



OAKWELL ACADEMY
A CLASSICAL, CHRISTIAN, UNIVERSITY-MODEL SCHOOL®

SUBSTITUTE HIRING PROCESS

1. Pray
2. Agreement with Oakwell Academy's mission, vision, core values & objectives, philosophy of education, Statement of Faith & Declaration of Moral Integrity (in this application)
3. Submit Resume & Application

Email: info@oakwellacademy.org

Drop off: Oakwell Academy (Monday, Wednesday, Thursday 8:00 am-3:00 pm)
2201 Earl Rudder Fwy S. College Station, TX 77845

Mail: Oakwell Academy, Attn: Employment
P.O. Box 11016 College Station, TX 77842

4. Attend a Monday morning school wide assembly if possible
5. Interview with an administrator

It is valuable for us as we steward the trust that parents have extended to us in caring for their students to understand the views held by those who would be Christian role models for their children. Topics covered are included in the Personal Convictions section of the application. We are providing the list so you can feel prepared to speak about each one in your interview. Choosing to share your thoughts with us beforehand in writing or waiting until the interview are both perfectly acceptable to us.

Please note that sensitive topics will be asked from a same-gender interviewer with a heart to get to know you better and genuinely assess if Oakwell's discipleship environment is the right fit at this time.

6. References checked & background check performed
7. Follow up, if needed
8. Offer letter
9. Final Agreement and Contract Terms

REFERENCES

Please provide four references with phone numbers and email addresses. Include at least two professional references and at least one reference (outside of your family) who can comment on your Christian faith.

| | |
|--|--|
| Name: _____ Relationship to Applicant: _____ | |
| Company: _____ City/State: _____ | |
| Phone # and email: _____ Years Known: _____ | |
| | |
| Name: _____ Relationship to Applicant: _____ | |
| Company: _____ City/State: _____ | |
| Phone # and email: _____ Years Known: _____ | |
| | |

ABILITY TO PERFORM ESSENTIAL JOB FUNCTIONS

You have read the job description and essential functions for this position. Is there any reason why you might be unable to perform the essential duties and responsibilities of the position for which you are applying?

Yes No

If "Yes," please explain: _____

If you answered "Yes" to the above question, is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position?

Do you have any personal responsibilities or other commitments that may prevent you from meeting this position's requirements for on-time arrival, attendance, or work schedules?

Yes No

If "Yes," please explain: _____

Our school welcomes employees, volunteers, and students of different nationalities, races and denominations. How have you demonstrated an ability to work with others who may be different from you or have beliefs different from yours? Please describe any difficulties that you may have encountered.

If you are offered a position, will you be able to verify that you are legally permitted to be employed in the United States?

Yes No If "No," why not: _____

What authority do the Scriptures have in your life and in the world? _____

Please indicate the extent to which you agree or disagree with each of the following statements:

| | <u>Strongly Disagree</u> | <u>Tend to Disagree</u> | <u>Neutral, Uncertain, or "It Depends"</u> | <u>Tend to Agree</u> | <u>Strongly Agree</u> |
|---|------------------------------|-----------------------------|--|--------------------------|---------------------------|
| 1. Absolute moral truth exists. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Absolute truth is defined by the Bible. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Jesus Christ led a sinless life. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. God is the all-powerful, all-knowing Creator of the universe and still rules it today. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Salvation is a gift from God that cannot be earned. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Satan is real and active in the earth. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. A Christian has a responsibility to share his/her faith in Christ with others. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. The Bible is accurate in all of its teachings. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

PERSONAL CONVICTIONS/CURRENT STRUGGLES

As previously stated on the application cover page, it is valuable for us as we steward the trust that parents have extended to us in caring for their students to understand the views held by those who would be Christian role models for their children. Below is a list of topics that we would like to discuss with you (in person and/or in written form if you prefer). We are providing the list so you can feel prepared to speak about each one in your interview. Choosing to share your thoughts with us beforehand in writing or waiting until the interview are both perfectly acceptable to us.

Please note that sensitive topics will be asked from a same-gender interviewer with a heart to get to know you better and genuinely assess if Oakwell’s discipleship environment is the right fit at this time. Some questions you will be asked are:

1. How do you handle stress (i.e. anxiety, anger, or fear) in your life?
2. In times of stress, what are positive and/or negative ways that you manage your stress?
3. Who in your life provides accountability and encouragement for you?
4. Tell me about your church community and your service there.
5. Tell me about a time you received correction or feedback and how that impacted you.
6. Do you struggle with any habitual sin (such as but not limited to pornography, abuse of alcohol or drugs, gluttony)?
7. What are your personal convictions regarding
 - a. Sanctity of life and abortion
 - b. Gender identity and sexual orientation
 - c. Sexual activity outside of Christian marriage (including pornography and/or habitual masturbation)
 - d. Abuse of substances such as alcohol, prescription or non-prescription drugs
 - e. Social media and video games

PERSONALITY

Optionally, If you know any of the following please answer below:

1. Meyers Briggs Type - _____
2. Enneagram Number - _____
3. Strengths Finder - _____
4. 5 Voices – strongest voices - _____
5. 5 Love Languages in order - _____
6. Top Spiritual Gifts - _____

SIGNATURE OF ATTESTATION

I hereby attest that all information provided in this application is complete and truthful.

Signed: _____ _____
Date

Printed Name: _____

DECLARATION OF MORAL INTEGRITY

I understand that Oakwell Academy expects all of its employees and its volunteers with unsupervised access to children to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for such a ministry position, in the capacity of an employee or a volunteer at this school, I recognize, understand, and agree to live by the Christian moral standards of Oakwell Academy.

I declare that during the past year I have not engaged in, at the current time I am not engaging in, and promise that I will not during the term of my employment or volunteering, engage in inappropriate sexual conduct. Inappropriate conduct is deemed to include, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (*e.g.*, premarital sex, cohabitation, extramarital sex), homosexual or lesbian conduct, bisexual conduct, any attempt to change one's sex, disagreement with one's biological sex, incest, sexual harassment, use or viewing of pornographic material or websites, or sexual abuse or improprieties toward minors as defined by Scripture and federal or state law. I understand that any such conduct is grounds for dismissal.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of Oakwell Academy.

Signed: _____ _____

Date

Printed Name: _____

*Honor marriage, and guard the sacredness of sexual intimacy between wife and husband.
God draws a firm line against casual and illicit sex.*

Hebrews 13:4 (The Message)

*A pupil is not superior to his teacher, but every one [when he is] completely trained—
readjusted, restored, set to rights, and perfected—will be like his teacher.*

Luke 6:40 (Amplified Bible)

SCHOOL STAFF AGREEMENT

MISSION OF OAKWELL ACADEMY

Oakwell Academy exists to love and glorify God, love and build up the body of Christ through discipleship, and to help fulfill the Great Commission by loving those who do not know Jesus, affirm and encourage parents, educate students with excellence, and integrate home and school learning and experiences.

STATEMENT OF FAITH OF OAKWELL ACADEMY

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:15; 2 Peter 1:21).
2. 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).
3. 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 (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 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).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5).
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).
6. 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).
7. 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).
8. We believe that marriage is the God-ordained uniting of one man and one woman in covenant commitment for a lifetime and that sexual intimacy is a gift designed for the marriage relationship only (Genesis 2:24; Matthew 19:4-6; Hebrews 13:4).

This ministry's Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach. It is our desire to maintain this position, remaining united in the salvation and love of Christ and avoiding the dissension which may be caused by denominational distinctives.

STATEMENT OF NON-DISCRIMINATION

Oakwell Academy shall make no distinction in its admission or operating policies with regard to an individual's race, color, national origin, and ethnic origin because we recognize that there can be no preferential treatment with God (Romans 2:11). Oakwell Academy shall admit students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It shall not discriminate based on race, color, national origin, and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs. Oakwell Academy does not discriminate against applicants and employees on the basis of race, color, gender or national or ethnic origin.

STATEMENT OF CHRISTIAN CONCILIATION

The parties to this agreement 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, this agreement or to any aspect of the school relationship, including any claim or statutory claims, shall be settled by Biblically-based mediation.

If resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be submitted to a panel of three arbitrators for binding arbitration. The selection of the arbitrators and the arbitration process shall be conducted in accordance with the Rules of Procedure of Christian Conciliation of the Institute for Christian Conciliation as printed in the Christian Conciliation Handbook.

The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the school relationship or this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce 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.

Parents, faculty, staff, volunteers and the Board of Trustees must be in agreement with the Oakwell Academy mission statement, statement of faith, statement of Christian conciliation, and other above statements. Please sign below if you agree with everything included in the document:

Printed Name: _____ Signed: _____ Date _____