

SIERRA BLANCA CHRISTIAN ACADEMY

270 Country Club Drive, P O Box 2349, Ruidoso, NM 88355 (575) 630-0144 Fax: (575) 257-3510

APPLICATION for EMPLOYMENT - ADMINISTRATOR -

DATE OF APPLICATION: <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>	AVAILABLE DATE: <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>	APPLYING FOR POSITION OF : <input type="checkbox"/> ADMINISTRATOR	<input type="checkbox"/> PART-TIME <input type="checkbox"/> FULL-TIME
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We appreciate your interest in Sierra Blanca Christian Academy. We invite you to fill out this initial application and return it to our school office. If an opening occurs that fits your qualifications we will contact you and request that you forward your placement file to our office. After we contact your references, if there is continued interest in your candidacy we will send you a follow-up questionnaire, and arrange an interview.

We realize 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, exemplify Christ.

Thank you for your interest in the ministry of Sierra Blanca Christian Academy, and we look forward to receiving your completed application. We pray that God will fulfill His Perfect Will in the lives of all applications.

A. APPLICANT CONTACT INFORMATION

<input type="checkbox"/> Miss <input type="checkbox"/> Ms Last Name	<input type="checkbox"/> First	<input type="checkbox"/> Middle
<input type="checkbox"/> Mrs <input type="checkbox"/> Mr		
MAIDEN NAME:	SS#:	
PRESENT ADDRESS:	DL#:	STATE
CITY	STATE	ZIP
HOW LONG HAVE YOU LIVED AT THE ABOVE ADDRESS:	DAYTIME PHONE #	EVENING PHONE #
PERMANENT ADDRESS:	DAYTIME PHONE:	EVENING PHONE:
CITY	STATE	ZIP

B. PERSONAL INFORMATION

If Divorced or Re-married, PLEASE EXPLAIN:	<input type="checkbox"/> SINGLE <input type="checkbox"/> SEPARATED <input type="checkbox"/> DIVORCED <input type="checkbox"/> MARRIED <input type="checkbox"/> WIDOWED <input type="checkbox"/> RE-MARRIED		
NAME OF SPOUSE:	YEARS MARRIED:	NUMBER OF CHILDREN:	AGES:
OCCUPATION OF SPOUSE:	SPOUSES EMPLOYER:		
FUTURE PLANS: WHAT WOULD YOU LIKE TO BE DOING 5 YEARS FROM NOW?			
SPECIAL ABILITIES: PLEASE LIST ACTIVITIES/SPORTS YOU WOULD BE CAPABLE & WILLING TO DIRECT, SPONSOR, ADVISE OR COACH AT SBCA:			

C. CHRISTIAN BACKGROUND:

Church:	DENOMINATIONAL PREFERENCE:	WHAT IS YOUR LOCAL CHURCH AFFILIATION?
Service:	OTHER CHRISTIAN SERVICE INVOLVEMENT SINCE BECOMING A CHRISTIAN:	
	WHAT IS YOUR ATTITUDE IN WORKING WITH OTHER RACES AND OTHER DENOMINATIONAL BELIEFS:	
	ARE YOU CAPABLE OF TEACHING A BIBLE CLASS OR A CHAPEL SERVICE FOR STUDENTS OR STAFF? IF YES, DO YOU HAVE A SUBJECT PREFERENCE?	
	TO WHAT EXTENT SHOULD CHRISTIAN SCHOOL ADMINISTRATORS BE INVOLVED IN SUNDAY & WEEKDAY MINISTRIES OF THEIR OWN CHURCH?	
Devotional Life	DESCRIBE YOUR PERSONAL ROUTINE OF BIBLE STUDY AND PRAYER:	
	WHAT BOOKS HAVE YOU READ RECENTLY THAT HAVE HELPED YOU SPIRITUALLY:	

D. PROFESSIONAL QUALIFICATIONS:

Attach copies of college transcripts, certificates held. If we offer you a position, official copies will be required for personnel files.

Formal Training	DEGREES EARNED	DATE Earned	NAME of ISSUING INSTITUTION	MAJOR	MINOR

CUMULATIVE GPA: _____ GRADUATE WORK: _____ TOTAL SEMESTER HOURS AFTER BACHELOR'S DEGREE: _____

Sequentially list your teaching experience (beginning with the most recent)

Teaching Experience:	Begin Date	End Date	PLACE	SUBJECT OR GRADE LEVEL	FINAL SALARY

NUMBER OF YEARS TEACHING EXPERIENCE: _____ PUBLIC SCHOOL? PRIVATE SCHOOLS? CHRISTIAN SCHOOLS?

TO WHAT DEGREE ARE YOU FAMILIAR WITH VARIOUS CHRISTIAN or SECULAR CURRICULUMS? (I.E., ACE, A BEKA, BOB JONES, SAXON MATH, OPEN COURT READING, ETC.)

Preferences?

ARE YOU UNDER CONTRACT FOR THE ENSUING YEAR? YES NO

Christian School Training:	LIST ANY CHRISTIAN PHILOSOPHY OF EDUCATION COURSES TAKEN:	WHERE?	WHEN?

If You Have Had **NONE** WOULD YOU BE WILLING TO TAKE SUCH A COURSE BY CORRESPONDENCE OR OTHERWISE? Yes No

HAVE YOU HAD OTHER COURSES GIVING SPECIFIC TRAINING FOR CHRISTIAN SCHOOLS? YES NO IF YES, PLEASE GIVE DETAILS: _____

HAVE YOU HAD COURSES IN CHRISTIAN LEADERSHIP? YES NO IF YES, PLEASE GIVE DETAILS: _____

PLEASE LIST ANY CONFERENCES IN WHICH YOU HAVE PARTICIPATED, OR SEMINARS YOU HAVE LED:

DESCRIBE HOW "WORK EVALUATIONS" HAVE BEEN HELPFUL TO YOU IN THE PAST:

TEACHING CERTIFICATION: _____ STATE: _____ WHAT KIND? _____ CERTIF. VALID FOR YEARS: _____

TEACHING CREDENTIALS:	ENDORSEMENTS:	SEMESTER HOURS:
	IF YOU DO NOT HOLD A CERTIFICATE, WHAT REQUIREMENTS DO YOU LACK?

OTHER EXPERIENCE IN LEADERSHIP CAPACITIES	DATE	PLACE	TYPE of WORK EXPERIENCE

PLEASE LIST OTHER EDUCATIONAL ADVANTAGES YOU HAVE HAD, INCLUDING OPPORTUNITIES FOR TRAVEL:

PLEASE LIST BOOKS OR ARTICLES YOU RECENTLY READ THAT HELPED YOU TO GROW PROFESSIONALLY:

E. PERSONAL INTERESTS:

PLEASE LIST MEMBERSHIPS, OFFICES AND HONORS OBTAINED IN:

HIGH SCHOOL:

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COLLEGE:

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CURRENTLY:

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PLEASE LIST YOUR HOBBIES AND PERSONAL INTERESTS:

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WHAT PERIODICALS DO YOU READ ON A REGULAR BASIS:

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F. PERSONAL PHILOSOPHY:

Please succinctly answer each question, or the request for additional information. (if you prefer, you may type answers on a separate page, and attach to Application)

1. WHY DO YOU WISH TO BE AN ADMINISTRATOR IN A CHRISTIAN SCHOOL?

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2. WHAT ARE THE MAIN CHARACTERISTICS THAT DISTINGUISH CHRISTIAN SCHOOLS FROM PUBLIC OR PRIVATE?

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3. WHAT DO YOU CONSIDER TO BE THE PROPER CLASSROOM ATMOSPHERE FOR LEARNING?

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4. WHAT IS YOUR PHILOSOPHY OF DISCIPLINE?	ATTITUDE TOWARD PHYSICAL PUNISHMENT?
5. WHAT AREAS DO YOU FEEL ARE YOUR STRENGTHS?	WEAKNESSES?
6. WHAT DO YOU BELIEVE ABOUT THE ORIGIN OF THE EARTH AND MANKIND?	
7. WHAT IS GOD PRESENTLY TEACHING YOU ABOUT HIMSELF?	
8. HOW WILL YOU LEADE TEACHERS AND STUDENTS SPIRITUALLY?	
9. WHAT IS ONE AREA WHERE YOU LACK KNOWLEDGE OR EXPERIENCE , AND HOW WILL YOU WORK TO GAIN THIS KNOWLEDE OR EXPERIENCE	
10. PLEASE SUMMARIZE ANY ADDITIONAL INFORMATION THAT YOU WOULD LIKE TO PRESENT REGARDING YOUR CANDIDACY FOR A POSITION AT SBCA.	

G. REFERENCES		<i>(PLEASE DO NOT LIST FAMILY MEMBERS OR RELATIVES as references.)</i>	
PERSONAL REFERENCES	PLEASE LIST AT LEAST THREE (3) PEOPLE WHO KNOW OF YOUR SPIRITUAL EXPERIENCE AND CHRISTIAN SERVICE.		
	①	Name of your Current Pastor: Name of CHURCH: Complete Mailing Address: City	Position: Daytime Phone: Other Phone: State Zip
	②	Name: Name of Business: Complete Mailing Address: City	Position: Daytime Phone: Other Phone: State Zip
	③	Name: Name of Business: Complete Mailing Address: City	Position: Daytime Phone: Other Phone: State Zip
EMPLOYMENT REFERENCES	PLEASE LIST AT LEAST THREE PEOPLE WHO KNOW YOUR PROFESSIONAL TRAINING & EXPERIENCE. Begin with current:		
	①	NAME OF CURRENT PRINCIPAL OR SUPERVISOR: NAME OF BUSINESS OR SCHOOL: COMPLETE MAILING ADDRESS: CITY	POSITION: DAYTIME PHONE: OTHER PHONE: STATE ZIP
	REASON FOR LEAVING YOUR MOST RECENT POSITION?		
	②	NAME OF SUPERVISOR: NAME OF BUSINESS OR SCHOOL: COMPLETE MAILING ADDRESS: CITY	POSITION: DAYTIME PHONE: OTHER PHONE: STATE ZIP
REASON FOR LEAVING THIS POSITION?			
③	NAME OF SUPERVISOR: NAME OF BUSINESS OR SCHOOL: COMPLETE MAILING ADDRESS: CITY	POSITION: DAYTIME PHONE: OTHER PHONE: STATE ZIP	
REASON FOR LEAVING THIS POSITION?			

H. SIERRA BLANCA CHRISTIAN ACADEMY "MISSION STATEMENT"	
Sierra Blanca Christian Academy desires to produce well-rounded Christian Disciples through academic excellence and the study of God's Word, thus making a lasting difference in this world for the glory of God.	
Could you wholeheartedly support and defend this "Mission Statement"? <input type="checkbox"/> YES <input type="checkbox"/> NO	
SIGNATURE of APPLICANT:	DATE SIGNED:

PLEASE ATTACH THE FOLLOWING DOCUMENTS TO THE COMPLETED APPLICATION:

- ◆ A Typed or Handwritten copy of your personal "Christian Philosophy of Education".
- ◆ A Typed or Handwritten copy of your personal Christian testimony.
- ◆ Copies of college transcripts, and Certificates held.

I. SIERRA BLANCA CHRISTIAN ACADEMY “STATEMENT OF FAITH”

WE BELIEVE – in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:34-35); His sinless life (Hebrews 4:15, 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; 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return to earth in power and glory (Acts 1:11; Revelation 19:11-16).

WE BELIEVE in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that all are justified on the single basis 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, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).

WE BELIEVE there is one God, eternally existent in three persons: Father, Son and Holy Spirit (Genesis 1:1; Deuteronomy 6:4; Matthew 28:19, John 10:30).

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; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

WE BELIEVE in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and not unto the resurrection of damnation (John 5:28-29).

WE BELIEVE the Bible to be the inspired, only infallible, authoritative, inerrant Word of God (II Tim. 3:15-17; II Pet 1:21).

Could you wholeheartedly support and defend this “Statement of Faith”? **YES** **NO**

SIGNATURE of
APPLICANT:

DATE
SIGNED:

J. APPLICANT’S CERTIFICATION, AGREEMENT and AUTHORIZATION

I understand that Sierra Blanca Christian Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability. I further understand that any offer of employment is conditioned on the proof of legal authority to work in the United States.

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 Sierra Blanca Christian Academy 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 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 or on me as a Christian role model.

I understand that this is only an application for employment and that no employment contract is being offered to me at this time. I certify that I have carefully read and do understand the above statements.

Signature of Applicant

Date Signed

K. APPLICANT’S DECLARATION of ETHICAL and MORAL INTEGRITY

As an applicant for a position at Sierra Blanca Christian Academy, and its ministries, I recognize, understand and adhere to the moral and ethical standards and mandates of said 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 towards minors, nor do I have inclinations toward such conduct. Inappropriate conduct includes homosexuality, verbal physical or sexual abuse as defined by Scripture and state law. I do declare that the above statement is factual and true. By affixing my signature, I declare that I meet the moral and ethical standards of Sierra Blanca Christian Academy.

Applicant’s Signature: _____ Date Signed: _____

SIGNATURE of PRINCIPAL: _____ Date Signed: _____
(After discussing with applicant)

POTENTIAL EMPLOYEES and/or VOLUNTEERS ON THE PREMISES DURING SCHOOL HOURS WILL UNDERGO A BACKGROUND CHECK. PLEASE COMPLETE THE ATTACHED “AUTHORIZATION FOR RELEASE OF INFORMATION” (TO BE SIGNED IN FRONT OF A NOTARY, and mailed by you with a check for \$10 as instructed at the top of the form.