to another Christian. (1 Cor 8:9, Romans 14:15, Col 3:17, Titus 2:7-8, 1 Thess 2:20, 1 Thess 5:18-23, James 3:17-18)  
We believe that God created marriage in the beginning, as a blessing for both man and woman, before any sin or rebellion entered the world, and that He created marriage to be between one man and one woman, who enter into a covenant relationship, complement one another, serve one another, and sanctify one another for as long as they both shall live. Accordingly, we reject any attempt to redefine marriage as a union between people of the same gender or as between more than one man and one woman. We believe that the homosexual lifestyle and alternative gender identities are contrary to the Bible. (Gen 1:27-28, 2: 15-24, Lev 18:22, Lev 20:13a, Matt 19: 4-6, Rom 1:26-27, 1 Cor 7:14)
- 5) The staff member will faithfully attend and financially support a local church whose fundamental beliefs are in agreement with the Statement of Faith of this school. (Hebrews 10:25)
- 6) The staff member accepts, without verbal or mental reservations, the Statement of Faith of this school and is committed to upholding it.
- 7) Each staff member will strive at all times to understand, appreciate, love, and serve the pupils entrusted to him/her for instruction, and will to the best of his/her ability provide for their fullest spiritual, intellectual, physical, and emotional development.
- 8) The teacher will maintain a classroom atmosphere that is conducive to learning. This includes maintaining a professional appearance.
- 9) The staff will avoid highly debatable topics outside the parameters of the BHCA Statement of Faith as much as possible that tend to divide evangelical believers. A student is to be referred to his/her local church if a debatable topic of theological nature arises.
- 10) The staff agrees to follow the Biblical pattern of Matthew 18:15-17 and Galatians 6:1 and always give a good report. All differences are to be resolved by utilizing Biblical principles – always presenting a united front. Appropriate confidentiality will be observed in regard to pupil, parent, and school matters. (Titus 3:2 and Galatians 5:15)
- 11) The staff and BHCA Board are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to, the handbook, staff contract, or any aspect of the employment relationship, including statutory claims, shall be settled by Biblically-based mediation. If resolution of the dispute and reconciliation do not result from mediation, the matter shall then be submitted to a panel of three independent and objective arbitrators for binding arbitration. Each party shall have the right to select one arbitrator (unless the parties mutually agree to the use of only one arbitrator). The two arbitrators selected by the parties shall jointly select the neutral third arbitrator. If there is an impasse in the selection of the third arbitrator, the Institute for Christian Conciliation division of Peacemaker Ministries of Billings, Montana [(406) 256-1583] shall be asked to provide the name of a qualified person who will serve in that capacity. The arbitration shall be conducted in accordance with the “Rules of Procedure for Christian Conciliation” contained in the Peacemaker Ministries booklet, *Guidance for Christian Conciliation*.  
The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the employment relationship or this handbook and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally-binding arbitration decision.  
Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her/its own arbitrator and one half of the fees and costs of the neutral arbitrator and any other arbitration expenses. If the parties mutually agree to use only one arbitrator, each party shall bear one half of the fees, costs, and any other arbitration expenses.
- 12) The staff member acknowledges that he/she is fully aware of his/her obligations under state law regarding child abuse reporting requirements and that he/she will fulfill those obligations.

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SIGNATURE

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DATE



# BLACK HILLS CHRISTIAN ACADEMY

## LIFESTYLE STATEMENT

- 1) Black Hills Christian Academy is a religious, nonprofit organization representing Jesus Christ throughout the local community and the worldwide evangelical community. BHCA requires its employees and volunteers to know the Lord Jesus Christ as Savior and to live their lives as Christian role models. (John 3:3, 1 Peter 1:23, Romans 10:9-10)
- 2) Employment at Black Hills Christian Academy is open to qualified individuals who are Christians of good character, without regard or reference to race, gender, national or ethnic origin, color, age, or disability. BHCA is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with the school's statement of faith and the school's declaration and agreement to ethical and moral integrity, as stated in the Staff Handbook and Policy Manual.
- 3) Black Hills Christian Academy requires its employees to be born-again Christians, living their lives as Christian role models (Romans 10:9-10, 1 Timothy 4:12) both in and out of school to pupils (Luke 6:40), and as an example to parents and fellow faculty members in judgment, dignity, respect, and Christian living. Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the bible perspective of integrity and appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management. This includes, but is not limited to, refraining from such activities as the use of tobacco, illicit drugs, vulgar or profane language, and any use of alcohol in a manner which may present a stumbling block to another Christian. (1 Cor 8:9, Rom 14:15, Col 3:17, Titus 2:7-8, 1 Thess 2:20, 1 Thess 5:18-23, James 3:17-18)
- 4) BHCA believes that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive covenant union, as delineated in Scripture (Gen 2:18-25), that God intends sexual intimacy to occur only between a man and a woman who are married to each other, and that God has commanded that no intimate sexual activity is engaged in outside of marriage between a man and a woman. (Gen 1:27-28, 2:21-24, Matt 19:4-9, Mark 10:5-9, Eph 5:22-23)
- 5) To preserve Black Hills Christian Academy's function and integrity, its employees must maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of BHCA that each employee will have a lifestyle where "...He might have the pre-eminence." (Col 1:18). BHCA considers each person who works with children to be a leader of others (especially children). In alignment with the Bible's expectations for leaders, it is the expectation of BHCA that each employee and volunteer will have a lifestyle that is "above reproach" and "so that in everything [Christ] might have the supremacy." (1 Tim 3:1-3, Col 1:18)

**I have read the above statements and agree to adhere to these moral standards.**

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SIGNATURE

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DATE