



# WILLAMETTE VALLEY CHRISTIAN SCHOOL

9075 Pueblo Ave NE, Salem, OR 97305  
Ph: 503-393-5236, Fax: 503-485-8203

## ADMINISTRATIVE APPLICATION

<u>Date of application</u> _____		
<u>Date available for employment</u> _____		
<u>Date application received by school</u> _____		
<u>Position desired</u> _____		
<u>Preferred level: Elementary</u> _____	<u>Middle School</u> _____	<u>High School</u> _____

Name (Last, first, middle) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email address \_\_\_\_\_

Social Security # \_\_\_\_\_ Phone # \_\_\_\_\_

Have you ever been convicted of anything other than a minor traffic violation? \_\_\_\_\_

If yes, describe giving date, location, detail, type of conviction \_\_\_\_\_

\_\_\_\_\_

Describe your general health for the past two years \_\_\_\_\_

Marital status:

Single \_\_\_\_\_ Engaged \_\_\_\_\_ Married \_\_\_\_\_ Separated \_\_\_\_\_

Divorced \_\_\_\_\_ Remarried \_\_\_\_\_ Widow(er) \_\_\_\_\_

Spouse's name \_\_\_\_\_ Occupation \_\_\_\_\_

Years married \_\_\_\_\_ Number of children \_\_\_\_\_ Ages \_\_\_\_\_

Most recent salary \_\_\_\_\_

Do you have a current principal/administrator certification? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, state issued from \_\_\_\_\_

Do you have ACSI certification? \_\_\_\_\_ Yes \_\_\_\_\_ No

What level? \_\_\_\_\_

Please indicate special areas of interest, training, and competence (Examples: Art/crafts, Bible, Business Education, Counseling, Foreign language, Language arts, Mathematics, Music, PE, Reading, Science, Social Studies, Coaching)

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Extracurricular interests:

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Hobbies:

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EDUCATION/TRAINING:

High School \_\_\_\_\_ College \_\_\_\_\_ Years completed \_\_\_\_\_ Degree \_\_\_\_\_

College/University attended \_\_\_\_\_

Major field of Study \_\_\_\_\_

Other training completed \_\_\_\_\_

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Administrative experience \_\_\_\_\_ Describe position, location, grade level, years experience:

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List last 3 employments: Place, Position, Length of employment:

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Personal references: Please sign the attached release form. Do not list family members or relatives for reference. Please list three who are qualified to speak of your spiritual experience and Christian service. List your current pastor first.

Personal:

Name	Address	Phone	Position
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Professional:

Name	Address	Phone	Position
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

#### STATEMENT OF FAITH

We believe:

1. The Bible to be the inspired, the only infallible and authoritative Word of God.
2. There is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. 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 right hand of the Father, and in his personal return in power and glory.
4. In the absolute necessity of repentance, and 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 Jesus Christ, and that only by God's grace and through faith we are saved.
5. 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.
6. In the spiritual unity of believers in our Lord Jesus Christ.
7. In the present ministry of the Holy Spirit by indwelling the Christian enabling him to live a godly life.

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, conduct, and truth?

Yes \_\_\_ No \_\_\_ Signature \_\_\_\_\_

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

\_\_\_ I fully support the Statement of Faith as written without reservations.

Signature \_\_\_\_\_

\_\_\_ 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.

Signature \_\_\_\_\_

In your own handwriting, on a separate sheet of paper, briefly give your personal Christian testimony including how long you have been a Christian.

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

What is your current church affiliation? \_\_\_\_\_

Are you presently a member in good standing? \_\_\_\_\_ Years \_\_\_\_\_

In what church activities are you involved and with what degree of 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? \_\_\_\_\_ If yes, what would be your subject preferences?

\_\_\_\_\_  
\_\_\_\_\_

To what extent do you believe a Christian school administrator should become involved in the church of which you are a member? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Describe your personal Bible study and prayer patterns \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List periodicals you enjoy reading \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List memberships you hold besides church \_\_\_\_\_  
\_\_\_\_\_

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

- A. What is your belief about the purpose of private Christian education?
- B. What do you believe are the advantages/distinctions between Christian and public education?
- C. What do you consider to be the proper classroom atmosphere for learning?
- D. What is your philosophy of discipline; attitude toward physical punishment?
- E. What areas do you feel are your strengths? Weaknesses?
- F. What do you believe about the origin of the earth and mankind?
- G. Please summarize any additional information that you would like to present regarding your candidacy /desire for this position.

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I understand that Willamette Valley Christian School does not discriminate in its employment practices against any person because of sex, race, color, national or ethnic origin, gender or handicap. I further understand that any offer of employment is conditioned on the proof of legal authority to work in the U.S.

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 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 have made application for a position with Willamette Valley Christian School. I authorize WVCS 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 WVCS such as employment records, performance reviews, and personal references whether such information is favorable or unfavorable to me.

I release any person, organization, or company from any and all liability, claims or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

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

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Applicant's name (print)

Social Security #

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Applicant's signature

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Date