



16401 North 43rd Avenue
Phoenix, Arizona 85053
(602) 978-5134
(602) 978-5804 (fax)
www.northwestchristianschool.org

ADMINISTRATOR'S APPLICATION

PERSONAL INFORMATION

Full Name: _____ Application Date: _____

Email Address: _____ Date Available: _____

Street Address: _____

City, State, Zip: _____

Home Phone: _____ Cell Phone: _____

Method of Contact (check either/both) Phone Email Best Time to Contact You: _____

Have you ever been convicted of a felony? Yes No If so, please explain _____

Do you have an Arizona fingerprint clearance card? Yes No **If yes, please attach a copy.*

Position for which you are applying _____

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

Can you submit verification of your legal right to work in the United States? Yes No

CHRISTIAN BACKGROUND

**On separate paper, briefly give your Christian testimony.*

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

- 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.

What is your local church affiliation? _____

Are you presently a member in good standing? _____ Length of time _____

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

Please Note: Our school board has adopted the policy that all school aged, eligible children (K-12) of the administration must attend NCS.

_____ By initialing the space provided, I understand that my school aged, eligible children will be required to *Initials* attend NCS unless special exemption is granted by the school board on an annual basis.

PROFESSIONAL QUALIFICATIONS

** Please attach photocopies of all your postsecondary transcripts, diploma and any certificates held. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.*

| Degree(s) | Date Received | Issuing Institution |
|-----------|---------------|---------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Your Major(s) _____

Your Minor(s) _____

Do you have or qualify for an Arizona Department of Education certificate? Yes No

What kind? _____ Expiration date: _____

If you do not hold a certificate, what requirements do you lack? _____

Do you hold a certification in another state? Yes No State: _____

Do you have a certificate from the Association of Christian Schools International (ACSI)? Yes No

** Please attach photocopies of any certificates held.*

Have you had any courses in the Christian Philosophy of Education dealing with general school subjects?

Yes No If so, where and when? _____

** Attach a typed copy of your personal Christian philosophy of education (please limit your statement to two pages).*

Have you had other courses giving specific training for Christian schools? Yes No

Give details. _____

List any conferences or seminars that you have led or participated in recently. _____

PERSONAL PHILOSOPHY

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

- A. Why do you wish to be an administrator in a Christian school?
- B. What areas do you feel are your strengths? What are your areas of opportunity?
- C. Please summarize any additional information 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.

1. Employer _____
Position _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone Number _____
Reason for leaving _____

2. Employer _____
Position _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone Number _____
Reason for leaving _____

3. Employer _____
Position _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone Number _____
Reason for leaving _____

4. Employer _____
Position _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone Number _____
Reason for leaving _____

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

If so, 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 next year with any other educational institution?

Yes No

Checklist of items to be submitted with application:

- | | | |
|---|---|--|
| <input type="checkbox"/> Copy of Fingerprint Card | <input type="checkbox"/> Copy of Transcripts | <input type="checkbox"/> Copy of Diploma |
| <input type="checkbox"/> Copy of Certification(s) | <input type="checkbox"/> Christian Philosophy of Education | <input type="checkbox"/> Personal Philosophy |
| <input type="checkbox"/> Christian Testimony | <input type="checkbox"/> Statement of Exception to NCS Statement of Faith (if applicable) | |

PERSONAL REFERENCES

Please do not list family members or relatives for references. You will also need to sign the **Applicant's Certification and Agreement** and return it with this application.

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

Name_____ Phone_____

Years Known_____ Email_____

Address_____

Name_____ Phone_____

Years Known_____ Email_____

Address_____

Name_____ Phone_____

Years Known_____ Email_____

Address_____

PROFESSIONAL REFERENCES

Give three references who are qualified to speak of your professional training and experience. **List your current or most recent manager first.**

Name_____ Phone_____

Years Known_____ Email_____

Address_____

Position_____

Name_____ Phone_____

Years Known_____ Email_____

Address_____

Position_____

Name_____ Phone_____

Years Known_____ Email_____

Address_____

Position_____

I certify that all of the information provided in this employment application is true and complete to the best of my knowledge. I understand that any false or incomplete information may disqualify me from further consideration for employment and may result in my immediate termination if discovered at a later date.

Signature:_____

Date:_____

APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Northwest 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 further understand that Northwest Christian School is a religious educational ministry. As such, we are permitted to hire to our mission and employ those individuals who are the best match for our position openings.

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 Northwest 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 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 is 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 understand that this is only an application for employment and that offer of employment is being given at this time.

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

Applicant's Name [please print]

Applicant's Signature

Date: _____

STATEMENT OF FAITH

This is the statement of faith of Northwest Christian School. If it is the statement of your basic Christian convictions also, please indicate this by your signature. If at any point you disagree, please attached a statement with your viewpoint.

- We believe that the Bible is the Word of God, supernaturally inspired, so that it is inerrant in the original manuscripts and preserved by God in its verbal, plenary inspiration, so that it is a divinely authoritative standard for every age and every life.
- We believe that the Godhead exists eternally in three persons: Father, Son, and Holy Spirit, and that these three are one God.
- We believe in God as absolute and sole creator of the universe, and that creation was by divine decree, not through evolutionary process.
- We believe that God, by His sovereign choice and out of love for men, sent Christ into the world to save sinners.
- We believe that Jesus Christ in the flesh was both God and man, that He was born of a virgin and that He lived a sinless life, in which He taught and did mighty works with signs and wonders exactly as revealed in the four Gospels, that He was crucified, died as a penalty for our sin and was raised from the dead bodily on the third day. Later, He ascended to the Father's right hand where He is Head of the Church and intercedes for believers, and from where He is coming again personally, bodily, visibly to the earth to set up His millennial kingdom.
- We believe that since in His death, by His shed blood, the Lord Jesus Christ made a perfect atonement for sin, redeeming us from the curse of the law by becoming a curse for us – men are saved, justified on the simple and single ground of the shed blood.
- We believe that such salvation with its forgiveness of sins, it's imparting a new nature and hope of eternal life, is entirely apart from good works, baptism, church membership – or man's effort – and is a pure grace.
- We believe that a true believer is eternally secure, that he cannot lose his salvation, but that sin may interrupt the joy of his fellowship with God and bring the loving discipline of his Heavenly Father.
- We believe that all who receive Christ become joint-heirs with Christ, and at death, their spirits depart to be with Christ in conscious blessedness, and at the rapture their bodies will be raised to the likeness of the body of His glory and dwell forever in His divine presence.
- We believe that it is the goal of every Christian to grow in spiritual maturity through obedience to the Word of God and the indwelling Holy Spirit.
- We believe that the Holy Spirit is a person, is God and possesses all the divine attributes. He indwells all believers, baptizes and seals all believers at the moment of their salvation, and fills them in response to confession of sin and yieldedness.

STATEMENT OF FAITH (continued)

- We believe that all human life is sacred and created by God in His image. We believe that human life is of inestimable worth in all its dimensions including pre-born babies, the aged, the physical or mentally challenged, and every other stage or condition from conception through natural death. We are, therefore, called to defend, protect, and value all human life. (Psalm 139)
- We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25) We believe that the institution of marriage is established in scripture as an ordinance that points the world to the relationship which God desires for His church. (Eph 5:25-27; Rev 19:7-9; Rev 21:2-9; Isaiah 54:5)
- We believe marriage is ordained of God and is a spiritual and physical union in which a man and a woman are joined by God to live together as one. (Genesis 2:24; Mark 10:7) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- We believe that God wonderfully and immutably creates each person as a male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27) We believe that rejection of one’s biological sex is a rejection of the image of God within that person.
- We believe that any form of homosexuality, lesbianism, bisexuality, transgenderism, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex and identity. (Genesis 2:24; Genesis 19:5, 13; Genesis 26:8-9; Lev. 18:1-30; Romans 1:26-29; I Corinthians 5:1, 6:9; I Thessalonians 4:1-8; Hebrews 13:4)
- We believe that in order to preserve the function and integrity of Northwest Christian School as the local Body of Christ, and to provide a biblical role model to the Northwest Christian School members and the community, it is imperative that all persons employed by Northwest Christian School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1Thess 5:22)

Please check appropriate box below:

I have read, understand and agree with the Statement of Faith above.

I have read the Statement of Faith above and do not agree with all points listed. I have attached a statement explaining my viewpoint.

Applicant’s Name [please print]

Applicant’s Signature

Date: _____