



# Kent Island Christian School

A MINISTRY OF KENT ISLAND UNITED METHODIST CHURCH



## ADMINISTRATOR/TEACHER APPLICATION

Application date: \_\_\_\_\_

Date available: \_\_\_\_\_

Your interest in Kent Island Christian School is appreciated. We invite you to fill out this initial application and return it to our church office. We will contact your references shortly. If there is continued interest in your candidacy, we will arrange for a personal interview, as well as a state and federal background check.

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, exemplify Christ. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

### **A. Applicant's Name and Address**

Full Name:

Mr./Miss/Mrs./Dr./Rev. (circle one) \_\_\_\_\_  
first mid. initial last

Present Address \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: Daytime \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_

Permanent Address \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: Daytime \_\_\_\_\_ Evening \_\_\_\_\_

E-Mail Address \_\_\_\_\_

### **B. Position Desired**

*Preference*

( ) Principal ( ) Teacher

Current/Previous area(s) of concentration: \_\_\_\_\_

\_\_\_\_\_

Aspect(s) of Administration/Teaching enjoyed most: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Future Plans*

What would you like to be doing 5 years from now? \_\_\_\_\_

\_\_\_\_\_

*Special*

Please list activities or sports that you would be capable of and willing to direct, sponsor, advise or coach. (Indicate grade or ability levels.)

\_\_\_\_\_

\_\_\_\_\_

**C. Christian Background**

**ON A SEPARATE SHEET OF PAPER BRIEFLY GIVE YOUR CHRISTIAN TESTIMONY.**

*Statement  
of Faith*

Please read carefully our Statement of Faith and indicate below your degree of support. (See Page 8)

( ) I fully support the Statement as written without reservation. Initial \_\_\_\_\_

( ) I support the Statement except for the areas(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. Initial \_\_\_\_\_

Church denominational preference? \_\_\_\_\_

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

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

*Service*

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

\_\_\_\_\_

What other Christian missions/ministries have you participated in 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 should a Christian school administrator become involved in Sunday and other weekday ministries

of the sponsoring church or the church of which you are a member? \_\_\_\_\_  
\_\_\_\_\_

*Devotional  
Life*

Describe your routine of personal Bible study and prayer. \_\_\_\_\_  
\_\_\_\_\_

What books have you read recently that have helped you spiritually? \_\_\_\_\_  
\_\_\_\_\_

**D. Professional Qualifications**

PLEASE ATTACH **PHOTOCOPIES** OF ALL YOUR COLLEGE TRANSCRIPTS. Should you be offered a position, official copies of your transcripts will be required to be submitted for inclusion in your personnel 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 \_\_\_\_\_ Graduate work \_\_\_\_\_ Doctoral Work \_\_\_\_\_

Total \_\_\_\_\_ units after date of Bachelor's degree

*Teaching  
Experience*

Sequentially list your teaching experience with most recent first.		
Place	Grades/Subjects	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Number of years teaching experience: Public \_\_\_\_\_ Christian \_\_\_\_\_

Reason for leaving your most recent teaching position: \_\_\_\_\_

Are you under contract for the coming year? \_\_\_\_\_

What Christian or secular curriculums are you familiar with? (i.e., ACE, ABeka, Bob Jones, Open Court, D.C. Heath, Houghton Mifflin, etc.)

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Any preferences in curriculum? \_\_\_\_\_

*Administrative Experience*

Sequentially list your Administrative experience with most recent first:

Place	Grades/Levels	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Number of years Administrative experience:      Public \_\_\_\_\_

Christian \_\_\_\_\_

Reason for leaving your most recent administrative position: \_\_\_\_\_

Are you under contract for the coming year? \_\_\_\_\_

*Military Experience*

List other work or military experiences that may have significance for the type of position for which you are applying. (Please give dates too.)

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*Teaching Credentials*

Do you have a state teaching certificate?\* \_\_\_\_\_ What state(s)? \_\_\_\_\_  
What level? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years.

Do you have an ACSI Teaching Certificate?\* \_\_\_\_\_

What kind? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years.

If you do not hold a certificate, what requirements do you lack and are you willing to pursue certification?

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*Administrative  
Credentials*

Do you have an ASCI Administrator Certificate?\* Yes \_\_\_\_\_ No \_\_\_\_\_  
What level? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years.

If you do not hold a Christian School Administration certificate, what requirements do you lack or are you willing to pursue such certification?

\_\_\_\_\_

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

**E. Personal References**

You will need to sign the Reference Release Form on page 7. Do not list family members or relatives for references.

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

1. Name _____	2. Name _____	3. Name _____
Address _____	Address _____	Address _____
_____	_____	_____
Phone _____	Phone _____	Phone _____
Position _____	Position _____	Position _____

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

1. Name _____	2. Name _____	3. Name _____
Address _____	Address _____	Address _____
_____	_____	_____
Phone _____	Phone _____	Phone _____
Position _____	Position _____	Position _____

**F. Personal Philosophy**

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

*Short  
Essays*

- A. Why do you wish to administrate in a Christian school?
- B. What are the main characteristics that distinguish a Christian school?
- C. What do you consider to be the proper educational atmosphere for a Christian school?
- 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. What is your view of the Bible?
- H. Please summarize any additional information that you would like to present regarding your candidacy for this position.

**G. Personal Interests**

List professional memberships, offices, and honors obtained.

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List hobbies and personal interests.

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What periodicals do you read regularly?

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**H. Applicant’s certification and agreement**

I understand that Kent Island 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 authorize Kent Island 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 Kent Island 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 Kent Island Christian School.

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

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Signature of Applicant

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Date

**AUTHORIZATION TO RELEASE REFERENCE INFORMATION**

I have made application for a position with Kent Island Christian School. I authorize Kent Island 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 interview.

I authorize the release and giving of any information requested by Kent Island Christian School 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 part, whether such information is favorable or unfavorable to me.

I further waive the right to ever personally view any references given to Kent Island Christian School.

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

\_\_\_\_\_  
Applicant's Name - Print

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Social Security Number

# Statement of Faith

- The Bible is the inspired and Holy Word of God. It is our chief source of knowledge about God and Christ and contains all the truth necessary for salvation.
- God is infinite in wisdom, power and love, the Creator and Sustainer of the universe. In unity of the Godhead there are three persons, the Father, the Son and the Holy Spirit.
- Jesus Christ is uniquely God's Son, sent by God, born of Mary, to make the invisible God known in human form. We believe Jesus Christ died upon a cross for our sins and us. We find salvation through His shed blood (*John 3:16*).
- We believe that Christ rose from the dead, and His resurrection is our assurance that there is life for us beyond the grave (*John 14:19*).
- The Holy Spirit is God here on this earth – God is in us and with us. We believe the Spirit bears witness with our spirits that we are in Jesus Christ and are the children of God (*Romans 8:16*).
- Forgiveness of our sins and the salvation of our souls is the very center of our faith (*Romans 5:1*).
- Holiness is a result of commitment to God and our love for God. No one ever attains literal sinlessness in life. As one grows in Christian Faith, the intentions of the soul become more perfect (*Romans 8:29*).
- Conversion is the experience through which one becomes a Christian (*Acts 9, 22, 24; II Timothy 3:15*). We are accounted righteous before God only for the merit of our Lord and Savior Jesus Christ, by faith and not for our own works.
- Two sacraments are ordained of Christ in the Gospel:
  - The sacrament of the Lord's Supper is a representation of redemption, a memorial of Christ's death, and a demonstration of brotherly love;
  - Baptism is an outward sign of an inner commitment and spiritual new birth. It is the symbol of repentance and inner cleansing from sin, a representation of new birth in Christ Jesus and a mark of Christian discipleship.

## Underlying Scripture

*"My goal is that they would be encouraged and knit together by strong ties of Love. I want them to have full confidence because they have complete understanding of God's secret plan, which is Christ himself. In Him lie hidden all the treasures of Wisdom and Knowledge."*

**Colossians 2:2-3 (NLT)**

# Vision and Mission

God reveals His kingdom in this world through the lives of communities of faith.

We believe that the Church is the priesthood of all believers,  
a community that lifts up the value of each child,  
justified and sanctified by the life, death, and resurrection of Jesus Christ.

We believe that the ordained clergy, empowered by the Holy Spirit,  
represent God's authority in the church.

Kent Island Christian School's mission is to enable our children to  
**Grow up, Grow deep, Grow out,**  
as the body of Jesus Christ by offering a comprehensive  
educational program founded upon biblical truth and  
academic excellence.

We **grow up** in Jesus Christ when:

we continually encourage and strengthen a Godly world view to our children,  
are empowered by the Holy Spirit and undergirded by prayer,  
so that our education is dynamic, energizing the children and glorifying God.

We **grow deep** in Jesus Christ when:

we practice "holy habits" we learn from the word of God,  
ask for the grace to discern and develop our gifts,  
and invite the Holy Spirit to transform our weaknesses into strengths,  
so that we equip our children to mature in an intimate walk with Jesus Christ  
within an accountable community of love and peace.

We **grow out** in Jesus Christ when:

we tell the world why we love Him,  
as evidenced through a lifestyle of character and leadership  
with a welcoming and loving witness,  
so that we can be a part of the work of the Holy Spirit,  
nurturing a desire within our children to be "fishers of men",  
and touching the hearts of the lost.

**Kent Island Christian School will cultivate and nurture these Core Values in our children:** Compassion, Discipleship, Excellence, Faith in Christ, Family/Children, Forgiveness, Joy, Love, Mission/Service, Prayer, Relationships, Truth and Respect.