



Developing Spirit-Filled Leaders

STAFF APPLICATION PACKAGE

In covenant with Christian families, Unity Christian School teaches students the Truth from a Christ-centered perspective for lives of discipleship.



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Clinton, IA 52732

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www.unitychristian.com

Jessica Hollewell, *Head of School*

Updated March 2026

Process of Application

Only completed application packages will be considered. Please use the checklist below to ensure proper application.

Read the mission statement, purpose of the school, statement of faith, and philosophy of education. (Note: The mission statement, purpose of the school, and statement of faith are included in this packet. The philosophy of education is available from the office or under the employment section of the UCS website.)

Cover Letter (Attention: Jessica Hollewell, Head of School)

Resume

Application Form

Copy of:

- o Certification(s) *(if applicable)*

Send all information to:

Elizabeth Sandrock, Administrative Assistant
Unity Christian School

esandrock@unitychristian.com

Please type.

Electronic submissions are required.

Unity Christian School Foundational Information

Mission Statement

In covenant with Christian families, Unity Christian School teaches students the Truth from a Christ-centered perspective for lives of discipleship.

Purpose of Unity Christian School

The Unity Christian School is owned and operated by an association of believers for the purpose of providing kindergarten through twelfth grade education that is directed by Scripture as interpreted by the Reformed confessions. This association is composed of parents, who have the primary responsibility for providing their children with a God-centered education, and all other members of the Christian community, who are also called to provide a Christian nurturing and instruction for covenant children. In sending their children to Unity Christian School, parents entrust the education of their children to the board of directors, which operates the school through its head of school, who is qualified to carry out the school's tasks in harmony with the purpose of the institution. Teachers and parents work together to further the Christian education of their children.

As a biblically Reformed Christian school, Unity Christian School recognizes the centrality of the covenant and the Kingdom. Children of believers are to be seen and loved by the teachers as members of God's covenant and as citizens of His Kingdom. They are God's children in Christ and share in the calling of the believing community. As such, they are educated for discipleship that is obedient covenantal service, putting all areas of life under the Lordship of Jesus Christ. In this covenant-Kingdom activity they are, together with all believers, co-workers, partners with Jesus Christ.

All members of the Christian school community should encourage and require each other to demonstrate the character of faithful covenant children who delight in and honor God's laws. All interrelationships should be lovingly evaluated within the context of each person's role in the covenant and the Kingdom.

We exist to praise and glorify God's name in all that we learn and do. UCS is dedicated to helping each student grow and develop spiritually, academically, and socially.

Statement of Faith

The basis of Unity Christian School is the Scriptures of the Old and New Testaments, the infallible and inerrant Word of God, as interpreted and expressed in the standards of the Reformed faith through creeds and confessions (the Heidelberg Catechism, the Belgic Confession, the Canons of Dort, the Apostles Creed, the Nicene Creed, and the Athanasian Creed). On this basis, the school affirms the following principles of Christian education:

- a. The Holy Scriptures of the Old and New Testaments are the Inspired Word of God, the only infallible rule of faith and obedience.
- b. There is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
- c. Man, created by God and in God's image, disobeyed him, fell from his original righteousness, and became dead in sin.
- d. Jesus Christ, born of the Virgin Mary, is the incarnate, sinless Son of God, who was crucified and arose, bodily, from the dead. He ascended into heaven and there governs the world. Those who receive Him by faith have everlasting life.
- e. Regeneration (rebirth) by the power of the Holy Spirit is absolutely essential for the salvation of lost and sinful man. The indwelling of the Holy Spirit enables the Christian to discern the truth of God's Word and to live a godly life.
- f. Christ is personally coming again to judge the living and the dead.
- g. Christians enjoy spiritual unity in their Lord, Jesus Christ.
- h. God gives parents the responsibility of bringing up their children in the "nurture and admonition of the Lord."
- i. Marriage is from God and intended to be a lifelong, monogamous relationship between one man and one woman joined to one another by God in covenant faithfulness for the glory of God (Genesis 2:18-25; Malachi 2:13-16, Matthew 19:4-6).
- j. God intends sexual intimacy to occur only between a man and a woman who are married to each other (Romans 1:26-27; 1 Corinthians 6:18; 7:2-5; Hebrews 13:4). God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and woman.
- k. All human life is sacred and created by God and in His image (Genesis 1:27). Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or

condition from conception through natural death. We are therefore called to defend, protect and value all human life (Psalm 139).

- l. God wonderfully and immutably creates each person as male or female. These two distinct but complementary genders together reflect the image and nature of God (Genesis 1:26-27). Sin and human brokenness have resulted in experiences in which sex and gender are not always as God intended, but our recognition of God's good design in creation dictates that we cannot support or affirm any adoption of an identity discordant with a person's birth sex. We do not support or affirm attempts via medical intervention to alter one's given biological birth sex in favor of the identity of the opposite sex or indeterminate identity.
- m. Every person must be afforded compassion, love, kindness, respect and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual at any time or for any reason are to be repudiated and are not in accord with Scripture nor the statement of beliefs or policies of Unity Christian School.
- n. All of human existence, including our sexuality, has been deeply damaged by the fall into sin (Genesis 3; Romans 3:23, 5:12). Though all are fallen, we believe that Christians are rescued, reconciled, renewed, and in process of being transformed by the indwelling Holy Spirit (Colossians 1:23; Titus 3:4-5).
- o. The Gospel is full of grace and truth. It offers forgiveness to sinners as well as a call to live a holy life (Ephesians 2:4-10). God graciously offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 6:1-2, 10:9-10; 1 Corinthians 6:9-11).
- p. The Bible is the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of humankind and is the sole and final source of all that we believe.
- q. In order to preserve the function and integrity of Unity Christian School as a local Body of Christ, and to provide a biblical role model to Unity Christian School families and the community, it is imperative that all persons employed at Unity Christian School in any capacity and those who represent Unity Christian School, serving as school board members and other volunteers, agree to and abide by the above Statement of Beliefs (Matthew 5:16; Philipians 2:14-16; 1 Thessalonians 5:22).

Philosophy of Education

The philosophy of Unity Christian School is expressed clearly in a document available in the UCS office, upon request. The document is also linked under the employment section of the UCS website.

I. Personal Information

Date:_____ **Position(s) Desired:**_____

Name:_____

(Last) (First) (Middle)

Sex:_____

Other Surnames Reflected on Employment or Educational Records:_____

Present Address:_____

(Number and Street, PO Box) (City, State) (Zip Code)

Permanent Address:_____

(Number and Street, PO Box) (City, State) (Zip Code)

Telephone Numbers: _____
(Daytime) (Evening)

Email Address: _____

Church Membership: _____

Have you been previously employed by UCS? If so, when and in what capacity?

By way of my signature, I verify that I am not currently under contract with any other school for the upcoming school year.

II. Record of Training _____ (Signature)
High School, College, University

Name of Institution	Years Attended	Degrees Received	Majors/Minors

Professional Development Within the Last Two Years

Professional Development	Description

III. Record of Experience

Employment Experiences

List experiences you have had working with children or young adults. Include both paid and volunteer experiences.

Organization	Address	Dates of Experience (from-to)	Supervisor	Description	Reason for Leaving

IV. Professional Skills

Explain the professional skills that you have that relate to the position.

V. References

Include two professional references who have supervised you. Do not include relatives.

Name	Position	Address	Email Address	Telephone	Relationship to You

Include two character references. Do not include relatives.

Name	Position	Address	Email Address	Telephone	Relationship to You

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VI. Certification Information

Have you ever plead “guilty” or “no contest” to or been convicted of a crime? Yes No
If so, please explain on a separate page.

Have you ever been the subject of an investigation of an allegation of physical abuse, sexual misconduct, sexual harassment, or an offense relating to children? Yes
No

Have you ever been discharged from a position or asked to resign? Yes
No
If so, please explain on a separate page.

Are you legally eligible for employment in this country? Yes No

Is there any emotional, mental, or physical condition that you are presently experiencing or have experienced that may affect your ability to teach on a day-to-day basis? Yes
No
If so, please explain on a separate page.

VII. Personal Response

Please respond to the questions in brief statements (300 words or less).

Describe an ideal Christian school.

Why is Christian education important? Why do you want to be employed in a Christian school?

How did you hear about this open position?

Friend – List Name: _____

Relative – List Name: _____

CSI Website

UCS Employee – List Name: _____

Other: _____

VIII. Applicant Statement

I hereby declare that the information contained in this application is true, complete, and correct. I authorize, without reservation, Unity Christian School and its representatives, employees, and/or agents to make any investigation of my personal, education, and employment history and my background.

I understand and support the mission, philosophy, and statement of faith held at Unity Christian School. I also understand that if I were to become an employee of the school, I would be expected to be committed to behavior that is in keeping with biblical principles and the employee norms. My work and interactions with faculty, staff, and students should promote Christian convictions and maturity, give glory to God, and further His Kingdom.

I am a Christian and believe the Scripture of the Old and New Testaments to be the inspired Word of God, the only infallible rule of faith and practice. The Bible reveals the way of salvation in Jesus Christ (my Savior and Redeemer and Lord of all creation), requires a life of obedience to the Lord, and provides the key to understanding, to finding, and to interpreting purpose in life. I affirm and wholeheartedly agree with and commit to following the school's statement of faith.

One of the requirements for Unity Christian School faculty and administration is to become members at and regularly attend a Bible-believing congregation that supports the school. Faculty and administration are also expected to enroll any children in one of the local Christian Schools International (CSI) elementary or high schools. I understand and agree to follow these requirements.

Such a requirement is not to be interpreted as a judgmental statement in regard to other Christian traditions. It is rather a reflection of the founding principles of Unity Christian School and the institution's efforts to develop an educational program based on those convictions. An applicant does not need to be a member of a confessionally-Reformed congregation at the time of their application. However, we want to be up front that if an applicant is offered a position,

this is a requirement of employment. Once a new employee moves to this area and begins their job, they would be expected to find a church home and affiliate with one of the many churches in the area that fits this requirement.

Applicants must also seek to obey Scripture's instructions that all are called to put off things like sexual immorality, impurity, lust, evil desires, and greed as well as things such as anger, rage, malice, slander, and filthy language, and to put on an attitude of compassion, kindness, humility, gentleness, patience, and, of course, love (Colossians 3). I agree to follow the school's Christian Code of Conduct should I be hired.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary are valid unless they are in writing and signed by the head of school.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that the federal immigration laws require me to complete an I-9 Form in this regard. I understand that any offer of employment is contingent on a successful background check.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to eliminate me from further consideration for employment, or may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Subject to the United States Constitution, and all applicable state and federal laws, UCS does not discriminate in its employment or admissions practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the school's Equity Coordinator, Jessica Hallewell, Head of School, 1000 19th Ave. NW, Clinton, IA 52732, 815.589.3912, jhallewell@unitychristian.com. UCS reserves the right to institute hiring and enrollment practices based on the school's mission statement and philosophies.

Signature of Applicant: _____

Date: _____