



# SALISBURY

CHRISTIAN SCHOOL

## ADMINISTRATOR APPLICATION

Position Applying For	
Date of Application	Date of Availability

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

Title	First	M.I.	Last Name	
Current Address		Daytime Phone	Evening Phone	Years at this address
Permanent Address (if different)		Email Address		

### B. Personal Information (Optional)

Marital Status	Spouse's Name	Spouse's Occupation
Years married	Number of children	Your most recent annual salary

### C. Professional Qualifications

\* PLEASE ATTACH **PHOTOCOPIES** OF ALL YOUR COLLEGE TRANSCRIPTS.

(If hired, official copies of your transcripts will be required to be submitted for inclusion in your personnel file.)

#### FORMAL TRAINING

College Name	Major	Minor	Degree (or credits earned)	G.P.A.	Date of Graduation

TEACHING EXPERIENCE (*Most recent first*)

From (Month/Year)	To (Month/Year)	Employer	
Job Title/Position		Mailing Address	Phone
Supervisor's Name		Duties	
Reason for leaving:			

From (Month/Year)	To (Month/Year)	Employer	
Job Title/Position		Mailing Address	Phone
Supervisor's Name		Duties	
Reason for leaving:			

From (Month/Year)	To (Month/Year)	Employer	
Job Title/Position		Mailing Address	Phone
Supervisor's Name		Duties	
Reason for leaving:			

ADMINISTRATIVE EXPERIENCE (*Most recent first*)

From (Month/Year)	To (Month/Year)	Employer	
Job Title/Position		Mailing Address	Phone
Supervisor's Name		Duties	
Reason for leaving:			

From (Month/Year)	To (Month/Year)	Employer	
Job Title/Position		Mailing Address	Phone
Supervisor's Name		Duties	

Reason for leaving:
---------------------

From (Month/Year)	To (Month/Year)	Employer	
Job Title/Position	Mailing Address		Phone
Supervisor's Name	Duties		
Reason for leaving:			

If you have held additional employment in which you had direct contact with minors, please provide that information on an additional sheet.

Total years of teaching experience (Christian)	Total years of teaching experience (Public)
Total years of administrative experience (Christian)	Total years of administrative experience (Public)
Are you under contract for the coming academic year?	

CREDENTIALS / CERTIFICATIONS

\* PLEASE ATTACH **PHOTOCOPIES** OF ANY CERTIFICATIONS HELD.

Issuing Body	Certification Level	Expiration Date
<i>Example: ACSI / State of MD</i>	<i>Example: Temporary / Standard</i>	

Describe other work or military experiences that may have significance to the position for which you are applying (including dates).
--

Describe any relevant professional development opportunities, including books or articles recently read.
--

List memberships to any relevant professional organizations.
--

List any special recognitions or awards received.
List personal hobbies and/or interests.

**D. Christian Background and Philosophy**

Please read SCS’s Statement of Faith and indicate below your degree of support below.

*We believe:*

1. In one God, the creator and sustainer of the universe, eternally existent in three persons: Father, Son, and Holy Spirit.
2. In the divine inspiration, infallibility and final authority of the Bible as the Word of God.
3. In the uniqueness of man, by virtue of his special creation in God's image, and his responsibility to understand and master the world to the glory of God.
4. The unique Deity of the Lord Jesus Christ, the incarnate, virgin-born Son of God.
5. In the representative and substitutionary death of our Lord Jesus Christ as the necessary atonement for our sins.
6. In the resurrection of the crucified body of our Lord and that blessed hope, His personal return.
7. In the power of the Holy Spirit in the work of regeneration and His continuing work in the heart of the believer.
8. In the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved and the everlasting punishment of the lost.
9. In the spiritual unity of believers in our Lord Jesus Christ.
10. In the covenant of marriage, between one man and one woman only, as an important and critical part of God’s created order and family system.
11. In God’s immutable creation of each person as male or female, two distinct, complimentary genders that together reflect the image and nature of God.

\*Select and initial JUST ONE option below to indicate your degree of support.

- ( ) I fully support SCS’s Statement of Faith as written without mental reservations. Initial \_\_\_\_\_
- ( ) I support the principles except for the areas(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. Initial \_\_\_\_\_

What church do you currently attend?	How many years?	Are you a member of this church?
List areas of involvement in church ministry and/or activities.		
List other opportunities for Christian service in which you have participated since becoming a Christian.		

On a separate paper, please label and succinctly answer in several paragraphs each of the questions below.

- A. Please briefly share your Christian testimony.
- B. Briefly summarize your philosophy of Christian education.
- C. Describe your philosophy of leadership as it applies to Christian education.
- D. Describe your routine of personal Bible study and prayer, including and books you have recently read.
- E. What do you believe about the origin of the earth and mankind?
- F. What is your view of the Bible?

**E. References**

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

Give three personal references who are qualified to speak of your character, spiritual experience, and Christian service. List your current Pastor first.

Name		Position	
Address	Email Address		Phone

Name		Position	
Address	Email Address		Phone

Name		Position	
Address	Email Address		Phone

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

Name		Position	
Address	Email Address		Phone

Name		Position	
Address	Email Address		Phone

Name		Position	
Address	Email Address		Phone

**F. Disclosure**

Have you ever been convicted of a felony? \_\_\_\_\_

If so, please indicate the crime, the date of the conviction, the state in which the offense occurred, and the sentence (if any):

\_\_\_\_\_

**G. 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

## **ADDENDUM**

### **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