



SUSSEX CHRISTIAN SCHOOL

Challenging the Mind, Strengthening the Spirit

ADMINISTRATOR/PRINCIPAL JOB APPLICATION

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell: _____

Email Address: _____

List Current Certifications Held: _____

FORMAL EDUCATION:

	Name & Location (City, State, Province) of School from which you Graduated	Christian School? Yes/No	How Long Did You Attend	Date of Graduation/ Degree Earned
Elementary School				
High School				
Colleges or Universities				

Are you still in school: ☐ Yes ☐ No

If yes, where and what course of study? _____

EXPERIENCE IN EDUCATION:

Name & Location of Schools in Which You Taught (Most Recent First)	Christian School? Yes/No	Position Held: If Teacher, indicate Grade(s) Taught	Dates of Employment	Reason for Leaving

OTHER PROFESSIONAL EXPERIENCE:

Company Name and Address	Position	Dates of Employment	Reason for Leaving

RELATED VOLUNTEER SERVICE:

Name of Organization	Dates Volunteered	Description of Service

PERSONAL PHILOSOPHY AND SPIRITUAL LIFE:

Name of Church Attending: _____

Are you a member? ☐ Yes ☐ No Do you Regularly Attend Services? ☐ Yes ☐ No

What church activities do you or have you participated in? _____

Have you taken the Principles and Practices of Christian Early Education course or had any courses in the Christian Philosophy of Education for K-12 personnel: ☐ Yes ☐ No

Have you taken other courses giving specific training for Christian early education programs or K-12 Christian schools: ☐ Yes ☐ No

If yes, please describe: _____

Do you feel capable of teaching a Bible class: ☐ Yes ☐ No

Please provide the following information on a separate document and attach to this application:

- Give a concise, but adequate, statement of your personal faith in Jesus Christ.
- Provide a statement of your philosophy of Christian education and why you wish to serve in a Christian school.
- Indicate which areas in your professional life you feel are your strengths as well as areas you feel you need to improve upon.
- List any other education advantages that you have had.
- List any books or articles that you have recently read that have helped you grow spiritually and/or professionally.
- Describe your level of technology skills—both hardware and software related.
- Share any additional information that you would like to present regarding your candidacy for this position.

PROFESSIONAL REFERENCES:

Please provide 2 professional references who supervised or worked with you in an educational setting.

Name	Address	Relationship	Phone #

CHARACTER REFERENCES:

Please provide at least 2 character references. Please do not include family members.

Name	Address	Relationship	Phone #

PERSONAL INFORMATION:

Have you ever been convicted of a felony? ☐Yes ☐No

If yes, please explain: _____

Have you ever been discharged from a teaching and/or administrator's position? ☐Yes ☐No

If yes, please explain: _____

AUTHORIZATION:

"I certify that the facts contained in this application and all attachments to be true and complete to the best of my knowledge and understand that, if employed, falsified statements made on this application and attachments shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers given to provide any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release Sussex Christian School from all liability for any damage that may result from utilization of such information."

Signature of Applicant: _____ Date: _____

Please submit the following with this completed application:

- Current Resume
- Completed "Pastor's Recommendation Form"
- Copy of Teaching Certifications
- Copy of Transcripts
- 3 Letters of Recommendation

Note: Current criminal history clearance and fingerprinting checks will be required for hire.



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PASTOR'S RECOMMENDATION FORM

APPLICANT'S INFORMATION

Instructions to Applicant: Please fill in your name and address, then forward this form to your pastor to complete.

Applicant's Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home Phone #: _____ Cell Phone #: _____

Name of Church Attending: _____

Church Address: _____

PASTOR'S QUESTIONNAIRE

This individual is applying for a position at our school. We would appreciate it if you would answers the following questions to aid us in our decision making. Please return the completed form via mail , email (office@sussexchristianschool.org), or fax (973.875.5420). Your prompt attention to this matter is greatly appreciated.

1. Is the applicant an active member of your church: ☐ Yes ☐ No

2. If no, please explain any circumstances which may be relevant to this situation:

3. Does the applicant regularly attend the worship services of your church: ☐ Yes ☐ No

4. In what church activities does the applicant participate:

5. What is your understanding of the applicant's spiritual condition:

(over)

6. Are there any other matters you feel would be helpful for us to know regarding this applicant?

7. Is your church doctrine consistent with our basis of instruction and creedal statement? (See below):

☐ Yes ☐ No

Pastor's Name:: _____ Signature: _____ Date: _____

INFORMATION ON OUR BASIS OF INSTRUCTION

Our basis of instruction is set forth in Article III of the Constitution of Sussex Christian School and states, "The Association and all the instruction given in its school is based on the infallible Word of God as interpreted by our standards and confessions – namely the Heidelberg Catechism, the Belgic Confession, and the Canons of Dordt." It is our belief that God has made himself known in the Bible and in the world which He created and now sustains and governs by His almighty power and unchanging law.

The mission of Sussex Christian School is to prepare young people to live fully for God in a rapidly changing world with the ability to understand, evaluate, and transform their world from the foundation of God's unchanging Word.

Sussex Christian School's mission is based on God's infallible Word, the Bible, and its explication in the ecumenical creeds and confessions of the Reformed tradition.

There is one infinite, holy, loving, personal God who speaks to us in Scripture and reveals himself to us in his acts of creation, salvation, and renewal, as Father, Son, and Holy Spirit. As finite human beings created in God's image, we declare that it is our purpose and privilege to worship, honor, serve, and obey Him.

Sussex Christian School is dedicated in educating children to honor God, serve our neighbor, and care for His creation. Students are taught they are image-bearers of God and have the responsibility to develop their God-given abilities and potential. Because humans are mortal beings affected by sin, Sussex Christian School endeavors to develop in students an awareness of how they're to live as morally responsible individuals.

Sussex Christian School is open to students from homes where Christ is honored and served and are actively involved in a Christian church. No discrimination on the basis of race, sex, or national origin is made in admission of students or the employment of staff.

CREEDAL STATEMENT

I believe in God, the Father almighty, creator of heaven and earth.

I believe in Jesus Christ, His only Son, and Our Lord, who was conceived by the Holy Ghost and born of the Virgin Mary. He suffered under Pontius Pilate, was crucified, died, and buried; He descended into hell. The third day He rose again from the dead. He ascended into heaven and sits at the right-hand of God the Father almighty. From there He will come to judge the living and the dead.

I believe in the Holy Ghost, the holy catholic church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting. Amen.