

**DECATUR CHRISTIAN SCHOOL**  
**137 SOUTH GRANT STREET**  
**FORSYTH, IL 62535**  
**217-877-5636 fax: 217-877-7627**



**ADMINISTRATOR APPLICATION**

Your interest in Decatur Christian School is greatly appreciated. We invite you to fill out this application and return it to our school office.

We realize that the key to a successful Christian School is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models. Luke 6:40

We look forward to receiving your 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: \_\_\_\_\_

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

Present address: \_\_\_\_\_

\_\_\_\_\_

Phone: Days (\_\_\_\_) \_\_\_\_\_ Evenings (\_\_\_\_) \_\_\_\_\_

Best time to call you? \_\_\_\_\_ Length of time at this address? \_\_\_\_\_

Permanent address and phone number if different than present address

\_\_\_\_\_

\_\_\_\_\_

Emergency Contact: Name: \_\_\_\_\_

Phone Number \_\_\_\_\_

**B. POSITION DESIRED**

Please indicate 1, 2, 3, choice in the parenthesis. Then to the right please indicate the grades or subjects in order of preference:

( ) Preschool ( ) Kindergarten ( ) Elementary \_\_\_\_\_

( ) Junior High \_\_\_\_\_ ( ) High School \_\_\_\_\_

Full time \_\_\_\_\_ Part time \_\_\_\_\_ Substitute \_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

### **C. CHRISTIAN BACKGROUND**

\* In your own handwriting, on separate paper, briefly give your Christian testimony.

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

#### Decatur Christian Schools Statement of Faith

- I. We believe fully in the inspiration of the Bible
- II. We believe in the absolute authority of the Scriptures
- III. We believe that the creation of man was an instantaneous act of God
- IV. We believe in the incarnation and virgin birth of our Lord and Savior Jesus Christ
- V. We believe that Jesus Christ was the sinless Son of God who gave His life on the cross that we might be saved
- VI. We believe in the bodily resurrection of Jesus Christ
- VII. We believe in the gift of eternal life by the regenerating power of the Holy Spirit
- VIII. We believe in the Godhead of the Father, the Son, and the Holy Spirit

\_\_\_\_\_ 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.

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 \_\_\_\_\_

Denominational preference? \_\_\_\_\_

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?

\_\_\_\_\_

\_\_\_\_\_

What other Christian service have you done since becoming a Christian?

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

**D. PROFESSIONAL QUALIFICATIONS**

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

What degree or degrees do you hold?

Degree	Date Received	Issuing Institution
--------	---------------	---------------------

---

---

Your Major(s)

---

Your Minor(s)

---

Cumulative grade point average Bachelor's \_\_\_\_\_ Graduate work \_\_\_\_\_

Sequentially list your teaching experience with most recent first.

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

---

---

---

---

To what degree are you familiar with various Christian or secular textbook series (i.e., ACSI, A Beka, Bob Jones, Saxon math, Open Court Reading)?

---

---

Textbook series preferences? \_\_\_\_\_

---

List any other educational advantages that you have had including opportunities for travel.

---

---

List any books or articles that you have read recently that have helped you to grow professionally.

---

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

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

Do you have a state teaching certificate? \_\_\_\_\_ State? \_\_\_\_\_

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

Endorsements(s)

List semester hours in endorsement area(s)

---

---

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

---

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

Have you had any courses in the Christian Philosophy of Education? If so, where and when?

---

### **E. PERSONAL PHILOSOPHY**

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

1. Why do you wish to teach in a Christian school?
2. What do you consider to be the proper classroom atmosphere for learning?
3. What is your philosophy of discipline?
4. What areas do you feel are your strengths? Weaknesses?
5. Please summarize any additional information that you would like to present regarding your candidacy for this position.

### **F. EMPLOYMENT HISTORY**

Please start with your current or most recent employer and work backwards for the past ten years.

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

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

3. 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?  
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 \_\_\_\_\_

### **G. PERSONAL REFERENCES**

Do not list family members or relatives for references. You will also need to sign the Reference Release Form that is on page 7 and return it with this application.

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

Name and Complete Address  
Position

Phone

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_

## **H. APPLICANT'S CERTIFICATION AND AGREEMENT / REFERENCE RELEASE**

I understand **Decatur 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 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 **Decatur 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 background check by federal and state authorities. 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 no employment contract is being offered at this time.

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

---

Signature of Applicant

Date