



Uintah Basin Christian Academy  
 1921 West 750 South  
 P. O. Box 1548  
 Vernal, Utah 84078  
 (435) 789-9332

## EXHIBIT 4A-2

### INITIAL NON-TEACHING APPLICATION

Your interest in **Uintah Basin Christian Academy** is appreciated. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which you may qualify, we will notify and ask you to send your placement file to our office. We will also contact your references. If we have continued interest in your candidacy, we will send you some follow up questions and arrange for a personal interview.

We realize that the key to a successful Christian School is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models. Luke 6:40.

We look forward to receiving your initial 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.

#### **A. APPLICANT'S NAME AND ADDRESS**

Full name: \_\_\_\_\_

Application date: \_\_\_\_\_ Social Security No. \_\_\_\_\_

Present address: \_\_\_\_\_  
 \_\_\_\_\_

Length of time at this address? \_\_\_\_\_

Phone: Days (\_\_\_\_) \_\_\_\_\_ Evenings (\_\_\_\_) \_\_\_\_\_ Best time to  
 call you? \_\_\_\_\_

Permanent address and phone number if different than present address  
 \_\_\_\_\_  
 \_\_\_\_\_

Please list any additional addresses where you have resided at any time during the past five years:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**B. POSITION DESIRED**

\_\_\_\_\_

Full time \_\_\_ Part time \_\_\_ Substitute \_\_\_

How did you learn about the position for which you are applying?

\_\_\_\_\_

Can you submit verification of your legal right to work in the US? Yes \_\_\_ No \_\_\_

Please list activities or sports for which you would be capable and willing to direct, sponsor, or coach. (Indicate grade or ability levels). \_\_\_\_\_

\_\_\_\_\_

What would you like to be doing five years from now? \_\_\_\_\_

\_\_\_\_\_

**C. CHRISTIAN BACKGROUND**

**\* In your own handwriting, on separate paper, briefly give your Christian testimony.**

Please carefully read our Statement of Faith and indicate your degree of support.

\_\_\_ I fully support the Statement as written without mental reservations.

\_\_\_ I support the Statement except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth and conduct? Yes \_\_\_ No \_\_\_ Denominational preference? \_\_\_\_\_

What is your local church affiliation? \_\_\_\_\_

Are you presently a member in good standing? \_\_\_\_\_ Years? \_\_\_\_\_

In what church activities are you involved and with what degree of regularity? \_\_\_\_\_

\_\_\_\_\_

What other Christian service have you done since becoming a Christian? \_\_\_\_\_

\_\_\_\_\_

Are you capable of teaching a Bible class? \_\_\_ If yes, what would be your subject preferences? \_\_\_\_\_

\_\_\_\_\_

To what extent do you believe you should become involved in Sunday and other weekday ministries of the sponsoring church or the church of which you are a member?

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Describe your routine of personal Bible study and prayer. \_\_\_\_\_

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What books have you read recently that have helped you spiritually? \_\_\_\_\_

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**D. PROFESSIONAL QUALIFICATIONS**

**\* Please attach photocopies of all your post secondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.**

What degree or degrees do you hold?

Degree Date Received Issuing Institution

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Your Major(s): \_\_\_\_\_

Your Minor(s): \_\_\_\_\_

Cumulative grade point average Bachelor's \_\_\_\_\_ Graduate work \_\_\_\_\_

Total (circle one) semester or quarter units **after** date of Bachelor's degree \_\_\_\_\_

**Sequentially list your work experience with most recent first.**

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List any other advantages that you believe make you a good candidate for this position.

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List any books or articles that you have read recently that have helped you to grow professionally. \_\_\_\_\_

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Do you have any special certificates? \_\_\_\_\_ State? \_\_\_\_\_  
 What kind? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years.

If you do not hold a certificate, what requirements do you lack? \_\_\_\_\_

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**\* Please attach photocopies of any certificates held**

Have you had any courses in the Christian Philosophy of Education? If so, where and when?

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If not, would you be willing to take such a course by correspondence or otherwise?

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**\* Attach a typed copy of your personal Christian philosophy of education and how you would implement it in the classroom.**

Have you had other courses giving specific training? Give details.

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List any conferences or seminars that you have led or participated in recently.

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**E. PERSONAL PHILOSOPHY**

**\* On separate paper please label and succinctly answer in one or two paragraphs each of the questions below.**

A. Why do you wish to work in a Christian school?

B. What are the main characteristics that distinguish a Christian school from a public school?

C. What do you consider to be the proper atmosphere for learning and working?

D. What is your philosophy of school discipline? Your attitude toward physical punishment?

E. What areas do you feel are your strengths? Weaknesses?

F. What do you believe about the origin of the earth and mankind?

G. Please summarize any additional information that you would like to present regarding your candidacy for this position.

### **F. EMPLOYMENT HISTORY**

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may follow the same format on the reverse.

1. Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
Name and Address: \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

2. Position: \_\_\_\_\_ Dates of Employment : \_\_\_\_\_  
Name and Address: \_\_\_\_\_

Supervisor's Name and Phone Number: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

3. Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
Name and Address: \_\_\_\_\_

Supervisor's Name and Phone Number: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

4. Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
Name and Address: \_\_\_\_\_

Supervisor's Name and Phone Number: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

5. Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
Name and Address: \_\_\_\_\_

Supervisor's Name and Phone Number: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Have you ever worked under a different name for any of the employers you have listed?  
If so, what was the name or names? \_\_\_\_\_

Have you served in the military? Yes \_\_\_ No \_\_\_. If yes, what type of training or  
education did you receive?  
\_\_\_\_\_

Are you holding or have you already signed a contract for next year with any other  
employer? Yes \_\_\_ No \_\_\_

**G. PERSONAL REFERENCES**

Do not list family members or relatives for references. You will also need to sign the **Reference Release Form** that is attached and return it with this application.

Give three references who are qualified to speak of your spiritual experience and Christian service. **List your current pastor first.**

Name/Complete Address Phone Position

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

Give three references who are qualified to speak of your professional training and experience. **List your current or most recent principal or supervisor first.**

Name/Complete Address Phone Position 6

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3 \_\_\_\_\_

\_\_\_\_\_

## **H. APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that **Uintah Basin Christian Academy** does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability.

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize **Uintah Basin Christian Academy** to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the school.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

I understand that this is only an application for employment and that no employment contract is being offered at this time.

I certify that I have carefully read and do understand the above statements.

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Signature of Applicant Date



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**EXHIBIT 4B****AUTHORIZATION TO RELEASE REFERENCE INFORMATION**

I have made application for a position as a \_\_\_\_\_ with Uintah Basin Christian Academy. I have authorized the Academy to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals that know me and have knowledge regarding my testimony and work record. I also authorize the Academy to thoroughly investigate my work records and evaluations, my educational preparation, and all other matters related to my suitability for employment.

I authorize references and my former employers to disclose to the Academy any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure.

In addition, I hereby release, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

I waive the right to ever personally view any references given to the Uintah Basin Christian Academy.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

I certify that I have carefully read and do understand the above statements.

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Applicant's Name (Print) Date

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Applicant's Signature

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Applicant's Social Security Number



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## STATEMENT OF FAITH

1. We believe the Bible to be the only inspired, infallible, authoritative, inerrant Word of God. (2 Timothy 3:16, 2 Peter 1:21)
2. We believe that Christians are called to study the Bible and ask the Holy Spirit to aid in our understanding of its application to our lives. (James 1:5, 2 Timothy 2:15)
3. We believe there is one God, eternally existent in three persons – Father, Son and Holy Spirit. (Genesis 1:1, Matthew 28:19)
4. We believe in Jesus Christ, His Only Begotten Son, Who is God in the flesh, Who brought grace and truth to the world, Who died on the cross to save us from our sins, and Who rose from the dead and ascended to the right hand of God the Father. (John 1:12, 17 and 3:16, Luke 24:37-39, 50-53, John 1:14)
5. We believe in the Holy Spirit of God, sent to be our Advocate and Counselor, to guide us into a way of life that is pleasing to God. (John 16:7-11)
6. We believe that all people are created in the spiritual image of God, but are separated from Him by their sins, and thus require personal salvation through Jesus Christ and the regenerative work of the Holy Spirit to be reconciled to and attain eternal life with God. (John 3:3, 1 Corinthians 15:1-4)
7. We believe in water baptism in the name of the Father, the Son and the Holy Spirit. Such water baptism is for believers and represents an identification of the individual believer with the death, burial and resurrection of Jesus Christ. (Acts 2:38, Mark 16:16, Romans 6:1-4)

I understand these are the beliefs of Uintah Basin Christian Academy, and will abide by them.

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Signature Date



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## Statement on Marriage, Gender and Sexuality

Please initial each statement and sign in the presence of the administrator.

\_\_\_\_\_ We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one’s biological sex is a rejection of the image of God within that person.

\_\_\_\_\_ We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single exclusive union, as delineated in Scripture. (Gen. 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor. 6:18; 7:2-5; Heb. 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

\_\_\_\_\_ We believe that any form of exual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest and use of pronography) is sinful and offensive to God. (Matt. 15:18-20; 1 Cor. 6:9-10.)

\_\_\_\_\_ We believe that in order to preserve the function and integrity of Uintah Basin Christian Academy as the local Body of Christ, and to provide a biblical role model to the Uintah Basin Christian Academy members and the community, it is imperative that all persons employed by Uintah Basin Christian Academy in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender and Sexuality. (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22.)

\_\_\_\_\_ We believe that God offers redemption and restoration to allow those who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11.)

**\_\_\_\_\_ We believe that 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 are to be repudiated and are not in accord with Scripture nor the doctrines of Uintah Basin Christian Academy.**

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Administrator Signature Date



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## CHURCH ATTENDANCE LETTER

Dear Prospective Employee,

As the Administrator and School Board of UBCA, we would like to inform you of our church attendance policy.

UBCA has always maintained that every person employed at UBCA must be thoroughly dedicated to the cause of Christ with their entire being. We all need to be absolutely devoted to our Lord. That devotion should be evidenced not only by the words of our mouths, but also by our actions. It is crucial that we be willing, and even eager, to regularly reexamine if our words and actions are consistent with our calling to this Christian ministry.

As we are on the front lines of ministering to the children and families in our community, we can expect the enemy to attack us, individually, in our families, and corporately. The attacks may come in the form of personal health issues, family issues, habits, finances, distractions, discouragement, and even apathy. One of the best ways to combat these attacks is through committed times of reading the Word and fellowship with our brothers and sisters in Christ on a regular basis. By committing ourselves to this, we are building safeguards into our lives to strengthen and protect ourselves and the integrity of the Lord's ministry at UBCA.

Satan seems to use many tools to get us to doubt who God is and how powerful He is. This "doubting God" is nothing new, after all, it was the first attack on His creation (humanity) that the enemy used, and still uses today. (Genesis 3:1 "*Did God really say*, 'You must not eat from any tree in the garden?") The consequence of not knowing God and His Word, is that if we are not familiar with it, we are more susceptible to withering away and being ineffectual. Throughout the Bible, the Lord admonishes His people to gather together for worship. "Let us hold fast the profession of our faith without wavering; (for he is faithful that promised;) And let us consider one another to provoke unto love and to good works: Not forsaking the assembling of ourselves together, as the manner of some is but exhorting one another; and so much the more, as ye see the day approaching." Hebrews 10:23-25

While the general community may choose to attend any church, or no church at all, as fellow ministers of the Word, we hope that you see the opportunities we see to partner together and be examples to others in living Christ centered lives in the positions that God has called us to. We can all agree that being engaged in frequent corporate worship allows us to be challenged, sharpened, and refreshed frequently.

Having stated the above, the following provision in our employee contracts points to the obvious necessity for all of us to be Godly role models for our entire school and wider community. "I agree to manifest by daily example the highest Christian virtue as a **Christian role model** (I Timothy 4:12) both in and out of school to pupils (Luke 6:40), parents and fellow employees. I agree that instruction is not only through rational explanation of formal subject material, but even more powerfully through the word, deed, example and shared experience."

It goes without saying that our lives are highly visible testimonies to our commitment to the Lord. One area of commitment that has always been non-negotiable for employment, and for school board

members is local church membership, regular attendance, and support (in the form of praying, giving financially, and volunteering). Employee contracts state the following:

"I agree to maintain membership, faithfully attend, and financially support a local church whose

fundamental beliefs are in agreement with the Statement of Faith at this school” (Hebrews 10:5)

We believe it would be helpful to provide some clarification to the previous statement. As a non-negotiable point of UBCA policy, local church membership is understood to mean active membership in a local church, whose doctrines agree with UBCA's Statement of Faith; and also the Statement on Marriage, Gender, and Sexuality (attached). By making these statements, we do not expect our staff and school board to agree on all issues; however, we must present a united message by agreeing on these essentials.

There should be no need to define the phrase, “faithfully attend”, as the unquenchable desire to hear the preaching and teaching of God’s Word, and to be in fellowship with other believers is inherent in the heart of born-again believers. For the sake of accountability, regular attendance can be defined as attending weekly church service, and/or adult Sunday school, and/or Bible studies with frequency no less than 75% of the time.

As church membership and attendance are provisions of our roles at UBCA, we all must be aware that we cannot be employed if we choose not to be accountable in this critical area. We will not be able to offer a contract to anyone who chooses not to be a member of, and regularly attend a like-minded church as defined in this letter and your employee contract.

We desire to live lives above reproach; and we hope establishing these expectations will be helpful. We are simply striving to safe-guard the hearts of our employees and the integrity of the Lord’s ministry at UBCA.

**I am able to comply with the church attendance requirement as stated in this letter.**

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

I am a member of: \_\_\_\_\_

Pastor’s Name: \_\_\_\_\_

Pastor’s Phone Number: \_\_\_\_\_

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3. We believe there is one God, eternally existent in three persons - Father, Son and Holy Spirit. (Genesis 1:1, Matthew 28:19)
4. We believe in Jesus Christ, His Only Begotten Son, Who is God in the flesh, Who brought grace and truth to the world, Who died on the cross to save us from our sins, and Who rose from the dead and ascended to the right hand of God the Father. (John 1:12, 17 and 3:16, Luke 24:37-39, 50-53, John 1:14)
5. We believe in the Holy Spirit of God, sent to be our Advocate and Counselor, to guide us into a way of life that is pleasing to God. (John 16:7-11)
6. We believe that all people are created in the spiritual image of God, but are separated from Him by their sins, and thus require personal salvation through Jesus Christ and the regenerative work of the Holy Spirit to be reconciled to and attain eternal life with God. (John 3:3, 1 Corinthians 15:1-4)
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## **STATEMENT ON MARRIAGE. GENDER. AND SEXUALITY**

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We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, trans-gender conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10)

We believe that in order to preserve the function and integrity of UBCA as a local Body of Christ, and to provide a biblical role model to UBCA faculty, staff, students, parents, volunteers and the community, it is imperative that all persons employed by UBCA, and anyone on the UBCA School Board agree to, and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thes 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that 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 are to be repudiated and are not in accord with Scripture nor the doctrines of UBCA.

## **FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT**

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 UBCA's faith, doctrine, practice, policy and discipline, our school board members and the elders of Vernal Christian Church are UBCA's final interpretive authority on the Bible's meaning and application.