

Administrator Staff Application



Your interest in Open Door Christian Schools is appreciated. We invite you to fill out this application and return it to our school address indicated below to the attention of Human Resources. We will review your application and determine if there are openings for which you may qualify. If we have continued interest in your candidacy, we will arrange for a personal interview. Subject to the United States Constitution, and all applicable state and federal laws, Open Door Christian Schools does not discriminate in its employment practices.

We realize that the key to a successful Christian School is its staff. We are seeking applicants who are born again (John 3:3), who are professionally qualified, who have a call to Christian Education, and who adhere to biblical principles in their lives.

We look forward to receiving your 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: _____ Date available: _____

Present address: _____

Daytime phone: _____ Evening phone: _____

Cell Phone: _____ Email address: _____

B. POSITION DESIRED

Please indicate the position(s) you are applying for or are interested in.

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

Can you submit verification of your legal right to work in the U.S.? 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

*** On a separate sheet of paper, provide us with a written description of your Christian experience and testimony.**

Are you in agreement with our Statement of Faith (see last page of application)?

Yes

No (Please elaborate using a separate sheet of paper.)

What is your denominational preference? _____

What is your local church affiliation? _____

Are you a member or regular attendee in good standing? _____ Years? _____

In what ministries have you been a participant?

What other areas of Christian service have you participated in since becoming a Christian?

Describe your routine of personal Bible study and prayer.

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

D. PROFESSIONAL QUALIFICATIONS

*** Please attach photocopies of all your postsecondary 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?

<u>Degree – Major & Minors</u>	<u>Date Received</u>	<u>Issuing Institution</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Cumulative grade point average: Bachelors _____ Masters _____ Doctorate _____

Total (circle one) semester or quarter units after date of Bachelor’s degree: _____

Number of semester hours of post-graduate work? _____

Sequentially list your administrative/teaching experience with most recent first (if applicable).

<u>School’s Name</u>	<u>Grades or Subjects</u>	<u>Dates</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

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

Do you have an ACSI Certificate? _____

What level? _____ Valid until? _____

Do you have a state certificate/license? _____ State? _____

What type? _____ Valid until? _____

Endorsement(s)

List semester hours in endorsement area(s)

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

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

Have you had any courses in Christian philosophy of education? If so, where and when?

If not, would you be willing to take such a course? _____

*** Attach a typed copy of your personal Christian philosophy of education and how you would implement it in our school (if applicable for the position you are applying for).**

Have you had other courses giving specific administrative training for Christian schools? Give details.

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

Have you served on a school accreditation team? Yes No

If yes, please indicate when, where and for which accreditation organization.

Describe how evaluation has been helpful to you.

What is your experience level with educational technology?

Please list the software programs with which you are familiar and can use with proficiency.

Software program

Edition

Years of Experience

E. PERSONAL PHILOSOPHY

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

- A. Why do you wish to be an administrator 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 school atmosphere for learning?
- D. What is your philosophy of discipline?
- E. How would you describe your leadership style?
- F. What areas do you feel are your strengths? What areas do you feel you can improve in?
- G. What do you believe about the origin of the earth and mankind?
- H. 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.

1. Job Title _____ Date of employment _____

Name of company _____

Address _____

Supervisor's name and phone number _____

Work performed _____

Reason for leaving _____

2. Job Title _____ Date of employment _____

Name of company _____

Address _____

Supervisor's name and phone number _____

Work performed _____

Reason for leaving _____

3. Job Title _____ Date of employment _____

Name of company _____

Address _____

Supervisor's name and phone number _____

Work performed _____

Reason for leaving _____

4. Job Title _____ Date of employment _____

Name of company _____

Address _____

Supervisor's name and phone number _____

Work performed _____

Reason for leaving _____

Have you ever worked under a different name for any of the employers you have listed? If so, what 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 educational institution? 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 supervisor first.

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

H. PERSONAL INFORMATION

Why do you wish to work at our school?

List other experiences, skills, or qualifications that you believe would benefit our schools.

Please list memberships to any professional groups or other organizations that you consider relevant to your ability to perform this job.

Please list your hobbies and personal interests.

You have read the job description and essential functions for this position. Is there any reason why you might be unable to perform the essential duties and responsibilities of the position for which you are applying? Yes No If yes, please explain:

If you answered yes to the above question, is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position?

Do you have any personal responsibilities or other commitments that may prevent you from meeting this position's requirements?

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer? Yes No

Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave a job or volunteer position on the grounds of any unlawful sexual behavior, or violation of an employer's sexual misconduct or harassment policy? Yes No

Have you ever been charged in civil or criminal proceedings with improprieties regarding children? Yes No

Have you ever entered a plea of guilty, a plea of “no contest,” or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense?

Yes No

Have you ever been suspended, discharged, or resigned in lieu of discharge from any position?

Yes No

I. CURRENT ISSUES

We live in a pluralistic society with many conflicting beliefs and values. As an administrator you may be asked specific questions about controversial issues by students or their families. Your answers will come from your personal convictions. We need to know the views of those that would be **positive Christian role models** for our students. Please share your personal convictions as a Christian toward:

Wine, beer, and other alcoholic beverages –

Smoking and chewing tobacco –

Marijuana and other illegal drugs -

Entertainment (music/dancing) –

Premarital sex –

Divorce and remarriage –

Homosexuality –

Sexual activity outside marriage –

Pornography –

Gossip –

Lying/cheating –

Do you have a personal testimony regarding any of the above items that you would like to share?

J. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Open Door Christian Schools do 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 facts 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 Open Door Christian Schools 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 and/or around 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.

Signature of Applicant

Date



STATEMENT OF FAITH

The basis of Open Door Christian Schools shall be the Word of God as interpreted by the following Statement of Faith:

BIBLE

We believe in the Scriptures, comprised of the 66 books in the Old and New Testaments, as being the verbally inspired Word of God and inerrant in the original writings. In the Scriptures God reveals Himself to us, and by them, we can come to a saving knowledge of His Son, Jesus Christ. We believe the Scriptures are complete, sufficient, clear in all things essential, true in all they affirm, and are the supreme and final authority in all matters of faith and life.

Psalm 19:7-11, 119:105; Proverbs 3:5-6; Isaiah 55:11; Matthew 5:18; John 17:17; 2 Timothy 3:14-17; Hebrews 4:12; 2 Peter 1:19-21.

GOD

We believe in the Trinity, one God eternally existing in three equal yet distinct Persons, the Father, the Son, and the Holy Spirit. God is holy, loving, and just. He is the sole creator and absolute ruler over everyone and everything. He is eternal, all-knowing, all-powerful, and all-present. He is worthy of praise, and all things exist for His glory alone!

Genesis 1:1; Leviticus 11:44-45; Deuteronomy 6:4; Psalm 33:6, 147:5; Isaiah 40:28, 43:1-7; Jeremiah 32:17; John 1:14, 15:26; Acts 4:24; 1 Corinthians 8:6; Ephesians 1:3-7; 1 John 4:19; Revelation 4:11.

We believe in God the Father, the First Person of the Trinity. He is the giver of every perfect gift and purposed from the beginning to redeem a people for His own by giving His Son Jesus Christ and by sending the Holy Spirit to all who are redeemed. He is powerfully directing all things for the good of those who love Him and are called according to His purpose.

John 15:26; Romans 8:28; 1 Corinthians 8:6; Ephesians 1:9-10, 17; 2 Timothy 1:9; Titus 1:2; James 1:16-17; 1 John 4:14.

We believe in God the Son, Jesus Christ, the Second Person of the Trinity. Conceived of the Holy Spirit through the Virgin Mary, He is fully God and fully man. He lived a sinless life and is the example of how we should live. Jesus bore humanity's punishment as their substitute through His death on the cross and was physically resurrected three days later. He thus accomplished salvation, and triumphed over sin, death, and the devil. Christ physically ascended to the right hand of the Father and is currently interceding on our behalf as He rules and reigns over all creation.

Deuteronomy 6:4; Isaiah 53:3-7; Luke 1:35, 24:5-7; John 1:1; Acts 1:9-10; Romans 3:23-25; 2 Corinthians 5:21; Hebrews 2:17, 7:25; 1 John 2:6.

We believe in God the Holy Spirit, the Third Person of the Trinity. He is the author of Scripture and empowers godly people, which is seen most perfectly in the life of Jesus Christ. He convicts the world of sin and persuades people to repent of their sins and confess Jesus Christ as Lord. He works in God's people by saving, regenerating, sanctifying and transforming them into the image of Christ. He gives spiritual gifts to believers empowering them to witness, to serve people and to build up the Church. He fills and indwells followers of Jesus enabling them to love and become more like Christ. He illuminates the Scriptures, helping people to understand and apply the Word of God to their lives.

Genesis 1:1-2; Psalm 33:6; Luke 4:1, 14; John 14-16; Acts 1:8, 5:3-5, 10:38; Romans 8:1-17; 1 Corinthians 2:10-16, 12:1-11; Galatians 5:16-25; Ephesians 5:18; 2 Timothy 3:16; Titus 3:5-6.

HUMANITY

We believe that human beings are the crowning work of God's creation, created as male and female, and originally innocent of sin. God created human beings in His own image to reflect His glory, enjoy His fellowship, and accomplish His purposes in the world. He created all people to know Him, love Him, live with Him, glorify Him, and care for His world. However, due to the sin of disobedience, we lost our innocence and incurred the penalty of spiritual and physical death. Therefore, it is only through God's saving work in Jesus Christ that we can be rescued, reconciled and redeemed.

Genesis 1:26-30, 3:1-22; Psalm 8:3-6; Isaiah 43:7; John 3:36; Romans 3:23, 6:23; 1 Corinthians 2:14, 10:31; Ephesians 2:1-3; 1 Timothy 2:13-14; James 3:9; 1 John 1:8; Revelation 4:11.

SIN

We believe that all human beings have sinned and fallen short of the glory of God and have failed to reflect the goodness and love of God as His image bearers. Sin is missing the mark of God's moral character and good design for our lives, which includes rebellion against His rightful rule and Law. Though sin was not created by God, sin has infected all of God's creation. The consequence of this failure and rebellion is not only physical death but also spiritual death, which is separation from God.

We believe that all humanity was represented by Adam when he sinned and shares his guilt, falling under God's wrath. All human beings since Adam, with the exception of Jesus, are born with both a sinful nature and an inclination toward sin; we all sin in thought, word, and deed. The result is that all people are hopelessly lost apart from God, who graciously makes provision for the curse of sin and death in the cross of Jesus Christ.

Genesis 2:17; Deuteronomy 32:4; Psalm 51:5; Romans 1:18-20, 3:10-23, 5:12-19, 6:23, 8:19-23; Ephesians 2:1-3; James 4:17; 1 John 3:4.

SALVATION

We believe salvation is a free gift of God, based in His grace alone, received by faith alone, and made possible only by the substitutionary death of Christ on the cross. We believe that all who repent of their sin, place their faith in the finished work of Christ alone, and humbly ask God for salvation receive forgiveness for their sin, are reconciled to God, freed from the penalty of sin, and are kept by God. We believe those who are truly redeemed are a new creation in Christ and are empowered by the indwelling Holy Spirit to grow in holiness, becoming more and more like Christ.

Isaiah 52:1-12; John 1:12, 14:6; Romans 6:23, 10:9-10; 1 Corinthians 15:3-6; 2 Corinthians 3:18, 5:17; Ephesians 1:7, 2:8-10, 4:13; Titus 3:5; 2 Peter 1:4-10.

ETERNITY

We believe in the eternal existence of God, and that humans, being made in the image of God, will all be resurrected to live forever. Our current life on earth is but a vapor, a miniscule moment in light of eternity. When Jesus Christ returns to this earth, He will judge the living and the dead, and each of us will be judged based upon how we responded to the Person and work of Christ in this life. Those who are in Christ will spend eternity in the manifest presence of God in the New Heaven and New Earth. Those who have rejected Christ will be separated from the presence of God by their sin and will spend eternity apart from Him in Hell.

Psalms 93:1-2; Ecclesiastes 3:11; Matthew 25:31-46; John 11:25-26, 14:3; Acts 1:11; Romans 14:10-12; 2 Corinthians 5:10; 1 Thessalonians 4:16; Hebrews 9:27-28; James 4:14; Revelation 20:11-15, 22:20.

CHURCH

We believe the local church is a body of believers commissioned by Christ to make disciples of all nations and to represent Him in the world. The ordinances, observed in the local church and given by our Lord, are Baptism and Communion. In its universal aspect, the Church is comprised of all who have been redeemed through Jesus. He is the Head of the Church, and we are His bride.

Matthew 16:18, 28:18-20; 1 Corinthians 11:23-26, 12:12; Ephesians 1:22-23, 4:15, 5:25-32; Colossians 1:18; Revelation 19.

I HAVE READ THE ABOVE AND UNDERSTAND AND AGREE WITH THIS DOCTRINE.

Applicant Signature

Print Name

Date