



# JUDAH CHRISTIAN SCHOOL

ACADEMICALLY EXCELLENT, CHRIST-CENTERED

908 N. Prospect Avenue | Champaign, IL 61820 | Phone 217.359.1701 | Fax 217.359.0214 | [www.judah.org](http://www.judah.org)

## ADMINISTRATOR APPLICATION

Position desired: \_\_\_\_\_ Full time \_\_\_\_ Part time \_\_\_\_

Application date: \_\_\_\_\_ Date available: \_\_\_\_\_

Your interest in Judah Christian School is appreciated. **We invite you to complete the application and return it in person or attached via email to the school contact person.** We may also contact your references. If we have continued interest in your candidacy, we will arrange for a personal interview.

We realize that the key to a successful Christian School is its faculty and staff. We are grateful for those who are professionally qualified, who truly love children, and who, by the pattern of their lives, are Christian role models. Judah Christian School does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability. Functioning as an integral part of the Church, we can and do discriminate on the basis of religion. Any form of harassment, including sexual harassment, is absolutely prohibited.

We look forward to receiving your initial application. Thank you for your interest in the ministry of our school. 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: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Best time to contact you? \_\_\_\_\_

**B. PERSONAL INFORMATION**

Have you ever been dismissed, resigned to avoid being dismissed, or been asked to resign from a position?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain.

Have you ever been charged in **civil** or **criminal** proceedings with improprieties regarding children? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, indicate the nature of suit, offense, date, court, and disposition.

Have you ever been convicted of any offense involving dishonesty, breach of trust, stealing, any type of moral impropriety, or any type of misdemeanor or felony? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, indicate the nature of offense, date, court, and disposition.

You have read the job description and essential functions for this position. Is there any reason why you might be unable to perform the duties and responsibilities of the position? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain.

If you are offered a position, will you be able to verify that you are legally permitted to be employed in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

**C. CURRENT ISSUES**

We live in a pluralistic society with many conflicting beliefs and values. As a staff member, you may be asked specific questions about life issues from students. Prayerfully, your answers will come from your own personal convictions. We need to know that the views of those that would be **Christian role models** for our children are in alignment with God's Word. Please share your personal convictions as a Christian role model to children toward the following:

1. Abortion

2. LGBT Lifestyle

3. Creation vs. Evolution

**D. ADDITIONAL ESSAY QUESTIONS**

1. Do you like working with students? Yes \_\_\_\_\_ No \_\_\_\_\_  
If so, please explain or provide examples.

2. How would you lead a child to Jesus Christ for salvation?

**E. POSITION DESIRED**

From the list below, please choose your 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> desired position and indicate the grade or subject in order of preference:

Administration, Preschool, Kindergarten, Elementary, Junior High, High School, Coaching, Other

1<sup>st</sup> Choice \_\_\_\_\_ Grade or Subject \_\_\_\_\_

2<sup>nd</sup> Choice \_\_\_\_\_ Grade or Subject \_\_\_\_\_

3<sup>rd</sup> Choice \_\_\_\_\_ Grade or Subject \_\_\_\_\_

Special Abilities

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

Future Plans

What would you like to be doing five years from now?

**F. CHRISTIAN BACKGROUND**

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

Have you personally accepted Jesus Christ as your Lord and Savior? Yes \_\_\_\_\_ No \_\_\_\_\_ Unsure \_\_\_\_\_

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

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

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

**G. PROFESSIONAL QUALIFICATIONS**

**\*Please attach photocopies of all your college transcripts. Should you be offered a position, official copies of your college 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 |
|--------|---------------|---------------------|
|--------|---------------|---------------------|

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Major(s) \_\_\_\_\_

Minor(s) \_\_\_\_\_

Cumulative grade point average Undergraduate \_\_\_\_\_ out of \_\_\_\_\_ 4.0 \_\_\_\_\_ 5.0

Cumulative grade point average Graduate Work \_\_\_\_\_ out of \_\_\_\_\_ 4.0 \_\_\_\_\_ 5.0

Educational Experience

Sequentially list your experience with most recent first.

| School's Name | Grades or Subjects | Dates |
|---------------|--------------------|-------|
| _____         | _____              | _____ |
| _____         | _____              | _____ |
| _____         | _____              | _____ |

Educational Credentials

Do you have a state teaching certificate? Yes \_\_\_\_\_ No \_\_\_\_\_ State? \_\_\_\_\_

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

Endorsement(s) List semester hours in endorsement area(s)

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

\_\_\_\_\_

Do you have an Association of Christian Schools International Teaching Certificate? Yes \_\_\_\_\_ No \_\_\_\_\_

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

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

Christian Preparation

Have you had any courses in the Christian Philosophy of Education? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, where and when?

\_\_\_\_\_

If not, would you be willing to take such a course? Yes \_\_\_\_\_ No \_\_\_\_\_

*(For Elementary Teachers)* You may be required to teach a Bible class as part of the standard curriculum. If a curriculum were provided, do you have any reservations about accepting this responsibility? Yes \_\_\_\_\_ No \_\_\_\_\_

**H. EMPLOYMENT HISTORY**

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may make copies of this page or following the same format, use the reverse side.

Work Background

Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Email \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Email \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Email \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Email \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Email \_\_\_\_\_  
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 already signed a contract for next year with any another institution? Yes \_\_\_\_\_ No \_\_\_\_\_

**J. PERSONAL REFERENCES**

You will need to sign the **Reference Release Form** and return it with this application. Do not list family members or relatives for references.

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

Reference 1

Name \_\_\_\_\_  
Complete Address \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_  
Position \_\_\_\_\_

Reference 2

Name \_\_\_\_\_  
Complete Address \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_  
Position \_\_\_\_\_

Reference 3

Name \_\_\_\_\_  
Complete Address \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_  
Position \_\_\_\_\_

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

Reference 1

Name \_\_\_\_\_  
Complete Address \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_  
Position \_\_\_\_\_

Reference 2

Name \_\_\_\_\_  
Complete Address \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_  
Position \_\_\_\_\_

Reference 3

Name \_\_\_\_\_  
Complete Address \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_  
Position \_\_\_\_\_



## Judah Christian School Philosophy

### Our Mission

To partner with families, and the local church, in providing an academically-excellent, Bible-based education, preparing students for a Christ-honoring life of service.

### Our Vision

To provide life-transforming experiences through authentic relationships in a Christ-centered, family-friendly, and vibrant learning environment.

### Our Core Values

1. Academic Excellence - We are committed to providing an excellent educational experience for each individual learner through a relational model that is rooted in God's Word.
2. Spiritual Formation - We are committed to creating a learning environment where a passionate relationship with Jesus Christ is evidenced in each student through discipleship, fellowship, and service.
3. Growing Relationships - We are committed to fostering and growing authentic relationships with, and between, all members of the Judah Christian School family.
4. Leadership Development - We are committed to developing the next generation of Christian leaders to have an eternal impact on their families, society, and God's kingdom.

### Statement of Faith

1. We believe the Bible is the only written Word of God; it is inspired by Him and is wholly trustworthy and authoritative. (2 Tim. 3:15-16)
2. We believe in one God, eternally manifested and existent as Father, Son, and Holy Spirit. (Matt. 28:19, John 10:30, John 16:13-15)
3. We believe in the deity of our Lord Jesus Christ (John 1: 1,14), in His virgin birth (Isaiah 7:14, Luke 1:34-35), in His miracles (John 2:11, Acts 10:38), in His vicarious and atoning death (I Cor. 15:3, Heb. 2:9, Heb. 10:10, 14), in His bodily resurrection (I Cor. 15:4, John 2:21-22, Luke 24:6), in His ascension to the right hand of the Father (Acts 1:9, Eph.1:20, Col. 3:1), and in His personal future return to the earth in power and glory. (Mk 13:26, Matt. 16:27)
4. We believe in the necessity of regeneration by the Holy Spirit because of man's sinful nature inherited from Adam; we believe that man is justified only through God's grace by personal repentance and faith in Jesus Christ and His shed blood. (John 3:16-19, Rom. 3:23-24, Rom. 5:8-9, Eph. 2:8-10, Titus 3:5)
5. We believe in the resurrection of all persons; those who are saved unto the resurrection of life, and those who are lost unto the resurrection of damnation. (John 5:28-29)
6. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Rom. 8:9, I Cor. 12:12-13, Gal. 3:28-28)
7. We believe in the present, active ministry of the Holy Spirit by whose indwelling the believer receives sanctification and the power to live a Godly life. (Rom. 8:13-14, I Cor. 3:16, I Cor. 6:19-20, Eph. 5:18, Eph. 4:30)
8. We believe that God wonderfully and immutably creates each person as male and female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.
9. 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).
10. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; I Cor. 6:9-10).

**K. APPLICANT'S CERTIFICATION AND AGREEMENT**

These pages are for applicants to retain for personal reference about Judah Christian School. Applicants who sign the Signature Page of the Application agree to support and uphold the information found on these pages, including the Mission, Vision, Core Values, and Statement of Faith.

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 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 that I will be paid and receive benefits only through the day of release.

I authorize Judah Christian School to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

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 Judah Christian 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 Judah Christian 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 Judah Christian School to conduct a criminal records check.

As a condition of employment, the State of Illinois requires all new employees are tested for tuberculosis. Each new employee must submit to a TB test and provide the school of documentation of said TB test prior to the first day of employment. The results of the TB test will be kept in the employee's personnel file. If you have had a TB test within the calendar year of hiring, a written verification of the results for your personnel file is satisfactory.

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

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Signature of Applicant

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Date