



Dear Applicant,

Thank you for expressing interest in Refine KC School. We are seeking applicants who have a personal relationship with Christ as their Lord and Savior, are professionally qualified, and who love discipling students.

Please submit the following to apply at Refine KC:

- Cover Letter
- Written Personal Testimony
- Resume
- Completed Application
- College Transcripts (official or unofficial)
- Copy of Teaching Certificate and/or Administrator Certificate

Applications will not be considered eligible until all required information is on file. It is your responsibility to request all transcripts from appropriate sources. Once we've had a chance to review your submission, we will be in touch regarding the status of open positions and potential next steps. A personal interview is required before employment is considered.

Please email all the items above to [office@refinekcschool.com](mailto:office@refinekcschool.com).

Sincerely,

A handwritten signature in black ink, reading 'Matt E. Barnard', is enclosed in a thin black rectangular box.

Matt Barnard  
Founder & Administrator



## Employment Application

Full Name \_\_\_\_\_  
*Last* *First* *Middle*

Address \_\_\_\_\_  
*Street* *City* *State* *Zip*

E-mail Address \_\_\_\_\_

Phone \_\_\_\_\_ Best time to call \_\_\_\_\_

Church Name \_\_\_\_\_ How long have you attended? \_\_\_\_\_

Application Date \_\_\_\_\_ Date Available \_\_\_\_\_

Position Desired \_\_\_\_\_

Valid Teacher's Certificate?  yes  no

State Granted by \_\_\_\_\_ Type \_\_\_\_\_

My Teaching Certificate from the state of \_\_\_\_\_ is expired.

*\*Please attach photocopies of all college transcripts.*

Certification/Degree	Date Received	Issuing Institution
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Employment History

Position \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Position \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Position \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Reason for leaving \_\_\_\_\_

## References

List three individuals that we may contact. One reference should be qualified to speak of your spiritual experience and Christian service (you may list your pastor). Do not list family members for references.

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

*Name*

*Phone*

*Relationship*

*E-mail Address*

*City, State*

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

*Name*

*Phone*

*Relationship*

*E-mail Address*

*City, State*

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

*Name*

*Phone*

*Relationship*

*E-mail Address*

*City, State*

Why do you want to work at Refine KC?

List any specific skill sets or training that would be valuable as part of the teaching staff. (Examples: sports, woodworking, computers, cooking, etc.)

How do you serve in your church?

List any other activities or ministries you are involved in within your community.

Briefly describe your experience working in collaborative settings.

Briefly describe how you can make learning personalized.

## **Mission Statement**

Refine KC develops academic and spiritual leaders through personalized learning, service, and discipleship in a Christ-centered community.

## **Core Values**

1. Pursue God's will above all else.
2. Equip and refine students, staff, and families with Biblical Truth to cultivate personal relationships with God.
3. Strive for Christ-like character.
4. Honor God with the time, talents, and resources He provides.
5. Surround students with a Christ-centered community.
6. Educate students from a Biblical worldview.
7. Pursue academic excellence through personalized learning.
8. Inspire and engage students to be life-long learners and leaders.
9. Work together to make a positive impact through service.
10. Recognize and support the family structure that God designed as an essential part of a child's education.

## **Statement of Faith**

*Our statement of faith is as follows and is not exhaustive of all our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior.*

1. We believe the Bible to be the only inspired, infallible, inerrant, authoritative Word of God. (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is 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 God (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 are we 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 condemnation (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 the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 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 Corinthians 6:18, 7:2–5; Hebrews 13:4).

9. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27).
10. We believe that any form of sexual immorality is sinful and offensive to God. Sexual immorality includes, but is not limited to adultery, fornication, homosexuality, bisexuality, bestiality, incest, pornography, and attempting to change or act other than one's biological sex (Leviticus 18:22-23, 1 Corinthians 6:9, 18-20, Ephesians 5:3, Colossians 3:5, Philippians 4:8).
11. We believe God restores and redeems all who confess and repent from their sin, seek His mercy and grace, and humbly ask for His forgiveness (Acts 3:19).

**I attest that the information in this application is true. I have read, understand, and agree to the mission, core values, and the statement of faith of Refine KC as stated in this application.**

**I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give Refine KC permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release Refine KC from any liability as a result of such contact.**

Employee Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Refine KC absolutely does not tolerate discrimination against applicants, employees, or students, who otherwise meet the employment requirements of Refine KC, on the basis of race, color, national or ethnic origin or any other characteristic protected under applicable federal or state law. Refine KC is an Equal Opportunity Employer and will also not tolerate discrimination with respect to the hiring or employment of faculty and staff, who otherwise meet the employment requirements of Refine KC, on the basis of any such characteristic.*