



Columbia County Christian School

PO Box 448 • St. Helens, OR 97051 • Phone: (503) 366-9209 • Fax: (866) 717-5568 • www.ccchristianschool.net

School Administrator Application

Your interest in Columbia County Christian School (CCCS) is appreciated. We invite you to fill out this initial application and return it along with resume, personal testimony, and letter of interest to P.O. Box 448, St. Helens, OR 97051 Attention: School Board or email it to board@ccchristianschool.net.

We realize that the key to a successful Christian school is its staff. We are seeking applicants who are professionally and spiritually qualified, who really love children, and who, by the pattern of their lives, are Christian role models. Luke 6:40.

CCCS does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability.

We look forward to receiving your initial 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.

Applicant's General Information

Full Name _____

Application date: _____ / _____ / _____ Date available: _____ / _____ / _____

Current Address: _____

Phone: Days (____) _____ - _____ Evenings (____) _____ - _____ Cell: (____) _____ - _____

Permanent address and phone if different than current address:

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

Can you submit verification of your legal right to work in the US? () Yes () No

Applicant's Spiritual Information

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

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:15-16, II Peter 1:21, I Thessalonians 2:13).
2. We believe there is one God, eternally existent in three persons – Father, Son and Holy Spirit (Genesis 1:1-2, Matthew 28:19, John 1:1, John 10:30).
3. We believe in the deity of Christ (John 10:30, Colossians 1:15), His virgin birth (Matthew 1:23 & 25, Luke 1:35), His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John 2:11, John 6:2), His vicarious and atoning death (I Corinthians 15:3, Hebrews 2:9), His resurrection (John 11:25, I Corinthians 15:4), His ascension to the right hand of God (Mark 16:19), and His personal return in power and glory (Acts 1:11, I Thessalonians 4:16-17, John 14:1-3, 28).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinful nature; and that we are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:16-19, Romans 3:22, Ephesians 2:8-9, Titus 3:5, Hebrews 9:22).
5. We believe in the resurrection of both the saved and the lost—the saved to the resurrection of life, and the lost to the resurrection of condemnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 12:5, I Corinthians 12:12-13, Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by who's indwelling the Christian is enabled to live a godly life (John 14:26, John 16:12-15, I Corinthians 6:19-20).
8. We define marriage as a lifelong covenant between one man and one woman, and note that God immutably bestows gender upon each person as male or female to reflect his image. (Genesis 2:24)

____ 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.

Church Denominational preference: _____

Local church affiliation: _____

Are you presently a member in good standing? _____ Years: _____

In what church activities are you involved? _____

Describe your routine of personal Bible study and prayer: _____

Applicant's Professional Qualifications

*Please attach photocopies of all your 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 do you hold? _____ Date Received _____

Issued by: _____

Your Major(s) _____ Minor(s) _____

Bachelor's Graduate work _____

Christian school experience _____

Do you have an ACSI Teaching Certificate? Yes No

If yes, what level? _____ Valid for _____ years. Endorsement(s) _____

**Please attach photocopies of any certificates held.*

Have you had any courses in the Christian Philosophy of Education? Yes No

List any conferences or seminars that you have led or participated in within the last year.

Applicant's Employment History

Please start with your current or most recent employer and work backwards. If necessary, you may follow the same format on the reverse side of the sheet.

Name of Organization _____

Position _____ Dates of Employment _____

Address _____

Supervisor's Name _____ Phone Number _____

Reason for leaving _____

Name of Organization _____

Position _____ Dates of Employment _____

Address _____

Supervisor's Name _____ Phone Number _____

Reason for leaving _____

Name of Organization _____

Position _____ Dates of Employment _____

Address _____

Supervisor's Name _____ Phone Number _____

Reason for leaving _____

Name of Organization _____

Position _____ Dates of Employment _____

Address _____

Supervisor's Name _____ Phone Number _____

Reason for leaving _____

Name of Organization _____

Position _____ Dates of Employment _____

Address _____

Supervisor's Name _____ Phone Number _____

Reason for leaving _____

Have you ever worked under a different name for any of the employers you have listed? Yes No

If yes, 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?

Are you holding or have you already signed a contract for the next year with any other educational institution?

Yes No

Applicants Personal References

Please do not list family members or relatives for personal references. Give one reference from your current pastor to speak of your character, spiritual experience, and Christian service. Give two other references that are qualified to speak of your character, spiritual experience, and Christian service. Give three references that are qualified to speak of your professional training and experience. List your current or most recent principal or supervisor first.

Name/Complete Address

Phone

Relationship

1. _____

Email address: _____

2. _____

Email address: _____

3. _____

Email address: _____

4. _____

Email address: _____

5. _____

Email address: _____

6. _____

Email address: _____

Applicants Follow-up Questions

**Please arrange for your college placement file to be forwarded to our school.*

Our school board desires that children of the faculty attend CCCS if it has the appropriate grades and programs. Please provide the following information, if applicable:

Number of children: _____ Ages: _____

Children are entering the following grade levels: _____

[If you answer "Yes" to any of the questions in the section below, 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 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.]

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 in civil or criminal proceedings with improprieties regarding 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

Have you ever been suspended, discharged, or resigned in lieu of discharge from any position? () Yes () No

You have read the job description and essential functions for this position. Is there any reason why you might be unable to perform the essential duties and responsibilities of the position for which you are applying?
() Yes () No

If yes, please explain. _____

If you answered "yes" to above question, is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position?

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?

Our school welcomes employees, volunteers, and students of different nationalities, races, and denominations. How have you demonstrated an ability to work with others that may be different from you or have beliefs different from yours? Please describe any difficulties that you may have encountered.

Please list your hobbies and personal interests.

List any experience, skills, or qualifications that you believe would especially fit you for work with our school.

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

Signature _____ Date _____

Applicant's Consent for Criminal Background Check

In order to protect the children in our care, Columbia County Christian School conducts a background check on all staff and volunteers. Your signature below authorizes CCCS and Criminal Information Services, Inc. to obtain information about you (if applicable) from various law enforcement agencies, courts, and corrections agencies. Please complete all information below. Please print legibly.

Full Legal Name: _____ Male ____ Female ____
Current Address: _____
Other Names Used: _____ (Maiden, alias', legal name change, etc.)
DOB: _____ Social Security # _____
Previous addresses in the past 7 years: _____ _____ _____
Have you ever been convicted of any crime? Yes _____ No _____
If "Yes", Please explain: _____ _____ _____

Applicants Signature: I have reviewed and completed this form as applicable to me. I give Columbia County Christian School permission to verify any information I have provided. This authorization shall continue to be effective until revoked by me. A photocopy or facsimile copy of this consent shall be as effective as the original. By my signature, I affirm that all information on this form is true and accurate.

Signature of Applicant:

Printed name of Applicant:

Date:

Signature of Witness:

Printed name of Witness:

Date:

Columbia County Christian School Confidential Reference Check Form

Applicant: CCCS will check your references if you are considered for employment. This authorization must be signed before the hiring process will proceed.

AUTHORIZATION TO OBTAIN AND RELEASE INFORMATION

I understand that Columbia County 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 Columbia County 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, 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.

Since I will be working with children, I understand that if asked, 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 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 conditioned upon the receipt of 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 agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

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.

Signature of Applicant _____ Date _____