



ADMINISTRATOR/PRINCIPAL APPLICATION

Your interest in **Heartland Christian School** is appreciated. We invite you to fill out this application and return it to us. If you qualify, we will request that you have your placement file forwarded to us. We may also contact your references. If we have continued interest in your candidacy, we will 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, are **Christian role models**. Luke 6:40.

We look forward to receiving your application. Thank you for your interest in the ministry of **Heartland Christian 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: _____ Birthdate: _____

Application date: _____ Date available: _____

Present Address: _____

Phone: Days _____ Evenings _____

Best time to call you? _____ Social Security Number: _____

How long have you lived at the above address? _____

Additional Addresses where I have resided in the last five years

B. ADDITIONAL DUTIES

Would you be willing to teach a subject if necessary? Yes_____ No_____

If you would be willing to teach, what are some of your subject and grade strengths?

As an administrator, are you willing to fill in as a substitute teacher if necessary?
Yes_____ No_____

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

Special Abilities:

Please list activities or sports which you would be capable of and be 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?

C. CHRISTIAN BACKGROUND

Christian Testimony is attached on sheet with essay questions.

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: _____

Statement of Faith:

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

_____ 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:

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?

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?

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?

D. PROFESSIONAL QUALIFICATIONS

** Please attach photocopies of all your college transcripts. Should you be offered a position, official copies of your college 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
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Experience:

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

School's Name	Grades or Subjects	Dates
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To what degree are you familiar with various Christian or secular curriculums (i.e., ACE, ABeka, Bob Jones, Saxon math, Open Court Reading, etc.?)

Curriculum Preferences

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 to grow professionally.

Teaching Credentials:

Do you have an ACSI Teaching or Administrative Certificate (prefer but not required)?

What level? _____

Remains valid for _____

Do you have a state teaching or administrative certificate? Yes _____ No _____

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?

Number of years of administrative or teaching experience:

Public _____ Christian _____

Please attach photocopies of any certificates held.

Christian School Preparation:

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

** Attach a typed copy of your personal Christian philosophy of Education.*

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

Give details:

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

Describe how an administrator evaluation has been helpful to you.

E. PERSONAL PHILOSOPHY

** 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 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 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?

F. 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.

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 Background:

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 _____

Have you already signed a contract for next year with any another institution?

Yes _____ No _____

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.

Name	Complete Address	Phone	Position
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Give three references who are qualified to speak of your professional training and experience. List your current or most recent principal or supervisor first.

Name	Complete Address	Phone	Position	School
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H. PERSONAL INFORMATION

Marital:

Our school board has adopted the policy that all children of the faculty must attend this school if it has the appropriate grades and programs. Please provide the following information:

Number of children _____ Ages _____

Fall grade levels _____

Finances:

What was your most recent annual salary?

Would you be able to support yourself on the salary we quoted you?

If not, what would be your salary required for this position?

Personal Background:

Have you ever been dismissed, resigned to avoid being dismissed, or been asked to resign from a position?

Yes_____ No_____ If yes, explain. Use the reverse side if necessary.

Have you ever been charged in civil or criminal proceedings with improprieties regarding children?

Yes_____ No _____ If yes, indicate the nature of suit, offense, date, court, and disposition.

Have you ever been convicted of any offense involving dishonesty, breach of trust, stealing, any type of moral impropriety, or any type of felony?

Yes _____ No _____ If yes, indicate the nature of offense, date, court, and disposition.

Personal Interests:

Please indicate memberships, offices, and honors obtained in:

High school: _____

College: _____

Currently: _____

List your hobbies and personal interests.

What periodicals do you read regularly?

Ability Job Functions:

You have read the job description and essential functions for this position. Is there any reason why you might be unable to perform the duties and responsibilities of the position for which you are applying? If no job description was supplied, ignore these next two questions.

Yes _____ No _____ If yes, please explain

If you answered “yes” to 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?

If you are offered a position, will you be able to verify that you are legally permitted to be employed in the United States? Yes _____ No _____

I CURRENT ISSUES

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

wine, beer, and other alcoholic beverages:

smoking and chewing tobacco:

marijuana and other drugs:

Christian rock music:

pre-marital sex:

divorce and remarriage:

abortion:

homosexuality:

transgenderism and gender identity:

J. ADDITIONAL ESSAY QUESTIONS

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

- A. You have read our Statement of Faith. Do you strongly hold any doctrines that are not on that statement? (e.g., instrumental music should not be a part of a worship service, you should not eat pork, etc.) If yes, please list and describe.

- B. Frequently Christian schools enroll children from more than one evangelical denomination. How would you handle a child's question if you knew that it was theologically controversial and the family's church held to a different viewpoint than your own?

- C. How well do you feel that you get along with your school board, peers, and staff members?

- D. Have you ever led a child, youth, or adult to Christ?

- E. If married, please have your spouse state his/her feelings about your administration in a Christian School.

Do you understand that this is an **application** for employment and that no employment contract is being offered at this time?

Yes _____ No _____

Signature: _____

Date: _____

I understand that **Heartland Christian School** 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 **Heartland Christian School** to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

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 **Heartland Christian 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 **Heartland Christian School**.

Since I will be working with 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 **Heartland Christian School** to conduct a criminal records check.

I understand that this is an 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

**AUTHORIZATION TO RELEASE
REFERENCE INFORMATION**

I have made application for a position as an administrator with **Heartland Christian School**. I have authorized the school to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

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 **Heartland Christian 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 **Heartland Christian School**.

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

Applicant's Name (Print)

Applicant's Signature

Applicant's Social Security Number

Date