



Resurrection Christian School

Boldly Christian • Academically Equipped • Globally Prepared

Administrator Application

Thank you for your interest in RCS. We invite you to complete the following application and answer the questions on separate sheets of paper using a computer. Please return all items to our school office as soon as possible. After receipt of this application, an approved background check, and a complete reference check, we may call you to schedule an interview should we have continued interest in your candidacy. If you have any questions, please call us.

Applicant's Name _____ Phone _____

Work phone _____ Cell phone _____

Address _____

City _____ State _____ Zip _____

Social Security Number _____ Name of spouse _____

Name(s) & ages of child(ren) _____

Position(s) Desired: _____ Full Time ____ Part Time ____

Explain: _____

College Degree _____ Major _____

Graduate Degree _____ Major _____

Graduate Degree _____ Major _____

How long have you known Christ as your Lord and Savior? _____

Local church membership _____ Pastor _____

Are you active in your church? _____ If so, in what capacity? _____

Do you believe in the Bible as the inspired word of God, our final authority in matters of faith and conduct? ____

Number of years of experience: Christian schools _____ Public Schools _____

Certification _____

Using separate paper, please answer the following questions.

1. Attach a resume detailing your education, experience, and references. Detail your educational training (Degree, Major, Year Graduated, Name of Schools, GPA). Please include copies of your college transcripts and diplomas. Sequentially list your school experience (School, Address, Dates Employed, Grade/Subjects Taught &/or Administrated, Supervisor, and Reason for Leaving). Sequentially list other employment experience. List four references who are qualified to speak of your spiritual and professional experience. Include name, address, phone numbers, and position.
2. Briefly summarize your testimony, church involvement, and reason(s) why you want to minister at RCS. Explain your definition of a Christian, detailing your conversion experience. Explain your denominational/doctrinal preference.
3. RCS and Resurrection Fellowship are charismatic in belief and practice. What are your personal beliefs and experiences pertaining to the gifts of the Spirit, including speaking in tongues?
4. What teaching and/or administrative certificates do you hold (ACSI, State) and what type (please include copies)? If you don't hold any certificate, what is your plan to accomplish attaining one? Have you had any courses in Christian Philosophy of Education? Please detail.
5. Explain your philosophy of leadership.
6. Please list activities and/or sports that you would be capable and willing to sponsor, advise, coach, etc. Detail past experience with each.
7. Have you ever been dismissed, resigned to avoid being dismissed, or been asked to resign from a position? If yes, please explain.
8. Have you ever been, or are presently being, investigated or under procedure to consider your discharge for misconduct from any previous or present employer? If yes, please explain.
9. Have you ever been charged or convicted of any offense involving dishonesty, breach of trust, child abuse, moral turpitude, or any other type of crime? If yes, please explain.
10. Have you ever resigned from a prior position, with or without being asked, under circumstances involving your employer's investigation of sexual harassment or contact with another person, of mishandling of funds, or of criminal conduct? If yes, please explain.
11. Have you ever entered a court plea of guilty or "no contest" (no lo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense? If yes, please explain.
12. What is your attitude toward working with those of other races and those of other denominational beliefs?
13. Please share your personal convictions as a Christian toward the following: alcoholic beverages, smoking and chewing tobacco, marijuana and other drugs, music, premarital sex, divorce and remarriage, abortion, homosexuality.
14. Please explain if your marital status is *separated, divorced, or remarried*.
15. What do you believe about the origin of the earth and mankind?
16. Have you ever led a child or young person to Christ or been involved in such an experience? Please explain.
17. If you are married, please have your spouse state his/her feelings about you ministering in a Christian school.
18. Explain what curricula you have worked with (Christian & secular). Indicate your preferences.
19. Explain what you believe is the purpose of a Christian School.
20. What other Christian service have you been involved with since becoming a Christian?
21. What are your career goals in Christian Education?
22. Please summarize any additional information that you would like to present regarding your candidacy for this position.

23. All employees at RCS must have a CBI background check based on fingerprints. Please obtain the fingerprint card from our office and visit your local sheriff or police department to be fingerprinted. This card must then be returned to our RCS office.
24. Please obtain a Parent/Student Handbook, Staff Manual, and Job Description to read. Do you agree to our Statement of Faith and agree to fully abide by our policies and guidelines as set forth in these documents? _____ Please explain any reason(s) why you might be unable to perform the duties and responsibilities of the position(s) for which you are applying?

Specific Administrative Questions

- A. What do you believe would be your strengths and weaknesses.
- B. What do you consider to be the proper classroom atmosphere for learning?
- C. Why do you believe God has called you to a leadership position?
- D. Explain your conviction(s) about serving under authority.

I certify that everything on this application (including all attached documents) is true and correct.

Signature _____

Date _____

RCS Applicant's Agreement

I understand that Resurrection Christian School does not discriminate in its employment practices against any person because of gender, race, color, national or ethnic origin, or handicap. I further understand that any offer of employment is conditional on the proof of legal authority to work in the United States.

I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or significant omission of fact during any phase of the hiring process may prevent me from being hired, or if hired may subject me to immediate dismissal.

I authorize Resurrection Christian School to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews. I authorize the release and giving of any information requested by Resurrection Christian School such as employment records, performance reviews, and personal references. I release any person, organization, or company from liability or damage that may result from furnishing the information requested. I further waive the right to ever personally view any references given to Resurrection Christian School.

I recognize, understand, and adhere to the moral and ethical standards and mandates of Resurrection Christian School. I further declare that with regard to my personal moral and ethical character and conduct as of this date, I am not, nor have been in the past, engaged in inappropriate conduct toward minors, nor do I have inclinations toward such conduct. Inappropriate conduct includes, but is not limited to, the following: homosexuality, verbal, physical, or sexual abuse as defined by Scripture and state law.

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

Applicant's Name Printed

Signature of Applicant

Date

Applicant's Social Security Number