Sunshine Bible Academy

400 Sunshine Dr
Miller, SD 57362
Phone: 605-853-3071
Fax: 605-853-3072

Application For Employment

Please give complete answers to all questions on this form. Please type or print in ink.	Position Applied For
LAST NAME FIRST NAME MIDDLE	APPLICATION DATE
ADDRESS (STREET AND NUMBER)	PHONE ( )
CITY STATE ZIP	E-MAIL
If done with discretion, may we call you at work? ☐ Yes ☐ No	WORK PHONE
Driver's License No.:	( )

Are you known to School/References by another name? ☐ Yes ☐ No

If yes, by what name?

SOCIAL SECURITY	Are you ☐ Under 16 ☐ 16-18 ☐ Over 18 year of age	Are you a citizen of the United States? Yes / No If not, give alien registration No. _____

HAVE YOU, SINCE AGE 18 , EVER BEEN CONVICTED OF A MISDEMEANOR OR FELONY? ☐ No ☐ Yes

If YES, give Date and Explain

(Note: A Conviction Does Not Necessarily Bar You From Employment. Each Conviction Will Be Judged On Its Own Merits With Respect to Time, Circumstance, And Seriousness.)

HAVE YOU EVER BEEN-
- ☐ Separated?
- ☐ Divorced?
- ☐ Remarried?
- ☐ None of the Above

If you have been divorced, give date: _____

Has your spouse been divorced? ☐ Yes ☐ No

Has your spouse or fiance accepted the Lord Jesus Christ as Savior and Lord? ☐ Yes ☐ No

When?

Is your spouse or fiance in complete agreement with the idea of your working at SBA? ☐ Yes ☐ No

If no, why?

DO YOU HAVE ANY HOBBIES OR INTERESTS WHICH HAVE A DIRECT BEARING ON THE JOB YOU ARE SEEKING?

HAVE YOU EVER BELONGED TO A CLUB, ORGANIZATION, SOCIETY, OR PROFESSIONAL GROUP WHICH HAS A DIRECT BEARING ON YOUR QUALIFICATIONS FOR THE JOB WHICH YOU ARE SEEKING?

Have you ever served in the U.S. Armed Forces? ☐ Yes ☐ No	Rank at discharge:
Branch of Service:	Type of discharge:
Dates of Duty: From (Mo/Year) To (Mo/Year)	

Name & Location	Dates		Major	Degree
	From	To		
High School				
College				
Other				

Begin with present or most recent position and account for the last 10 years.
(if more space is needed please use another sheet of paper)

1. Firm Name	Name of immediate superior	Phone Number
Complete Address		From - Mo./Yr. To - Mo./Yr.
Describe the work you performed:		
Beginning /Hr. Salary /Mo.	Ending /Hr. Salary /Mo.	Reasons for leaving

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PLEASE GIVE NAMES AND ADDRESSES OF FOUR NON-RELATIVE FRIENDS (NOT PRESENT OR FORMER EMPLOYER)

NAME & RELATIONSHIP	FULL ADDRESS	CITY & STATE	ZIP	PHONE	YEARS KNOWN

HOW MANY DAYS HAVE YOU MISSED FROM EMPLOYMENT IN THE LAST TWO YEARS?
WHY?

MAY WE CONTACT YOUR CURRENT EMPLOYER FOR REFERENCES? ☐ Yes ☐ No

DO YOU REQUIRE ANY ACCOMMODATIONS IN ORDER TO FULFILL YOUR EMPLOYMENT TASKS/DUTIES? ☐ Yes ☐ No

1. Describe your relationship with the Lord over the last five years.

2. List the history of your church involvement.

3. What are two or three of your personal life philosophies that guide you?

4. Describe your understanding of man's basic nature, the Bible, and the basis for salvation.
   What are your beliefs based on?

5. What is Christian Education?

6. What makes a school Christian?

7. How would you define a Biblical Worldview?

8. Describe your personal philosophy and specific methods of student discipline.

9. What does it mean to integrate the Word of God into your subject/work area?

10. What life or career goals do you have? (include any future educational goals)

11. What motivates you to work in a Christian school?

12. What motivates you to seek a position at Sunshine Bible Academy?

Sunshine Bible Academy
Mission Statement

We believe that Sunshine Bible Academy exists to assist parents with their responsibility to raise their children in the nurture and admonition of the Lord by integrating God's truth in all areas of life.

SUNSHINE BIBLE ACADEMY
DOCTRINAL STATEMENT

1. We believe in the Scriptures of the Old and New Testaments as verbally inspired by God (II Tim. 3:16-17 and II Peter 1:19-21), and inerrant in the original writings, and that they are of supreme and final authority in faith and life (Deut. 8:3 and Matt. 5:18).
2. We believe in one God (Deut. 6:4), eternally existing in three persons - Father, Son, and Holy Spirit (Matt. 28:18-19).
3. We believe that Jesus Christ was begotten by the Holy Spirit and born of the Virgin Mary (Matt. 1:16-23), and is true God and true man (John 1:14).
4. We believe that man was created in the image of God (Gen. 1:26-28); that he sinned and thereby incurred, not only physical death, but also that spiritual death which is separation from God (Gen.3), and that all human beings are born with a sinful nature and, in the case of those who reach moral responsibility, become sinners in thought, word, and deed (Rom. 5:12-19).
5. We believe that the Lord Jesus Christ died for our sins, according to the Scriptures (I Cor. 15:3-4) as a representative and substitutionary sacrifice (Rom. 5:8, 18); and all that believe in Him are justified on the ground of His shed blood. (Rom. 4:24-25).
6. We believe in the resurrection of the crucified body of our Lord (I Cor. 15:3-8), in His ascension into heaven (Acts 1:9), and in His present life there for us as High Priest and Advocate (Heb. 4:14-16).
7. We believe in that "blessed hope" (Titus 2:13, I Thess. 4:13-18) – the personal, premillennial and imminent return of our Lord and Savior Jesus Christ.
8. We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God (Titus 3:5 and Rom. 8:14-16).
9. We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting, conscious suffering of the lost (Rev. 20:4-21:8).

Statement of Christian Philosophy of Education

A Christian Philosophy of Education must begin, have as its continual frame of reference, and end with the eternal God. In doing so, it acknowledges that:

1. There is only one God (Deut. 6:4), who exists eternally in three persons, God the Father (2 Cor. 1:3), God the Son (Heb. 1:1-8), and God the Holy Spirit (Eph. 4:30).
2. The universe and all within, was created for the purpose of the glorification of, and is sustained by, God (Ge 1-2; Ex 20:11; Col. 1:16-17; Jn 1:1-3; Rev 4-11).
3. This eternal God has revealed Himself to man through the creation (Ps 19:1; Ro 1:19-20), and through His inspired, inerrant, infallible, eternal Word, the Bible (Heb 1:1-2, 2 Tim 3:16-17; Ps 119:89; Jn 1:1; 2 Pe 1:20-21).
4. Man's relationship to God was broken by the sin of Adam and Eve (Ge 3), and therefore, all men since Adam are born with a sinful nature and are under the sentence of death from a Holy God (1 Cor 15:22, Ro 3:23, 5:14, 6:23; Eze 18:4).
5. Jesus Christ, through the miracle of the incarnation, dwelt among men, and voluntarily offered Himself as our substitute, dying on the cross to appease the wrath of God, and make possible an eternal relationship of man with God through faith in the Lord Jesus Christ (Jn 1:14-17, 3:16; Eph 2:8).
6. A life of holiness is possible for the believer by means of the indwelling of God the Holy Spirit, who teaches us regarding the things of God and causes us to discern areas of personal sin, which exist as a result of the ongoing conflict of our two natures, sinful and righteous (Jn 14:16-18, 26, 16:7-15; Ro 7:14-25).

Based on the above assertions, it is possible to establish certain definitive statements in regard to educational process. True Christian education will recognize that:

1. God is the ultimate source of all truth (Jn 14:6). Therefore, His Word (revealed truth) holds a position of priority over human reason and enables all of life, in both its temporal and eternal aspects, to be viewed from the perspective of the centrality of God rather than the centrality of man. Any distinction between "sacred truth" and "secular truth" is, therefore, a false dichotomy.
2. A differentiation must be made between earthly wisdom (1 Co 1-2; Jas 3:15) and spiritual wisdom (1 Co 1:30; Jas 3:13,17), while acknowledging that the source of all true wisdom and understanding is God Himself (Pr 1:7, 9:10, 15:33; Col 2:3).
3. The purpose of Christian education is to convince the student of his need of a personal, saving relationship with the Lord Jesus Christ, to nurture, admonish, and encourage the student to live in conformity with the revealed will of God through a life of service, wholly dedicated to and dependent upon God (Ro 12).
4. The process of Christian education requires the natural integration and consistent application of God's Word into every area (academic, extracurricular, administrative, etc.) of the school program (Eph 4:4-6).
5. Parents bear the sole responsibility for the education of their children. Christian parents, in particular, should be aware of their duty to raise and educate their children in accordance with God's way. Parents will experience the blessing of providing a God-honoring education (Dt 4:10, 6:6-7, 20:17-18; Jer 10:2; Mt 12:30; Eze 44:5; Ezra 7:25; Pr 22:6).
6. God has ordained marriage, the family (Ge 2:24, 25; 3:18-24), and the Church (Mt 16:13-18; Eph 5:23-32) as the institutions, which He desires to use to accomplish His divine will on Earth. Local gatherings of believers called churches, the visible entity of the universal Church, serve their families in the area of education by training and equipping parents to be the primary providers of spiritual instruction for their children. The Christian school provides a well-rounded program of Christ-centered academics and extracurricular activities. The goal of the three, parents, church, and Christian school, is to work together to carry out the mandate of Scripture to "Train up a child in the way that he should go. Even when he is old, he shall not depart from it" (Pr 22:6).

Employee Standards

Sunshine Bible Academy is a community of caring Christians dedicated to helping one another grow towards Christian maturity. We are part of a larger Christian community, and we represent a Christian high school committed to helping parents grow their children spiritually, intellectually, and emotionally. We seek to cultivate attitudes and conduct that are consistent with Scripture, striving for Christ-likeness in lifestyle and in the conduct of our ministry.

Our community and witness require mutual understanding. Our voluntary association involves mutual submission and consideration.

The Scriptures encourage us to pursue a course of conduct that is free from both lawlessness and legalism. Rules are not in themselves a test of spirituality.

A spiritual person will submit to God's Word and to God's established authority. Such a person will live in love and self-control in the community in which God allows him or her to live and serve.

The Bible clearly states some precepts and principles as absolutes in moral and ethical behavior. In other areas where legitimate differences of opinion exist, the Bible provides guidelines for behavior. As members of the SBA Christian community, we each commit ourselves to live Christ-honoring lives. Employment at SBA presupposes that each employee has committed his or her life to Jesus Christ for salvation and for Christian service. A lifestyle in accordance with Biblical principles is essential to demonstrate that commitment to fellow employees, to SBA students, and to the outside world. Scripture clearly indicates that "whatever you do, whether in word or deed, do it all in the name of the Lord Jesus" (Col. 3:17).

BIBLICAL ABSOLUTES: By Biblical absolutes, SBA means those unchanging Scriptural truths about God, His creation, and truths that He has established. Rooted in His character and law, these truths are universal, unchanged by time, circumstances, culture, or human interpretation.

Included in the absolutes are certain commands or requirements of the Bible about moral living. Because we desire that the life of Christ be manifested in the SBA community, it is expected that the direct commands of God for the believer will be obeyed. To love other Christians, do good to all people, be filled with the Holy Spirit, obey the Word, and trust God for personal needs are illustrative of some of the positive commands of Scripture (Gal 5:16-23; Eph. 5:18-21; Col. 3:3, 5-17; I Thess. 5:12-22).

The Bible also forbids practices such as stealing, drunkenness, gossip, gluttony, dishonesty, occult involvement, murder, profanity, premarital sex, adultery, and homosexual behavior. In addition, attitudes such as lust, thanklessness, pride, hatred, rebelliousness, and jealousy are equally displeasing to God.

These Biblical precepts are to govern our lives at and away from the work place, manifesting the life of Christ in our conduct and attitudes, expressing joy and abundant living. Jesus Christ said, "I have come that they may have life, and have it to the full" (John 10:10).

COMMUNITY STANDARDS: At SBA, we are committed to maintaining a lifestyle based on Biblical principles. These principles are abiding general truths deduced from Scripture that guide us in our thoughts and actions. We have, therefore, established some moderate standards to govern the lifestyle of our community. While we realize that these may not totally reflect the personal preferences of each employee, they enable our community to function in harmony and under the Lordship of Christ.

Therefore, we prohibit gambling, the use of non-commercial drugs, social dancing, tobacco in any form, consumption of alcoholic beverages, sexually explicit material, and similar practices which are not consistent with SBA standards. Applying principles of modesty and appropriateness, we employ a moderate dress code.

We expect regular attendance at worship services of a conservative, evangelical local church and other spiritual activities on Sunday to make it special day of renewal set apart from other activities of the week. In all things, we desire to live balanced Christian lives, avoiding that which is offensive, divisive, or legalistic, not flaunting our liberty in Christ.

INDIVIDUAL DISCRETION: By individual discretion we mean that each believer, though free to follow a Biblically informed conscience in some practices, must in love and consideration adapt behavior to benefit others and the community. The application of some Biblical principles governing Christians living in the community is an administrative prerogative at SBA, and other principles are left for individual application.

For instance, while the principle stands that we all need fellowship with God in Bible study and prayer, the specific time, place, and method for personal devotions are an individual choice. Employees also have the responsibility to apply these principles to their own life situations, such as choosing a church to attend or developing friendships.

The entertainment industry often promotes values and products which are contrary to Scripture. Profanity, excessive violence, illicit sex, inappropriate lifestyles, and other forms of aberrant behavior not only dominate entertainment themes but are portrayed as desirable. Conversely God's Word instructs believers to be committed to whatever is "true,…honorable,….lovely, and of good repute, if there is any excellence and if anything worthy of praise, let your mind dwell on these things" (Phil. 4:8). Therefore employees of SBA should avoid any form of entertainment or activity which does not promote values consistent with Biblical principles of righteousness and personal purity.

While a person is an employee of Sunshine Bible Academy, we expect personal behavior to be manifested in a consistent Christian testimony, thereby furthering to the effective witness of this Christian community. Each employee is responsible to exercise discretion with reference to reading materials, visual entertainment, choices of music, concerts, and attendance at places of entertainment. An employee is never justified in violating these standards for the sake of exposure to a particular form of media-even in pursuit of so-called relevance. Employees should be guided by the overriding principle that freedom of the Christian goes hand in hand with individual responsibility to Christ and fellow believers. "For you were called to freedom, brothers; only do not turn your freedom into an opportunity for the flesh, but through love serve one another" (Gal 5:13 NASB).

ADMINISTRATIVE PROCEDURES: Certain rules and guidelines are necessary for the proper functioning of a community that may not apply to individuals. Since we are committed to honor Christ and to love one another, employees of SBA freely assume certain regulations governing personal behavior. In addition to those stated above, others are stated in the Employee Handbook.

BUSINESS DRESS: All SBA employees are expected to dress in a manner that is modest, professional, and appropriate to their specific job and workplace.

Sunshine Bible Academy Administration reserves the right to make interpretive application of all the aforementioned guidelines with respect to employees. In addition, the Administration may evaluate an individual's response to these standards and extend counsel where appropriate. In cases where employee conduct is determined to violate these guidelines, Sunshine Bible Academy may, at its sole discretion, elect to discipline or discharge the employee.

Professional Standards

GENERAL DESCRIPTION: The staff shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christian men and women to the praise and glory of God.

QUALIFICATIONS: The staff member shall be one who has received Jesus Christ as Savior and Lord. The staff member shall be a regular attendee and in good standing with an evangelical church. He/she shall be a person of spiritual maturity with academic and leadership abilities that will allow him/her to "train up a child in the way he should go." The staff member shall reflect the purpose of the school, which is to honor Christ in every class, in every activity, and in all areas of life.

CONTRACTED BY: The School Board upon recommendation of the administrator for one year.

SPIRITUAL RESPONSIBILITIES:

1. Seek to role model in attitude, speech and actions a consistent daily walk with Jesus Christ.
2. Show by example the importance of Scripture memorization and study, prayer, witnessing, and unity in Christian fellowship.
3. Follow the Matthew 18 principle in dealing with students, parents, staff, and administration.
4. Challenge students to accept God's gift of salvation and grow in their faith.
5. Lead students to a realization of their self-worth in Christ.

INSTRUCTIONAL RESPONSIBILITIES:

1. Recognize the role of parents as primarily responsible before God for their child's education and assist them in the task.
2. Teach classes as assigned following prescribed scope and sequence as scheduled by the administration.
3. Plan broadly through the use of semester and quarterly plans and objectives, and more specifically through the use of a Weekly Lesson Plan Book.
4. Integrate Biblical principles and the Christian philosophy of education throughout the curriculum.
5. Effect student learning through mastery of the subject material by utilizing valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
6. Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work.
7. Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.
8. Plan through approved channels the balanced use of field trips, guest speakers, and other media.
9. Use homework effectively for drill, review, enrichment or project work.
10. Assess the learning of students on a regular basis and provide progress reports as required.
11. Keep proper discipline in the classroom and on the school premises for a good teaching environment.
12. Prepare adequate information and materials for a substitute teacher.
13. Inform the administration if unable to fulfill any duty assigned.

NON-INSTRUCTIONAL RESPONSIBILITIES:

1. Cooperate with Board and Administration in implementing all policies, procedures, and directives governing the operation of the school.
2. Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
3. Keep students, parents, and the administration adequately informed of progress or deficiencies and give sufficient notice of failure.
4. Maintain a clean, attractive, well-ordered classroom or work space.
5. Supervise extra-curricular activities, organizations, and outings as assigned.
6. Support the broader program of the school by attending extra-curricular activities when possible.
7. Notify the administration of any policy he/she is unable to support.

PROFESSIONAL RESPONSIBILITIES:

1. Utilize educational opportunities and evaluation processes for professional growth.
2. Seek the counsel of the administration, colleagues, and parents while maintaining a teachable attitude.
3. Provide input and recommendations for administrative and managerial functions in the school.
4. Attend and participate in scheduled devotional, in-service, committee, faculty, and parent meetings.
5. Know the procedures for dealing with issues of an emergency nature.
6. Contribute to the general improvement of the school program.
7. Refuse to use or circulate information inappropriately.
8. Perform any other duties which may be assigned by the administration.

PERSONAL RESPONSIBILITIES:

1. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
2. Meet everyday stress with emotional stability, objectivity, and optimism.
3. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
4. Respectfully submit and be loyal to constituted authority.
5. Use acceptable English in written and oral communication and speak with clear articulation.
6. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the constituency and general public.
7. Make an effort to appreciate the uniqueness of the SBA community.

EVALUATION: Performance of these responsibilities will be evaluated in accordance with provisions of the Board's policy.

A criminal background check will be made of all applicants for whom serious consideration for employment is given.

All information that I have stated is true and complete to the best of my knowledge. Initials: _____

Implicit in accepting an offer of employment is agreement to abide by the mission, statement of faith, philosophy of education, employee standards, and professional standards.

I have read and understand the mission, statement of faith, philosophy of education, employee standards, and professional standards described above.

Name: _____ Date: _____