



# SPRINGFIELD CHRISTIAN SCHOOL

## Stage 1 Application: Administrative Leadership

Springfield Christian School exists to... **Equip students to follow Christ and impact the world for Him.** We provide a distinctive, Biblically based education in a nurturing environment where 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 Springfield Christian School is appreciated. We invite you to fill out this application and return it to the SCS Office. If an opening occurs for which you may qualify, we may notify you and arrange for a personal interview. Next steps also include asking you to complete the Stage 2 Application and send your placement file to our office. We may also contact your references.

Believing that the key to a successful Christian school is its staff, we are seeking applicants who are professionally qualified, who really love children in a manner like Christ, love Jesus, and who, by the pattern of their lives, are Christian role models (Luke 6:40). We look forward to receiving your 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!

**Please print or type. Each question should be answered fully and accurately. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based on non-job-related information. Please attach a copy of your résumé and references.**

### A. Applicant Name and Address

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle initial \_\_\_\_\_

Position desired \_\_\_\_\_

Application date \_\_\_/\_\_\_/\_\_\_ Date available \_\_\_/\_\_\_/\_\_\_ Application Submitted by:  Walk-in  Mail  E-mail  Fax

Referral source:  Employee  Relative  Other \_\_\_\_\_

#### Current address:

Street address \_\_\_\_\_  
City State Zip

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

Preferred E-mail address: \_\_\_\_\_

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

Permanent address and phone number if different from current address \_\_\_\_\_

\_\_\_\_\_

## B. Christian Background

On a separate paper in your own handwriting, briefly give your Christian testimony.

As a Christian organization, we require all of our employees to be practicing Christians. Federal law allows us to confine our hiring to members of our faith community.

What is your denominational preference? \_\_\_\_\_

Name and location of local church you attend: \_\_\_\_\_

Are you a member in good standing?  Yes  No With what regularity have you attended during the past twelve months? \_\_\_\_\_

In what church 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

**If you become employed by our school, you are joining a ministry that has high expectations of all employees. All staff members are in ministry and must demonstrate the life of Christ in their everyday living to our students, their parents, and fellow employees. Since it is the school's mission to train and equip children to be followers of Jesus Christ, we require all of our employees to be Christian role models in their lives, both on and off the job (Luke 6:40).**

## C. Questions for Instructional Personnel

Please list professional educator licenses (teaching or administrative certificates) that you hold, and include how long they remain valid: \_\_\_\_\_

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

Please list K–8 activities or sports that you would be capable and willing to direct, sponsor, or coach (indicate grade or ability levels): \_\_\_\_\_

Sequentially list your teaching and administrative experience with most recent first (if necessary, attach another page):

School Name	Position	Dates

What date may we contact current employer? \_\_\_\_\_

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

### D. Professional Qualifications

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

What degree, or degrees, do you hold?

Degree	Issuing Institution	GPA (give on 4.0 scale)

What were your majors? \_\_\_\_\_

Your minors? \_\_\_\_\_

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 grow professionally: \_\_\_\_\_

Describe your level of computer/technology skills: \_\_\_\_\_

List any educational conferences or seminars that you have led or participated in recently: \_\_\_\_\_

### E. Employment Experience (education and non-education related employment)

Please start with your current or most recent employer and work backward. Include self-employment, work as an independent contractor, and temporary positions going back at least ten years. If necessary, use a separate paper and follow the same format for additional positions.

1. Current job title /position \_\_\_\_\_ Dates of employment \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's name and phone number ( \_\_\_\_ ) \_\_\_\_\_

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

What date may we contact current employer? \_\_\_\_\_

2. Job title /Position \_\_\_\_\_ Dates of employment \_\_\_\_\_  
 Employer \_\_\_\_\_  
 Address \_\_\_\_\_  
 Supervisor's name and phone number ( \_\_\_\_ ) \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Job title /Position \_\_\_\_\_ Dates of employment \_\_\_\_\_  
 Employer \_\_\_\_\_  
 Address \_\_\_\_\_  
 Supervisor's name and phone number ( \_\_\_\_ ) \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please account for all unemployment since leaving school and/or between positions for the last ten years.

From month/year to month/year	What were you were doing? / Reason for unemployment?	Names and phone numbers of persons other than relatives who can confirm unemployment
/ to /		
/ to /		
/ to /		

**F. Personal Philosophy**

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

1. Why do you wish to serve in a Christian program?
2. What are the main characteristics that distinguish a Christian program from a secular program?
3. What areas in your professional life do you feel are your strengths? What areas are you working to improve?
4. What do you believe about the origin of the universe?
5. Please summarize any additional information that you would like to present regarding your candidacy.

**G. Personal References**

Do not list family members or relatives for references. You will also need to note the authorization to release reference information and return it with this application.

Give three people as references that are qualified to speak about your spiritual experience and Christian service. List a current pastor or minister who could speak to this area *first*.

Name and complete 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 complete address	Phone	Position

**H. Applicant’s Certification and Agreement**

Do you have any personal responsibilities or other commitments that may prevent you from meeting this position’s requirements for on-time arrival, attendance, or work schedules?

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Can you provide documents to prove that you are legally eligible for employment in the United States?  Yes  No

Can you perform the duties of this position without violating any obligations or proprietary information of a previous employer?  Yes  No

Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations)? You will need to answer yes if you have entered into a plea agreement, including a postponed sentence or postponed judgment arrangement, in connection with a criminal charge.  Yes  No

If you have been convicted of such an offense, please attach a statement of explanation, including the nature of offense, date, court where conviction was entered, and any other relevant information. A conviction record will not automatically be a bar to employment. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job-relatedness, and subsequent rehabilitation will be considered.

Has any employer ever subjected you to disciplinary action, suspension, or termination or asked you to leave a paid or unpaid position on the grounds of any unlawful sexual behavior or violation of an employer's sexual misconduct policy or anti-harassment policy?  Yes  No *(If yes, please attach a statement or explanation.)*

Have you ever resigned a position to avoid termination or discharge?  Yes  No *(If yes, please attach a statement of explanation.)*

I understand that Springfield Christian School does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, biological 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 Springfield 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-based background 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 may result in rejection of my application.

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

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Applicant signature

Date



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## **EMPLOYMENT APPLICANT RELEASE**

I hereby authorize any person, educational institution, or company references I have listed as a reference on my employment application to disclose any information they may have regarding my qualifications and fitness for employment. I further authorize any references to disclose any employment-related information, including any personal comments, evaluation, or assessments about my performance or behavior as an employee.

I agree to release and discharge Springfield Christian School (and its partners), any former employers, educational institutions, any other persons giving references, as well as their successors, employees, officers, and directors of any and all claims, liabilities and causes of action, known or unknown, that arise from or that are in any manner connected to disclosure of employment-related information to applicants or prospective employers. This release includes, but is not limited to, claims of defamation, libel, slander, negligence, or interference with contract.

I acknowledge that I have carefully read and fully understand the provisions of this release. I understand that my references may be provided a copy of this Employment Applicant Release and may rely on it when releasing information. I further acknowledge that I was given the opportunity to consult with an attorney or any other individual of my choosing before signing this release and that I have decided to sign this release voluntarily and without coercion or duress by any person.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_