



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: _____

Telephone: () _____ Cell: () _____

CHRISTIAN EXPERIENCE

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

Church affiliation: _____ Where? _____

Church Member? Yes No

Are you willing to work harmoniously with members of other Christian 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 _____

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. _____			
Salary at present position \$ _____			

EDUCATIONAL BACKGROUND

Name of last High School Attended	City	State	From Mo./Yr.	To Mo./Yr.	Graduation Date

Educational background continued →

Name of College/University	City	State	From Mo./Yr.	To Mo./Yr.	Degree	Major	Minor

CERTIFICATION

List administrative certificates held:

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

Do you currently 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 administrative certificate, indicate date of application and type of certificate requested:

Have you forwarded three letters of recommendation and your college/university 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 student discipline as it relates to a Christian School.

- 2) What is your view of the role of the Christian teacher today and how will you assist and lead our faculty in meeting these expectations?

- 3) As a Christian school administrator describe your role as a spiritual **and** instructional leader to staff and students at NCCS?

- 4) What strengths do you bring to our Christian school and what would be your primary goal or objective as an assistant principal during your first year?

STATEMENT OF FAITH

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God (2 Timothy 3:17; 2 Peter 1:21).
- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
- We believe in the deity of our Lord Jesus Christ, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return to power and glory (Isaiah 7:14; Matthew 1:23; Luke 1:35; Hebrews 4:15; Hebrews 7:26; John 2:11; 1 Corinthians 15:3-4; Ephesians 1:7; Hebrews 2:9; John 11:25; Mark 16:19; Acts 1:11; Revelation 19:11).
- We believe that for the salvation of lost and sinful man regeneration by the Holy Spirit is absolutely essential (John 3:16-19; John 5:24; Romans 3:23; Romans 5:8-9; Ephesians 2:8-10; Titus 3:5).
- We believe in the resurrection of both the saved and the lost: the saved unto the resurrection of life, and the lost unto the resurrection of damnation (John 5:28-29).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16; 1 Corinthians 6:19-20; Ephesians 4:30; Ephesians 5:18).

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

Applicant's Name (please print)

Applicant's Signature

Date

PRE-EMPLOYMENT INQUIRY RELEASE

In connection with my application for employment (including contract for services) 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 related 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.

Full Legal Name _____

Email Address _____

Social Security # _____

Date of Birth _____

Phone Number _____

Drivers License # _____

Applicant's Signature: _____ Date _____

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 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
(after discussing form with the applicant)

Date

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