



ADMINISTRATOR APPLICATION SANTIAM CHRISTIAN SCHOOLS

www.santiamchristian.org

7220 NE Arnold Avenue

Corvallis, Oregon 97330

Phone: (541) 745-5524

Fax: (541)745-6338

Your interest in Santiam Christian Schools 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. A personal interview will then be arranged.

The key to a successful Christian School is its staff. We are grateful for those who are professionally qualified, who love and know children, and who, by the pattern of their lives, are willing to serve as a **Christian role model**.

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.

Application Date: _____

Date Available: _____

Position Desired: _____

Circle One: Full-time Part-time

If you would like, you are welcome to include a recent photo here

(PLEASE PRINT)

Last Name	First Name	Middle Name	Social Security Number - -
Address	City	State Zip Code	Phone (Daytime): Phone (Evening):
Email Address (please print clearly):			
Permanent Address and Phone Number if different than present address:			

Best time to contact you is: _____

POSITION DESIRED

_____ Elementary Principal

_____ Superintendent

_____ Athletic Director

_____ Junior High Principal

_____ Business Administrator

_____ Preschool Director

_____ High School Principal

_____ Director of Development

_____ Assistant HS Principal

SPECIAL ABILITIES: Please list activities or sports for which you would be capable and willing to direct, sponsor, advise, or coach.

Indicate grade or ability levels: _____

What is your most recent salary? \$ _____ What salary do you think that you would require to realistically meet your financial needs if you accept a position with us? _____

EDUCATION AND PROFESSIONAL TRAINING

School	Name of School/College	Course of Study Major/Minor	No. of Years Completed	Diploma/ Degree	Date Received
High School					
Undergraduate College					
Graduate/ Professional					
Other (Specify)					

TEACHING CREDENTIALS

Do you have ACSI teaching certification? _____ What level? _____ Remains valid for _____ years.
 Do you have a state teaching certificate? _____ In what state? _____
 What kind? _____ Remains valid for _____ years.
 Endorsement(s) _____

ADMINISTRATIVE CREDENTIALS

Do you have ACSI administrator certification? _____ What level? _____ Remains valid for _____ years.
 Do you have a state administrator certificate? _____ In what state? _____
 What kind? _____ Remains valid for _____ years.
 If you do not hold a certificate, what requirements do you lack? _____

TEACHING EXPERIENCE

Number of years of teaching experience:
 Public _____ Private _____

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

ADMINISTRATIVE EXPERIENCE

Number of years of administrative experience:
 Public _____ Private _____

Have you taken any collegiate level courses in Bible? If so, give approximate number of hours. _____

PERSONAL/PROFESSIONAL REFERENCES

Do not include 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 (2) references who are qualified to speak of your spiritual experience and Christian service.

List your current pastor first.

Name	Phone Number	Best Time to Call	Position
Pastor:			
Other:			

Give two (2) references who are qualified to speak of your professional training and experience.

List your current, or most recent, principal or supervisor first.

Name	Phone Number	Best Time to Call	Position
Principal/Supervisor:			
Other:			

WORK EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and/or volunteer activities.

Employer:	Dates Employed		Work Performed or Grades/Subjects Taught:
	From	To	
Address:			
Phone Number(s) Daytime: () Evening: ()			
Supervisor:			
Reason for Leaving:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer:	Dates Employed		Work Performed or Grades/Subjects Taught:
	From	To	
Address:			
Phone Number(s) Daytime: () Evening: ()			
Supervisor:			
Reason for Leaving:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer:	Dates Employed		Work Performed or Grades/Subjects Taught:
	From	To	
Address:			
Phone Number(s) Daytime: () Evening: ()			
Supervisor:			
Reason for Leaving:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Have you ever worked under a different name for any of the employers you have listed above? If so, what was the name or names? _____

Comments: Include explanation of any gaps in employment. _____

List other training and/or experiences that would qualify you for the job you are applying for.

Type of Work/Experience	Place	Dates

PERSONAL/SPIRITUAL QUALIFICATIONS/CHRISTIAN BACKGROUND

On a separate sheet of paper, please include your personal, spiritual testimony.		
Church or Denominational preference:		
What is your local church affiliation?		
Are you a member?	Are you actively involved?	Pastor's Name:

MARITAL STATUS: Married Single Engaged Separated Remarried Spouse: _____

CHILDREN: Our school board has a policy that all children of the faculty must attend this school if it has the appropriate grades and programs. Please provide the following information: Children (Names, Ages or Grade Level)

PERSONAL/SPIRITUAL QUALIFICATIONS

These spiritual qualifications are essential for employment at Santiam Christian School. In the spiritual qualifications area, deviation from Scriptural standards, or failure to comply with the **Christian role model** guidelines, will be grounds for disciplinary action and may lead to termination.

1. Must be a "born-again" Christian who knows the Lord Jesus Christ as Savior (John 3:3, 1 Peter 1:23).
2. Must be a spiritually mature and growing Christian who is active in his/her Christian life, with an understanding and commitment to the philosophy of Christian Education, compatible with that of Santiam Christian Schools.
3. Accepts, without reservation, Santiam Christian School's Statement of Faith.
4. Affirms that the Bible is God's Word and the standard for faith and daily living.
5. Manifests by daily example, the highest Christian virtue serving as a **Christian role model** (1 Timothy 4:12), both in and out of school, to pupils (Luke 6:40), parents, and fellow employees. Instruction is not only through rational explanation of formal subject material, but even more powerfully, through word, deed, example, and shared experience.
6. Must be a role model in judgment, dignity, respect, and Christian living. This includes the development of the Fruits of the Spirit in one's life (Galatians 5:22-23), and refraining from engaging in personal areas of liberty in situations where an offense may be created within the Body of Christ. (I Cor. 8:9, Eph. 5:18, Col. 3:17, Titus 2:7-8 TLB, I Thess. 5:22-23, and James 3:17-18).
7. Agrees to be a **Christian role model** by faithfully attending, and financially supporting a local church whose fundamental beliefs are in agreement with the Santiam Christian Statement of Faith (Hebrews 10:25).
8. Agrees to accept the board's interpretation of biblical standards for sexual behavior. Any sexual misconduct including, but not limited to: premarital, extramarital, or homosexual activity; sexual harassment; use or viewing of pornographic material or websites; and sexual abuse of children, is forbidden and violates the employment requirement of being a **Christian role model** (Romans 12:1-2; I Corinthians 6:9-20; Ephesians 5:1-11; I Thessalonians 4:3-8; I John 3:1-3).
9. Agrees that the unique roles of the male and female are clearly defined in Scripture, and that Romans 1:24-32 condemns the homosexual lifestyle (Romans 12:1-2; 1 Cor. 6:9-20; Ephesians 4:1-11, 5:3-5; 1 Thessalonians 4:3-8; 1 Timothy 4:12; 2 Timothy 2:19-22; 1 Peter 1:15-16, 2:15-17; 1 John 3:1-3).
10. Shall be a **Christian role model** in the family and in financial areas. This conduct shall include, but not be limited to, one who manages his own family and finances well (I Tim. 3:4-5; I Tim. 5:8).

Do you subscribe, without reservation, to the listed Personal/Spiritual Qualifications? _____ Yes _____ No

Signature: _____ Date: _____

PERSONAL HISTORY

If you answer "Yes" to any of the questions in this section, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition, or other appropriate explanation. A conviction record will not automatically prohibit 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.

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer?

_____ Yes _____ No

Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave a job or volunteer position on the grounds of any unlawful sexual behavior, or violation of an employer's sexual misconduct or harassment policy?

_____ Yes _____ No

Have you ever been charged (even if dropped) in a **civil** or **criminal** proceeding, convicted of, or under pending indictment for any crime that bears upon your fitness to work with children? These would include, but not be limited to sexual abuse or molestation of children, sexual harassment, or any other criminal activity involving youth or children. _____ Yes _____ No

Have you ever entered a plea of guilty, a plea of 'no contest' (nolo 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? _____ Yes _____ No

SANTIAM CHRISTIAN SCHOOLS STATEMENT OF FAITH

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

Please carefully read our Statement of Faith and indicate your degree of support.

I fully support the Statement of Faith as written, without mental reservations. _____ Yes _____ No

Signature: _____ Date: _____

I support the Statement of Faith 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. _____ Yes _____ No

Signature: _____ Date: _____

You have read our Statement of Faith. Do you strongly hold any doctrines that are **not** in that statement [e.g., instrumental music should not be a part of a worship service, speaking in tongues is required for salvation, etc.] If yes, please list on a separate sheet of paper and describe.

Signature: _____ Date: _____

APPLICANT’S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge. I understand that falsification of any statement, significant omission of fact, or supplying misleading information in my application, may prevent me 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 understand that Santiam Christian Schools does not discriminate in its employment practices against any person because of gender, age, race, color, and national or ethnic origin. I understand that this is only an application for employment and that no employment contract is being offered at this time.

Signature of Applicant

Date

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I authorize Santiam 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 evaluation, 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, I 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.

Signature of Applicant

Date



SANTIAM CHRISTIAN SCHOOLS BACKGROUND INVESTIGATION CONSENT

Since I will be working with children, I hereby authorize SANTIAM CHRISTIAN SCHOOLS, and/or its agents to make an independent investigation of my background, references, character, past employment, education, credit history, criminal or police records, including those maintained by both public and private organizations, and all public records for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications for working with children.

I release SANTIAM CHRISTIAN SCHOOLS and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name and all information contained herein is true and correct to the best of my knowledge:

Applicant/Employee Full Name – PLEASE PRINT

First

Middle

Last

Applicant/Employee Address

Street Address (No P.O. Box)

City

State

Zip

(_____) _____

Best contact phone number

Applicant Signature

Date

Social Security Number *

Date of Birth *

* NOTE: The above information is required for identification purposes only, and is in no manner used as qualifications for employment. SANTIAM CHRISTIAN SCHOOLS is an Equal Opportunity Employer, and does not discriminate on Sex, Race, Age (40 and over), Handicap, or National Origin.