



ADMINISTRATOR APPLICATION

Application date : _____

Date available: _____

Your interest in Salisbury Christian School is appreciated. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which it appears you may qualify, we will request that you have your placement file forwarded to our office. We will also contact your references. If there is 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 grateful for those who are professionally qualified, who really love children, and who, by the pattern of their lives, exemplify Christ. 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:

Mr./Miss/Mrs./Dr./Rev. (circle one) _____
first mid. initial last

Present Address _____

_____ Zip Code _____

Phone: Daytime _____ Evening _____

How long have you lived at the above address? _____

Permanent Address _____

_____ Zip Code _____

Phone: Daytime _____ Evening _____

B. Personal Information - Optional

Marital Status _____ Birthday _____

If married: Spouse's name _____

Occupation _____

Years married _____ Number of children _____

What was your most recent annual salary? _____

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

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

To what extent should a Christian school administrator become involved in Sunday and other weekday ministries of the sponsoring church or the church of which you are a member? _____

Devotional Life Describe your routine of personal Bible study and prayer. _____

What books have you read recently that have helped you spiritually? _____

E. Professional Qualifications

PLEASE ATTACH **PHOTOCOPIES** OF ALL YOUR COLLEGE TRANSCRIPTS. (Should you be offered a position, official copies of your transcripts will be required to be submitted for inclusion in your personnel file.)

Formal Training

What degree or degrees do you hold?

Degree

Date Received

Issuing Institution

Your major(s) _____

Your minor(s) _____

Cumulative grade point average: BA _____ Graduate work _____ Doctoral Work _____

Total _____ units after date of Bachelor's degree

Teaching Experience

Sequentially list your teaching experience with most recent first.

Place _____ Grades/Subjects _____ Dates _____

Number of years teaching experience: Public _____ Christian _____
What Christian or secular curriculums are you familiar with? (i.e., ACE, ABeka, Bob Jones, Open Court, D. C. Heath, Houghton Mifflin, etc.?)

Any preferences in curriculum? _____

Administrative Experience

Sequentially list your Administrative experience with most recent first:

Place _____ Grades/Levels _____ Dates _____

Number of years Administrative experience: Public _____

Christian _____

Reason for leaving your most recent position _____

Are you under contract for the coming year? _____

Other

List other work or military experiences that may have significance for the type of position for which you are applying. (Please give dates too.)

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

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

*Teaching
Credentials*

Do you have an ACSI Teaching Certificate? _____

What level? _____ Remains valid for _____ years.

Do you have a state teaching certificate? _____ What state? _____

What kind? _____ Remains valid for _____ years.

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

*Administrative
Credentials*

Do you have an ASCI Administrator Certificate? Yes _____ No _____

What level? _____ Remains valid for _____ years.

* Please attach photocopies of any certificates held.

F. Personal References

You will need to sign the Reference Release Form. Do not list family members or relatives for references.

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

1. Name _____

2. Name _____

3. Name _____

Address _____

Address _____

Address _____

Phone _____

Phone _____

Phone _____

Position _____

Position _____

Position _____

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

1. Name _____	2. Name _____	3. Name _____
Address _____	Address _____	Address _____
_____	_____	_____
Phone _____	Phone _____	Phone _____
Position _____	Position _____	Position _____

G. Personal Philosophy

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

- Short* A. Why do you wish to administrate in a Christian school?
- Essays* B. What are the main characteristics that distinguish a Christian school?
- C. What do you consider to be the proper educational atmosphere for a Christian school?
- D. What is your philosophy of discipline? 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. What is your view of the Bible?
- H. Please summarize any additional information that you would like to present regarding your candidacy for this position.

H. Personal Interests

List memberships, offices, and honors obtained in High School or College.

List hobbies and personal interests.

What periodicals do you read regularly?

I. Applicant's certification and agreement

I understand that Salisbury 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 U.S.

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 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 authorize Salisbury 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 Salisbury Christian School such as employment records, performance reviews, and personal references. I release any person, organization, or company from liability or damage which may result from furnishing the information requested. I further waive the right to ever personally view any references given to Salisbury Christian School.

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

Signature of Applicant

Date

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position with Salisbury Christian School. I authorize Salisbury 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 interview.

I authorize the release and giving of any information requested by Salisbury 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 part, whether such information is favorable or unfavorable to me.

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

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

Applicant's Name - Print

Applicant's Signature

Date

Applicant's Social Security Number