



Portage Christian School

3040 Arlene Street • P.O. Box 28 • Portage, IN 46368
Phone: 219.762.8962 • Fax: 219.763-9931

Today's Date _____

Application for Administrative Position

Your interest in Portage Christian School 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 request that you have your placement file forwarded to our office. We may 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 grateful for those 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.

Applicant's Name and Address

Full name _____ Birthday _____

Email address: _____ Date of Application _____

Application date ____/____/____ Date available ____/____/____

Present Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Cell Phone _____ Best time to call _____

How long have you lived at the above address? _____

Permanent Address and Phone number, if different than present address

_____ City _____ State _____ Zip _____

Attach any additional addresses where you have resided at any time during the past five years.

Position Desired

Please indicate 1st, 2nd, 3rd choice in the parenthesis.

() Superintendent () Principal () Dean of Students () Athletic Director

() Full time _____ () Part time _____

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

Special Abilities – please list activities or sports which you would be capable of and willing to direct, sponsor, advise or coach (Indicate grade or ability levels).

Christian Background

Briefly provide your Christian testimony including salvation experience

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 _____

Portage Christian School Statement of Faith – *Please carefully read our Statement of Faith and indicate below your degree of support.*

- We believe the Bible to be the verbally inspired, the only infallible, authoritative Word of God, (*II Timothy 3:16-17 and I Peter 1:20-21*).
- We believe that there is only one God, the source, support, and end of all things, eternally subsistent in three persons – Father, Son and Holy Spirit, (*Genesis 1:1; John 10:30,37-38*).
- We believe in the Deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the Father’s right hand, and that He is there engaged in intercession for us now, and in His personal return in power and glory, (*Isaiah 7:14; Acts 1:11; Revelation 19:11-16*).
- We believe that man is sinful by nature and lost by divine decree; and therefore, in need of the convicting and regenerating ministry of the Holy Spirit, (*Romans 3:19-23; John 3:15-19; Ephesians 2:8-10; Titus 3:5-6*)
- We believe in the present and continuing ministry of the Holy Spirit. He convicts the sinner, regenerates ones who believes, indwells, seals, instructs, reproves, and guides the believer, and that He fills and controls every life who is wholly yielded to Him. (*Ephesians 4:30, 5:18; I Corinthians 3:16, 6:19-20*)
- We believe that salvation is the gift of God offered to man by His grace and received by personal faith in the Lord Jesus Christ, (*John 3:16; Ephesians 2:8, 9; Titus 3:5,6*).
- We believe in the bodily resurrection of the saved unto life, the unsaved unto judgment and everlasting damnation and the rapture of the saints at the second coming of Jesus Christ, (*John 5:28, 29; Revelation 20:12-15; Matthew 25:46; Romans 6:23; I Thessalonians 4:13-18*).
- We believe in the spiritual unity of believers in our Lord Jesus Christ, (*Romans 8:0; I Corinthians 12:12-13; Galatians 3:26-28*).
- We believe in the creation of man by the direct act of God, (*Genesis 1:26, 5:2; Colossians 1:16-17*).

_____ I fully support the Statement as written without mental reservations.

_____ I support the Statement except for the area(s) listed below (please explain). The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Church Involvement

Denominational preference _____

What is your local church affiliation? _____

Are you presently a member in good standing? Yes____ No ____ How many years? _____

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

What other Christian service have you done since becoming a Christian?

What is your attitude toward working with those of other races and those of other denominational beliefs?

Are you capable of teaching a Bible class? Yes____ No ____

Professional Qualifications

**Please attach photocopies of all your college transcripts. Should you be offered a position, official copies of your college transcripts will be required to be submitted for inclusion in your personal file.*

Formal Training – what degree or degrees do you hold?

Degree	Date Received	Issuing Institution
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Your Major(s) _____

Your Minor(s) _____

Cumulative grade point average BA/BS _____ Master _____

If no Masters, total units **after** date of Bachelor's degree _____

Teaching Experience – *sequentially list your teaching experience with most recent first.*

School's Name	Grade or Subject	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Administrative Experience – *sequentially list your teaching experience with most recent first.*

School's Name	Grade or Subject	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

To what degree are you familiar with various Christian or secular curriculums (i.e., ACE, A Beka, Bob Jones, Saxon Math, Open Court Reading, Accelerated Reader, etc?)

Teaching Credentials

Do you have a state teaching certificate? Yes _____ No _____ State? _____

What kind of certificate? _____ Valid until? _____

Do you have another kind of teaching certificate? Yes _____ No _____

Identify certificate? _____ Valid until? _____

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

List any conferences or seminars which you have led or participated in.

Personal Philosophy

****On separate paper please label and succinctly answer in one or two paragraphs each of the questions below.***

1. Why do you wish to work in a Christian school?
2. What are the main characteristics that distinguish a Christian school from a public school?
3. What do you consider to be the proper classroom atmosphere for learning?
4. What is your philosophy of discipline?
5. What areas do you feel are your strengths? Weaknesses?
6. How do you respond to people who bring others down or who breed negativity?
7. What is your view about staff behavior outside of school?
8. How technology inclined are you?
9. Describe your organizational skills.
10. Please summarize any additional information that you would like to present regarding your candidacy for this position.

Employment History - *Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may use the reverse side of this application.*

1. Employer _____
Position _____ Dates of Employment _____
Address _____ Phone Number _____
Supervisor's name & phone number _____
Reason for leaving _____

2. Employer _____
Position _____ Dates of Employment _____
Address _____ Phone Number _____
Supervisor's name & phone number _____
Reason for leaving _____

3. Employer _____
Position _____ Dates of Employment _____
Address _____ Phone Number _____
Supervisor's name & phone number _____
Reason for leaving _____

4. Employer _____
Position _____ Dates of Employment _____
Address _____ Phone Number _____
Supervisor's name & phone number _____
Reason for leaving _____

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

Have you ever been fired or released from employment? Yes _____ No _____

If yes, please explain

Personal References

Give three references that are qualified to speak of your **spiritual experience** and Christian service. List your current Pastor first.

Name	Complete Address	Phone Number	Position or School
1.			
2.			
3.			

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 Number	Position or School
1.			
2.			
3.			

Personal Background

1. Have you ever been dismissed, resigned to avoid being dismissed, or been asked to resign from a position?
Yes _____ No _____ If Yes, explain

2. Were you a victim of abuse or molestation while a minor? Yes _____ No _____

*If you prefer, you may refuse to answer this question, or you may discuss your answer in confidence with the Superintendent rather than answering it on this form. Answering yes, or leaving the question unanswered, will **not** automatically disqualify an applicant for employment.*

Applicant's Certification and Agreement

I understand that **Portage Christian School** 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 the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of 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 that I will be paid and receive benefits only through the day of release.

I authorize **Portage Christian School** to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

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 **Portage Christian 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 **Portage Christian School**.

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

Authorization to Release Reference Information

I have made application for a position with Portage Christian School. I have authorized the school to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

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 Portage Christian 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 Portage Christian School.

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Applicant Name (Print)

Applicant's Signature