

APPLICATION FOR ADMINISTRATORS

ADMINISTRATIVE APPLICATION & PERSONAL INFORMATION



Introduction

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 Williston Central Christian Academy 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.

Please complete this application if you are interested in being teaching at WCCA.

Personal Information

Applicant's Name: _____
First Middle Last Suffix

Preferred Name: _____ Gender: ☐ Male ☐ Female

Date of Birth (MM/DD/YYYY): _____ Social Security Number: _____ - _____ - _____

Address: _____
Street City State Zip

Home Phone: _____ Cell Phone: _____

Primary E-Mail: _____

Christian Background

On a separate 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 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.

What is your denominational preference? _____

What is your local church affiliation? _____

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

Professional Information

Do you have a state teaching or administrator's certificate? ☐ Yes ☐ No State _____

Type/Level _____ Expiration _____

Please attach photocopies of any certificates held.

Sequentially list your teaching experience with most recent first:

School Name	Position	Dates

Educational Information

Please attach photocopies of all your postsecondary transcripts.

What degree, or degrees, do you hold?

Degree	Issuing Institution

What were your majors? _____

Your minors? _____

List any other educational advantages that you have had, including opportunities for travel:

Describe your level of computer and software program skills: _____

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.

1. Position _____
Dates of employment _____
Employer _____
Address _____
Supervisor's name and phone number _____
Reason for leaving _____

2. Position _____
Dates of employment _____
Employer _____
Address _____
Supervisor's name and phone number _____
Reason for leaving _____

3. Position _____
Dates of employment _____
Employer _____
Address _____
Supervisor's name and phone number _____
Reason for leaving _____

Are you holding or have you already signed a contract for next year with any other educational institution? ☐ Yes ☐ No

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 that are qualified to speak about your spiritual experience and Christian service. List your current pastor first.

Name	Relationship	Phone	E-mail

Professional References

Give three references that are qualified to speak about your educational experience and work ethic.

Name	Relationship	Phone	E-mail

Personal Questions

Section A – Christian Life

Have you made a public profession of faith? ☐ Yes ☐ No If yes, when? _____

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

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

To what extent do you believe you should become involved in the ministries of the church of which you are attending or are a member? _____

Section B – Christian Education

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

Please indicate your 1st and 2nd choices below: Then to the right please indicate the grades or subjects in order of preference:

☐ Elementary _____ ☐ Middle School _____ ☐ High School _____

☐ Full time ☐ Part time

Are you capable of teaching a Bible class? ☐ Yes ☐ No

Position on Current Issues

We live in a pluralistic society with many conflicting beliefs and values. As a teacher, you may be asked specific questions about controversial issues by students, parents, or colleagues. Your answers will come from your personal convictions. We need to know the views of people who would be Christian role models for our children (Luke 6:40). Please briefly explain your position on each of the following topics:

Drugs and Alcohol

Entertainment

Sexual morality (e.g., heterosexuality, homosexuality, and gender identity issues)

Marriage

Sanctity of life

Personal integrity

Personal Philosophy

On a separate paper, please type your viewpoints on the following questions, providing a one-to-two-paragraph answer for each question.

Section A - Education

1. What are the fundamental aims or purposes of education?
2. What is the role of parents in the education of their child?
3. What are the main characteristics that distinguish a Christian program from a secular program?
4. What areas in your professional life do you feel are your strengths? What areas are you working to improve?
5. What do you believe are the qualities of a good teacher, and what evidences do you have that would make you believe that you have these qualities?
6. How has the Lord led you to apply in a Christian school? Why are you interested in becoming a member of the ministry team at this school?
7. If a misunderstanding were to arise between you and a coworker or a school parent, how would you handle it?
8. What are the keys to effective communication?

Section B – Biblical Worldview

1. Who is Jesus Christ?
2. What is the origin of the universe?
3. What role does the bible play in our daily lives?
4. How would you respond to a student who asks the question, “How do I become a Christian?”

Position Applicant's Certification and Agreement

I understand that Williston 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 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 Williston Central Christian Academy 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 is 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.

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 understand that failure to complete any portion of this application or to sign this application will result in rejection of my application. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

Applicant Signature

Date

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

"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)

Fair Credit Reporting ActDisclosure

I understand that as a condition of my consideration for employment, or as a condition of my continued employment, Williston Central Christian Academy may obtain a consumer report and/or investigative consumer report that includes but is not limited to verification of my education, previous employment/work history, Social Security number, credit history, and motor vehicle records. The school may also receive any criminal history information pertaining to me that may be in the files of any federal, state, or local criminal justice agency, and in any other civil court or public records or any other information bearing on my character, general reputation, personal characteristics, and trustworthiness; and may conduct personal interviews and drug testing.

You have certain rights regarding these reports and their use as defined under the Fair Credit Reporting Act (FCRA) as summarized in "A Summary of Your Rights Under the Fair Credit Reporting Act," a copy of which has been provided to you.

Authorization

I authorize Williston Central Christian Academy and/or its designated agent, to obtain consumer reports on me now or any time after my employment. The school may conduct an investigation of the items listed in the disclosure statement above so that it can make informed decisions regarding my proposed or actual employment relationship. I recognize and understand that I will receive written notice from the school when a consumer report will be requested. I authorize the credit reporting agency, and any of its agents, to disclose orally and in writing the results of this verification process to the authorized representative of Williston Central Christian Academy.

I authorize persons, schools, current and former employers, and other organizations and agencies to provide the credit reporting agency with all information that may be requested. I hereby release all persons and agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is as valid as the original. I do hereby agree to forever release and discharge Williston Central Christian Academy, the credit reporting agency, and their associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint filed with any agency arising from retrieving and reporting of information.

I acknowledge that I have rights under the FCRA including those discussed in "A Summary of Your Rights Under the Fair Credit Reporting Act," which I have received and reviewed.

I understand that under the FCRA, Williston Central Christian Academy will provide me with a copy of any consumer report and/or investigative consumer report if the information contained in such a report is, in any way, to be used in making an adverse decision regarding my fitness for employment. I further understand that such report will be made available to me prior to any such adverse decision being made, along with the name and address of the reporting agency that produced the report.

Printed Name

Social Security Number

Applicant Signature

Date

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

☐ Yes ☐ No

STATEMENT OF FAITH

WHAT WE BELIEVE



We believe...

- We believe the Bible to be inspired, the only infallible authoritative, inerrant Word of God (2 Timothy 3:16; 2 Peter 1:21).
- We believe that there is one God, eternally existent in three persons – Father, Son, and Holy Spirit (Genesis 1:1; Matthew 29:19; John 10:30).
- We believe in the deity Christ (John 10:33), His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35), His sinless life (Hebrews 4:15; 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9), His resurrection (John 11:25; 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11; Revelation 19:11).
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that people are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith are we saved (John 3:16-21; John 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
- We believe in the resurrection of both the saved and lost; they that are saved unto 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; 1 Corinthians 12:12-13; Galatians 3:26-28).
- 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; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).