



GRACE CHRISTIAN SCHOOL

Administrator Application

Applicant's Name and Address

Full Name: Ms.() Mrs. () Mr. () _____

Address: _____

Phone: Days _____ Evenings _____

Email: _____

How long have you lived at the above address?

Application Date _____ Date Available _____

Position Desired _____

List memberships, offices, and honors obtained in:

High School _____

College _____

Since College _____

List periodicals/books that you have read lately that have interested you or helped you:

Spiritually _____

Professionally _____

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

What areas do you feel are your strengths? Weaknesses?

What classes would you be eager and qualified to teach should the situation warrant? _____

**Please list activities or sports that you would be capable of and willing to direct, sponsor, advise, or coach.
(Please indicate grade or ability levels)**

Christian Background

Bible: Do you believe the Bible to be the inspired and only infallible authoritative Word of God, our final authority in all matters of faith, conduct, and truth?

Yes ___ No ___ Signature _____

Church: Denominational preference _____

Local church affiliation _____

Are you presently a member in good standing? _____ Years _____

Service: In what church activities are you involved and with what degree of regularity?

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

What is your attitude toward working with those of other races and those of other denominational beliefs?

**Devotional
Life:**

Describe how and when you read the Bible and pray:

Professional Qualifications

**Formal
Training:**

What degree or degrees do you hold?

| Degree | Major | Date Received | Issuing Institution |
|--------|-------|---------------|---------------------|
| | | | |
| | | | |
| | | | |

Total semester credits after most recent degree _____

- Please attach copies of all your college transcripts.

Credentials:

Type _____ Expires _____

Endorsements _____

Type _____ Expires _____

Endorsements _____

Type _____ Expires _____

Endorsements _____

Do you have an ACSI Teacher or Administrator certificate? _____

Expires _____

- Please attach copies of certificates held.

**Christian
School
Preparation**

Have you had any courses in the Christian philosophy of education? _____

If so, where and when:

Have you had other courses giving specific training for Christian day schools? _____

Give details _____

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

Describe how an ideal performance evaluation would look to you. _____

**Teaching
Experience:**

Sequentially list your teaching or administrative experience with most recent first.

| Place | Grades/Subjects | Dates |
|--------------|------------------------|--------------|
| | | |
| | | |
| | | |
| | | |

Number of years of administrative experience: Public ___ Christian ___ Other Private ___

Give your reason for leaving your most recent position. _____

Are you under contract for the ensuing year? Yes _____ No _____

**Other
Experience:**

List other work or military experiences that may have significance for this position.

| Place | Type of Work/Experience | Dates |
|--------------|--------------------------------|--------------|
| | | |
| | | |
| | | |
| | | |

List any other educational opportunities that you have had including opportunities for travel. _____

References

Give three references qualified to speak of your spiritual experience and Christian service. Do not list family members or relatives for references. List your current pastor first.

Personal:

| Name | Complete Address | Phone | Position/ Relationship |
|------|------------------|-------|---------------------------|
| 1. | | | |
| | | | |
| 2. | | | |
| | | | |
| 3. | | | |
| | | | |

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

Professional:

| Name | Complete Address | Phone | Position/ Relationship |
|------|------------------|-------|---------------------------|
| 1. | | | |
| | | | |
| 2. | | | |
| | | | |
| 3. | | | |
| | | | |

Personal Philosophy

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

1. What is your personal Christian philosophy of education?
2. Why do you wish to teach in a Christian school?
3. What are the main characteristics that should distinguish a Christian school from a public school?
4. What do you consider to be the proper classroom atmosphere for learning?
5. What is your philosophy of discipline?
6. What is your style of leadership?
7. Briefly give your Christian testimony.
8. Describe how you balance people and tasks.
9. Describe your natural tendencies toward either kindness or truth.
10. In 100 words or less, describe a person (other than Jesus Christ) or an event (other than your salvation) that had a significant impact on your life.

Personal Data

Are you presently authorized to work in the United States? Yes _____ No _____

Have you pleaded no contest to, or been convicted of, a first degree misdemeanor or a felony? _____

If yes, please explain fully. _____

A conviction will not necessarily keep you from employment. Each conviction will be judged on its own merit with respect to time, circumstances, seriousness, and the position for which you are considered.

Applicant's Certification and Agreement

I understand that Grace Christian School does not discriminate in its employment practices against any person because of sex, race, color, national or ethnic origin, gender, or handicap. I further understand that any offer of employment is conditioned on the proof of legal authority to work in the United States.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that the discovery of falsification of any statement or significant omission of fact during any phase of the hiring process may prevent me from being hired or if hired may subject me to immediate dismissal.

I have made application for a position with Grace Christian School. I authorize Grace Christian School to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews.

I authorize the release and giving of any information requested by Grace Christian School such as employment records, performance reviews, and personal references whether such information is favorable or unfavorable to me.

I release any person, organization, or company from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

I waive the right to ever personally view any references given to Grace Christian School.

I give permission for Grace Christian School to access my Facebook page.

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

Applicant's Name (Print)

Applicant's Signature

Date