



NORTH CLACKAMAS CHRISTIAN SCHOOL

faith · family · foundation · est 1973

19575 Sebastian Way • Oregon City, OR 97045
503.655.5961 • (f) 503.655.4875
www.ncchristianschool.com

North Clackamas Christian School considers qualified applicants regardless of sex, race, color, national and ethnic origin, who are personally committed to faith in Jesus Christ.

APPLICATION FOR ADMINISTRATIVE EMPLOYMENT

| |
|-------------------------------------|
| Date: _____ |
| Position applied for: _____ |
| Date available for employment _____ |

PERSONAL INFORMATION

Full name: _____
First Middle Last

Address: _____
Street City State Zip

Email address: _____ SS # _____

Telephone: () _____ Cell: () _____

CHRISTIAN EXPERIENCE

When did you accept Jesus Christ as your personal Lord and Savior? _____

Church affiliation: _____ Where? _____

Member? Yes No

Are you willing to work harmoniously with members of other denominations? Yes No

Do you believe the Bible to be the infallible Word of God, our final authority in all matters of faith and conduct? Yes No

Do you agree with our Statement of Faith? Yes No

If no, please explain _____

CHRISTIAN TESTIMONY

In your own handwriting, please state your Christian testimony.

REFERENCES

Please list four references, including administrators for whom you have worked, who have first-hand knowledge of your ability, character, personality, and scholarship.

May we contact present employer for reference? Yes No Please explain _____

| NAME | EMAIL | PHONE | ASSOCIATION |
|------|-------|-------|-------------|
| | | | |
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| | | | |

PROFESSIONAL/ADMINISTRATIVE/TEACHING EXPERIENCE

| A. District/School (most recent first) B. Street C. City, State, Zip | Employed | | Position; Supervisor's name and phone number (if applicable) |
|--|---------------|-------------|--|
| | From Mo/Yr | To Mo/Yr | |
| A. _____ B. _____ C. _____ | | | |
| A. _____ B. _____ C. _____ | | | |
| A. _____ B. _____ C. _____ | | | |
| A. _____ B. _____ C. _____ | | | |
| A. _____ B. _____ C. _____ | | | |
| A. _____ B. _____ C. _____ | | | |
| A. _____ B. _____ C. _____ | | | |
| Salary at present position \$ _____ | | | |

EDUCATIONAL BACKGROUND

High School last Attended

| Name of School | City | State | From Mo./Yr. | To Mo./Yr. | Graduation Date |
|----------------|------|-------|--------------|------------|-----------------|
| | | | | | |

Educational background continued ►

EDUCATIONAL BACKGROUND

| Name of College or University | City | State | From Mo./Yr. | To Mo./Yr. | Degree | Major | Minor |
|-------------------------------|------|-------|-----------------|---------------|--------|-------|-------|
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EDUCATIONAL BACKGROUND

| A. District/School (most recent first) B. Street C. City, State, Zip | Employed | | Position(s)/Duties; Supervisor's name and phone number (if applicable) |
|--|---------------|-------------|--|
| | From Mo/Yr | To Mo/Yr | |
| A. _____ B. _____ C. _____ | | | |
| A. _____ B. _____ C. _____ | | | |
| A. _____ B. _____ C. _____ | | | |
| A. _____ B. _____ C. _____ | | | |
| A. _____ B. _____ C. _____ | | | |
| A. _____ B. _____ C. _____ | | | |

CERTIFICATION

List below administrative certificates held:

| Type of certificate | Certificate Number | Expiration Date |
|---------------------|--------------------|-----------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Do you hold an ACSI Administrator's Certificate Yes No
 If not, are you willing to pursue an ACSI Administrative Certificate Yes No
 If you do not hold an Oregon Administrative Certificate, indicate date of application and type of certificate requested:

Have you forwarded your professional file or three letters of recommendation and your transcripts (official or unofficial) to North Clackamas Christian School? Yes No

Comments/clarifications:

PROFESSIONAL/COMMUNITY ACTIVITIES AND HONORS

| A. Organization (most recent first) B. Street C. City, State, Zip | Membership | | Position(s)/Duties; |
|---|---------------|-------------|---------------------|
| | From Mo/Yr | To Mo/Yr | |
| A. _____ B. _____ C. _____ | | | |
| A. _____ B. _____ C. _____ | | | |
| A. _____ B. _____ C. _____ | | | |

ESSAYS

Please answer the following questions. Include additional pages as necessary.

1. Describe your philosophy of discipline as it relates to a Christian School.
2. Explain your view of Biblical authority as it relates to leadership in a Christian School. From what Biblical passages do you derive your perspective? Include in this essay a synopsis of the leadership books that you have read or perspectives that you have adopted in your management style.
3. What is your view of the role of the Christian teacher today? Describe how you will assist and lead our faculty in continued integration of a Christian world view in all areas of education and enhance their ability to equip our students to implement that view on a daily basis.
4. What are your strengths/weaknesses?
5. Why do you feel you are qualified for this position?
6. As Administrator, describe what you believe your role to be in the area of donor development and management.

PRE-EMPLOYMENT INQUIRY RELEASE

In connection with my application for employment (including contract for services) or volunteer service with *North Clackamas Christian School, Oregon City (NCCS) Oregon*, I understand that investigative background inquiries are to be made on myself including consumer credit, criminal convictions, motor vehicle, and other reports. These reports will include information as to my character, work habits, performance and experience, along with reasons for termination of past employment from previous employers. Further, I understand that *NCCS* will be requesting information from various Federal, State and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil and other experiences.

I authorize without reservation, any party or agency contacted by this employer to furnish the above mentioned information.

I hereby consent to *North Clackamas Christian School* obtaining the above information from CIC, Facts_Finder, and/or any of their licensed agents. I understand that to aid in the proper identification of my file or records the following information, as well as other information, is necessary..

Print name in full: _____

Social Security # _____ - _____ - _____ Date of Birth: _____ Gender: F M
First Middle Last
Month/Day/Year

Race: _____ Driver's License # _____ State of Issue _____

Current Address: _____

City, State, Zip: _____

Current Telephone: (_____) _____

Applicant's Signature: _____ Date _____

Note: Applicant's signature must be notarized in order to protect privacy and prevent unauthorized searches.

Notary's Signature/date & seal

APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that North Clackamas Christian School does not discriminate in its employment practices against any person because of sex, race, color, national or ethnic origin, or handicap. I further understand that any offer of employment is conditional on the proof of legal authority to work in the United States.

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 authorize North Clackamas Christian School 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 North Clackamas Christian School such as employment records, performance reviews, and personal references. I release any person, organization, or company from liability or damage which may result from furnishing the information requested. I further waive the right to ever personally view any references given to North Clackamas Christian School.

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

Signature of Applicant _____
Date

DECLARATION OF MORAL AND ETHICAL INTEGRITY

As an applicant for a position at North Clackamas Christian School, I (print name) _____ declare that with regard to my personal moral character and conduct as of this date, I am not, nor have been in the past engaged in inappropriate conduct toward minors, nor do I have inclinations toward such conduct. Inappropriate conduct includes the following: verbal, physical and/or sexual; abuse as defined by Scripture and state law. I do declare that the above statement is factual and true.

Signature of Applicant _____
Date

Administrator's Signature _____
Date
(after discussing form with the applicant)

SIGNATURE/AUTHORIZATION/AGREEMENT

I hereby certify that the facts set forth in the foregoing employment application are true and complete to the best of my knowledge, and I am at least 18 years of age. I understand, if I am employed, that falsified, incomplete, or misleading statements on this application may result in my dismissal.

Signature of Applicant _____
Date