



Sowing for Excellence and Christian Character

Administrative Application

Our school exists to provide a distinctive, biblically based education in a nurturing environment through which students are instilled with godly character, inspired to excel, and prepared for a life of enduring commitment to Christ. Your interest in being a part of such a ministry at New Life Christian School is appreciated. We invite you to fill out this 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 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

| | | |
|---|------------|----------------|
| Last Name | First Name | Middle Initial |
| Position applied for: | | |
| Current Street Address | | |
| Street Address | | |
| City | State | Zip Code |
| Length of time at this address: | | |
| Home Phone: | | |
| Cell Phone: | | |
| Best time to call: | | |
| Email: | | |
| Permanent Address and phone number if different from current address: | | |

B. Position Desired

| |
|---|
| <p>Position Applied For: Please indicate your 1st and 2nd administrative choices in the check boxes below.</p> <p>_____ Early Education Director</p> <p>_____ K-12 Principal</p> <p>_____ Superintendent</p> |
|---|

| | |
|--|------------------------------|
| Application Date / / | Date Available / / |
| Can you submit verification of your legal right to work in the U.S? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| How did you learn about the position for which you are applying? | |

C. Christian Background

Please carefully read our statement of faith and indicate your degree of support.

I fully support the statement as written, without mental reservations.

I support the statement except for any areas listed and explained on a separate paper. These areas represent either disagreements or items for which I have not yet formed an opinion or a conviction.

Are there any additional doctrines or convictions not a part of the statement of faith that we should be aware of? Yes No If yes, please write out on a separate page.

What is your denominational preference?

What is your local church affiliation?

Are you currently a member in good standing? Yes No Years: _____

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

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

D. Professional Qualifications

Do you have an ACSI teacher's or administrator's certificate? Yes No

If yes, what level? _____ Remains valid for _____ years

Do you have a state teaching certificate? Yes No

If yes, what state? _____ Remains valid for _____ years

Sequentially list your administrative/teaching experience with most recent first:

| School Name | Position | Dates |
|-------------|----------|-------|
| | | |
| | | |
| | | |
| | | |
| | | |

E. Professional Qualifications

What degree, or degrees, do you hold? Please attach photocopies of degrees held.

| Degree | Major | Minor | Issuing Institution | Graduation Year |
|---------------|--------------|--------------|----------------------------|------------------------|
| | | | | |
| | | | | |
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| | | | | |

F. Employment History

Please start with your current or most recent employer and work backward for the past *ten years*. If necessary, use a separate paper and follow the same format for additional positions.

| | |
|------------------------------------|---------------------|
| Position | Dates of employment |
| Employer | |
| Address | |
| Supervisor's name and phone number | |
| Reason for leaving | |

| | |
|------------------------------------|---------------------|
| Position | Dates of employment |
| Employer | |
| Address | |
| Supervisor's name and phone number | |
| Reason for leaving | |

| | |
|------------------------------------|---------------------|
| Position | Dates of employment |
| Employer | |
| Address | |
| Supervisor's name and phone number | |
| Reason for leaving | |

| | |
|------------------------------------|---------------------|
| Position | Dates of employment |
| Employer | |
| Address | |
| Supervisor's name and phone number | |
| Reason for leaving | |

| | |
|------------------------------------|---------------------|
| Position | Dates of employment |
| Employer | |
| Address | |
| Supervisor's name and phone number | |
| Reason for leaving | |

| |
|--|
| Have you ever worked under a different name for any of the employers you have listed? Is so, what was the name or names? |
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| Are you holding or have already signed a contract for next year with any other educational institution? <input type="checkbox"/> Yes <input type="checkbox"/> No |
|--|

G. Personal References

Do not list family members or relatives for references. You will also need to sign the attached Authorization to Release Reference Information form and return it with this application.

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

| Name and email address | Phone | Position |
|------------------------|-------|----------|
| | | |
| | | |
| | | |

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

| Name and email address | Phone | Position |
|------------------------|-------|----------|
| | | |
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H. Applicant's Certification and Agreement

I understand that New Life 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 I have not knowingly withheld any information that might adversely affect my chances for employment, and 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 fact on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. 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 New Life Christian School to thoroughly interview the primary references that 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 my former employers and any other references 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, all other 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 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 conditional until the school has received the 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 application for employment is valid for no more than 120 days. After that, I must resubmit an application in order to be considered for positions at this school.

I understand that this is only an application for employment and that no employment or employment contract is being offered at this time.

I understand that failure to complete any portion of this application or to sign this application will result in rejection of my application.

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

Applicant signature

Date



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NLCS STATEMENT OF FAITH

- 1. We believe the Bible is God-inspired.**
- 2. We believe God is Triune: Father, Son, and Holy Ghost.**
- 3. We believe that man was created in the image of God, but that by voluntary disobedience he fell from perfection.**
- 4. We believe that while we were yet sinners Christ died for us, signing the pardon of all who believe on him.**
- 5. We believe that we have no righteousness and must come to God pleading the righteousness of Christ.**
- 6. We believe that upon sincere repentance and a whole-hearted acceptance of Christ, we are justified before God.**
- 7. We believe that the change, which takes place in the heart and life at conversion, is a very real one.**
- 8. We believe that it is the will of God that we be sanctified daily, growing constantly in the faith.**
- 9. We believe that baptism by immersion is an outward sign of an inward work.**
- 10. We believe in the commemoration of the Lord's Supper by the symbolical use of the bread and juice of the vine.**
- 11. We believe that the baptism of the Holy Spirit is to endure the believer with power; and that His in coming is after the same manner as the Bible days.**
- 12. We believe that it is the will of God that we walk in the Spirit daily.**
- 13. We believe that the Holy Spirit has gifts to bestow upon the Christian; and that we should show spiritual fruit as evidence of a Spirit-filled life.**
- 14. We believe that the experience and daily walk of the believer should never lead him into extremes of fanaticism.**
- 15. We believe that divine healing is the power of Christ to heal the sick in answer to the prayer of faith.**
- 16. We believe that the second coming of Christ is personal and imminent.**
- 17. We believe it is our sacred duty to identify ourselves with the visible church of Christ.**
- 18. We believe that all rulers should be upheld at all times except in things opposed to the will of God.**
- 19. We believe that all shall stand some day before the judgment seat of God and there receive eternal life or death.**
- 20. We believe that heaven is the glorious eternal home of born-again believers.**
- 21. We believe that hell is the place of eternal torment for all who reject Christ as the Savior.**
- 22. We believe that soul winning is the most important responsibility of the Church.**
- 23. We believe that the method ordained of God for the support and spread of His cause is by giving of tithes and free-will offerings.**



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Declaration of Moral Integrity

Our school expects all of its employees and its volunteers with unsupervised access to children to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for a ministry position, as an employee, or as a volunteer at this school, I, (print name)

_____,
recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that as a follower of Christ, I am not engaging in and commit to not engage in inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual activity, sexual harassment, use of (including the viewing of) pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of this Christian school.

Applicant signature

Date

Administrator signature, *after* discussion with applicant

Date

“Honor marriage, and guard the sacredness of sexual intimacy between wife and husband. God draws a firm line against casual and illicit sex.” (Hebrews 13:4, *The Message*)

“A pupil is not superior to his teacher, but everyone [when he is] completely trained (readjusted, restored, set to rights, and perfected) will be like his teacher.” (Luke 6:40, AMP)