



*“We proclaim him, admonishing and teaching everyone
with all wisdom, so that we may present everyone
perfect in Christ.”*

Colossians 1:28

CENTRAL CHRISTIAN ACADEMY
“Partnering with the Christian home....”

ADMINISTRATOR/TEACHER APPLICATION

SCHOOL PHILOSOPHY:

Education at Central Christian Academy is founded upon the conviction that God is the author of all truth and creator of all life. This eternal triune God (God the Father, God the Son [Jesus Christ], and God the Holy Spirit) has revealed Himself through the Bible, His infallible and inerrant Word.

PURPOSE:

Based upon God’s inerrant and infallible Word, Central Christian Academy seeks to educate, train, and encourage its students to reach their highest 1) spiritual, 2) intellectual, 3) social, 4) cultural, and 5) physical potentials. We seek to present the truth about God, life, the world, and everything in it. Central Christian Academy recognizes the obligation of the parents to educate their children and exists to assist the parents in that responsibility.

MISSION STATEMENT:

Partnering with the Christian home to educate and equip students to reach their full spiritual, academic and physical potential in Jesus Christ

Your interest in Central Christian Academy is appreciated. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which you may qualify, we will notify and ask you to send your placement file to our office. We will also contact your references. If we have 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 seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models. Luke 6:40

We look forward to receiving your initial 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.

APPLICANT'S NAME AND ADDRESS

Full Name: _____

Application date: ____/____/____ Date available: ____/____/____

Present address: _____

Phone: Days (____) _____ Evenings (____) _____

Best time to call you? _____ Soc. Sec. No. _____

How long have you lived at the above address? _____

Permanent address and phone number if different than present address:

***On the reverse side please list any additional addresses where you have resided any time during the past five years.**

A. POSITION DESIRED

Please indicate 1, 2, 3 choice in the parenthesis. Then to the right please indicate the grades or subjects in order of preference.

- () Kindergarten _____
- () Elementary _____
- () Middle School _____
- () Administration _____

Full time ____ Part Time ____ Substitute ____

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

Special Abilities Please list activities or sports for which you would be capable and willing to direct, sponsor, advise, or coach. (Indicate grade or ability levels.)

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

B. CHRISTIAN BACKGROUND

***In your own handwriting on a separate paper, briefly give your Christian testimony.**

Bible

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

Yes _____ No _____ Signature: _____

Please carefully read our Statement of Faith and indicate below your degree of support.

STATEMENT OF FAITH

We believe that the Bible is the inspired, inerrant, and infallible Word of God and that it alone is the singular and ultimate authority for faith and practice in the Christian life.
II Timothy 3:15; II Peter 1:21

We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
Genesis 1:1, 1; Matthew 28:19, John 10:30

We believe in the deity of our Lord Jesus Christ, that He was conceived and born of a virgin.
We believe in His sinless life, in His supernatural miracles, and in His finished work on the cross as the substitutionary and only atoning sacrifice for sin, of all who believe in Him.
We believe in Christ's bodily resurrection, ascension to the right hand of the Father and personal return in power and glory.
John 10:33; Matthew 1:23; Hebrews 4:15; John 2:11; I Corinthians 15:3; Ephesians 1:7; John 11:25; I Corinthians 15:4; Acts 1:11; Revelation 19:11

We believe that man was created in God's image, is now a sinner by nature because of the fall of Adam, and must be born again by the Spirit of God to be saved.
Genesis 1:27; Romans 3:23; II Corinthians 5:17

We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is by grace alone, through faith alone, in Christ Jesus alone.
John 3:16-19; John 5:24; Romans 5:8,9; Ephesians 2:8-10; Titus 3:5

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; I Corinthians 3:16; I Corinthians 6:19,20; Ephesians 4:30, 5:18

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 damnation.
John 5:28,29

We believe in the spiritual unity of believers in our Lord Jesus Christ.
Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28

_____ I fully support the Statement as written without mental reservations.

Signature: _____

_____ I support the Statement except for the area(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.

Signature: _____

**Church
Abilities**

Denominational preference? _____

What is your local church affiliation? _____

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

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

To what extent do you believe you should become involved in Sunday and other weekday ministries of the sponsoring church or the church of which you are a member?

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 your routine of personal Bible study and prayer.

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

C. PROFESSIONAL QUALIFICATIONS

***Please attach photocopies of all your post secondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.**

Formal Training

What degree or degrees do you hold?

<u>Degree</u>	<u>Date Received</u>	<u>Issuing Institution</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Your Major(s) _____

Your Minor(s) _____

Cumulative grade point average: BA _____ Graduate Work _____

Total hours **after** date of Bachelor's degree _____

Teaching/Administrative

Experience

How do you view the role of the textbook in the teaching/learning process?

Textbook series preferences? _____

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

What special seminars or units have you taught in the past (i.e. Colonial Day, etc.)

Certification Do you have an ACSI (Association of Christian Schools International) Teaching/administrative Certificate? _____

What level? _____ Remains valid for _____ years.

Do you have a state teaching/administrative certificate? _____ State?

What kind? _____ Remains valid for _____ years.

Endorsement(s) List semester hours in endorsement area(s).

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

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

Please mark with an “X” the teaching methodologies and strategies you are familiar with on the left-hand side of this sheet with the appropriate column heading at the top of each column.

	Able to Lead Inservice On:	Able to Use In Class	Aware of Technique But not Presently Using	Would Like Additional Training
Language Art Strategies				
The Writing Process				
Six-Trait Writing Assessment				
Writer’s Workshop				
Learning Strategies				
Cooperative Learning				
Time on Task Strategies				
QAR				
SQ3R				
KWL				
Graphic Organizers				
Math Manipulatives in the Classroom				
Geoboards				
Unifix Cubes				
Tanagrams				
Calculators				
Other (Please List):				
Unit Planning				
Novel Units				
Author Studies				
Interdisciplinary Units				
Genre Units				
Assessment				
Authentic Assessment				
Portfolio Assessment				
Curriculum Integration				
Multiple Intelligences				
Rubrics				
Other (Please list):				

D. PERSONAL PHILOSOPHY

**Christian
School
Preparation**

***Attach a typed copy of your personal Christian philosophy of Education and how you would implement it in the classroom.**

Have you had any courses in the Christian Philosophy of Education?
If so, where and when?

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

**Short
Essays**

- A. Why do you wish to teach or administrate 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 classroom atmosphere for learning?
- D. What is your philosophy of discipline? Your attitude toward physical punishment?
- E. What areas do you feel are your strengths? Weaknesses?
- E. What do you believe about the origin of the earth and mankind?
- G. Please summarize any additional information that you would like to present regarding your candidacy for this position.
- H. Write a sample lesson plan on a subject of your choosing.

F. EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may make copies of this page or following the same format, use the reverse side.

**Work
Back-
ground**

1. Employer _____
Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for Leaving _____

2. Employer _____
Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for Leaving _____

3. Employer _____
Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for Leaving _____

4. Employer _____
Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for Leaving _____

5. Employer _____
Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for Leaving _____

G. PERSONAL REFERENCES

You will need to sign the **Reference Release Form** that is attached and return it with this application. Do not list family members or relatives for references.

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

	<u>Name/Complete Address</u>	<u>Phone</u>	<u>Position</u>
1.	_____		

2.	_____		

3.	_____		

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

	<u>Name/Complete Address</u>	<u>Phone</u>	<u>Position</u>
1.	_____		

2.	_____		

3.	_____		

Have you already signed a contract for next year with any other educational institution? Yes _____ No _____

H. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Central Christian Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

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 a significant omission of fact 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 that I will be paid and receive benefits only through the day of release.

I authorize Central Christian Academy to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals which 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 job.

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 children, 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 to 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