



## School Administrator/Principal Application

Your interest in Emmanuel Christian School is appreciated. We invite you to fill out this initial application and return it to the school office. We will also contact your references. If we have continued interest in your candidacy, we will notify you to arrange an 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 again 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: \_\_\_\_\_

Phone: Days (\_\_\_\_\_) \_\_\_\_\_ Evenings (\_\_\_\_\_) \_\_\_\_\_

Best time to call you? \_\_\_\_\_ Length of time at this address? \_\_\_\_\_

Permanent address and phone number if different than present address:

\_\_\_\_\_

Please list any additional addresses where you have resided at any time during the past five years:

\_\_\_\_\_

\_\_\_\_\_



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

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## B. Christian Background

**\*On a separate piece of paper, briefly give your Christian testimony.**

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 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.

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 \_\_\_\_\_

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?

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ECS requires that the school administrator be a member of Emmanuel Baptist Church. If you are not already, would you be willing to join EBC if offered this position?

Yes \_\_\_\_\_ No \_\_\_\_\_

Describe your routine of personal Bible study and prayer.

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

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## C. Professional Qualifications

**Please attach photocopies of all your postsecondary transcripts.**

What degree or degrees do you hold?



Degree

Date Received

Issuing Institution

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Your Major(s)

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Your Minor(s)

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Sequentially list your teaching and or administration experience with most recent first.

School's Name

Grades or Subjects

Dates

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To what degree are you familiar with Christian and Classical curriculum (i.e. ABeka, Bob Jones, Saxon math, etc.) and would your philosophy be compatible with the current textbooks at ECS?

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Do you have a Teaching/ Administration Certificate? \_\_\_\_\_

If so, what level? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years.

Do you have a state teaching certificate \_\_\_\_\_ State? \_\_\_\_\_

What kind? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years.

Endorsement(s)

List semester hours in endorsement area(s)

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

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



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

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If not, would you be willing to take such a course by correspondence or otherwise? \_\_\_\_\_

**\*Please attach a typed copy of your personal Christian philosophy of education and how you would implement it at ECS.**

Briefly describe your position on biblical worldview education and biblical integration and how you would promote that at various levels at ECS.

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#### D. Personal Philosophy

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

- A. Why do you wish to be the administrator in a Christian school?
- B. What are the main characteristics that distinguish a Christian school from other educational strategies?
- C. What do you consider to be the proper classroom atmosphere for learning?
- D. What is your philosophy of discipline?
- E. What do you believe about the origin of the earth and mankind?
- F. Please summarize any additional information that you would like to present regarding your candidacy for this position.



### E. Employment History

(Disregard if listed on resume.)

1. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

\_\_\_\_\_

2. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

\_\_\_\_\_

3. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

\_\_\_\_\_

4. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

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? If so, what was the name or names? \_\_\_\_\_



Have you served in the military? Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, what type of training or education did you receive?

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Are you under contract or have you signed a contract for next year with any other educational institution? Yes \_\_\_\_\_ No \_\_\_\_\_

### F. Personal References

(Disregard if listed on resume)

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 two 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.	_____		
	_____		

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

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



## G. Applicant's Certification and Agreement

I understand that **Emmanuel Christian School** does 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 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 and agree that I will be paid and receive benefits only through the day of release.

I authorize **Emmanuel Christian School** 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, 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.

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.

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Signature of Applicant

Date