



Central Kansas Christian Academy

215 McKinley, Great Bend, KS 67530

Phone: 620-792-3477

www.ckcacademy.com

Initial Administrator Application

We are excited that you are interested in **Central Kansas Christian Academy**. Please fill out this application and return it to our school office. If an opening occurs for which it appears you may qualify, we will contact you to make sure you are still interested. We will then contact your references and if we have a continued interest in your candidacy, we will contact you to arrange for a personal interview.

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, are Christian role models. Luke 6:40

We look forward to receiving this application. Thank you for your interest in the ministry of CKCA.

A. APPLICANT'S NAME AND ADDRESS

Application Date: _____ Date Available: _____

Mr. Ms. Mrs. (please circle one)

Full Name: _____

Social Security #: _____ Place of Birth: _____

Present Address: _____ How long?: _____

Phone #: Days _____ Evenings _____ Cell _____

Email: _____

Prefer to be contacted by: Day Phone # () Evening Phone # () Cell # () E-mail ()

Permanent Address, if different address:

B. POSITION DESIRED

Please indicate first and second choice in the parenthesis. To the right please indicate which grade.

() Kindergarten

() Elementary _____

() Middle School

() Administrative

Full Time _____ Part Time _____ Substitute _____

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

C. CHRISTIAN BACKGROUND

Bible

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?

_____ NO _____ YES Signature: _____

Do you believe in the literal six day creation of the world? _____ NO _____ YES

Statement

- * **The Scriptures, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of men and the Divine and final authority for Christian faith and life.**
- A. In one God, Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit.
 - B. That Jesus Christ is true God and true man, having been conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross, a sacrifice for our sins according to the Scriptures. Further, He arose bodily from the dead, ascended into heaven, where, at the right hand of the Majesty on High, He is now our High Priest and Advocate.
 - C. That the ministry of the Holy Spirit is to glorify the Lord Jesus Christ and, during this age, to convict men, regenerate the believing sinner, and indwell, guide, instruct, and empower the believer for godly living and service.
 - D. That man was created in the image of God but fell into sin and is, therefore, lost and only through regeneration by the Holy Spirit can salvation and spiritual life be obtained.
 - E. That the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who believe, and only such as receive Jesus Christ are born of the Holy Spirit and thus become children of God.
 - F. That water baptism and the Lord's Supper are ordinance to be observed by the Church during the present age. They are, however, not to be regarded as means of salvation.
 - G. That the true Church is composed of all such persons who, through saving faith in Jesus Christ, have been regenerated by the Holy Spirit and are united together in the Body of Christ of which He is Head.
 - H. In the personal and imminent coming of our Lord Jesus Christ and that this "Blessed Hope" has a vital bearing on the personal life and service of the believer.
 - I. In the bodily resurrection of the dead; of the believer to everlasting blessedness and joy with the Lord; of the unbeliever to judgment and everlasting conscious punishment.

1. I have read and understand the Statement of Faith and agree with all doctrines.
_____YES _____NO(if no, please explain)

2. I have read and understand the current school handbook.
_____YES _____NO(if no, please explain)

3. Are you an immediate family member of current school employee?
_____NO _____YES(if yes, please explain)

4. Do you have children who attend Central Kansas Christian Academy?
_____NO _____YES(if yes, please list their names and grades)

5. Do you regularly attend a local church?
_____NO _____YES(if yes, please list the name and address of your church)

6. If requested, will you ask your pastor to send a letter of recommendation that will include the length of time you have been attending said church, as well as listing ministry areas in which you are involved?
_____NO _____YES

7. Have you made a personal decision and declaration to accept Jesus as your Lord and Savior?
_____NO _____YES

8. Please give written testimony to your personal salvation and growth as a Christian. Attach additional pages when needed.

Philosophy Please provide us with your Philosophy of Christian Education on a separate document.

D. PROFESSIONAL QUALIFICATIONS

Formal Training

What degree or degrees do you hold?

Degree

Date Received

Issuing Institution

Your Major(s)

Your Minor(s)

Administrative
Experience

Sequentially list your administrative experience with most recent first.

School's Name

Grade

Date

To what degree are you familiar with various Christian or secular curriculums (i.e.: ABeka, Bob Jones, ACSI, etc.?)

Curriculum Preferences? _____

Administrative
Credentials

Do you have an ACSI Administrative Certificate? _____ State? _____ Level? _____

What Level? _____ Remains valid for _____ years.

Do you have a state administrative license? _____ State? _____

What kind? _____ Remains valid for _____ years.

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

E. EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards.

Work
Background

1. Employer _____

Position _____ Dates of Employment _____

Address _____

Supervisor's Name and Phone # _____

Reason for leaving _____

2. Employer _____

Position _____ Dates of Employment _____

Address _____

Supervisor's Name and Phone # _____

Reason for leaving _____

3. Employer _____

Position _____ Dates of Employment _____

Address _____

Supervisor's Name and Phone # _____

Reason for leaving _____

F. PERSONAL REFERENCES

You will need to sign the Reference Release Form that is attached and return it with this application, Please do not list family members or relatives as references.

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

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

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

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

APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that **Central Kansas Christian Academy** does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age or disability.

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 **Central Kansas Christian Academy** 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 **Central Kansas Christian Academy**, 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 **Central Kansas Christian Academy**.

I understand that the information below will be used to conduct a KBI/FBI check. I agree to fully cooperate in providing anything else necessary for such an investigation. I hereby authorize First Assembly of God (on behalf of Central Kansas Christian Academy) to request First Advantage Employment Screening to release information regarding any record of charges or convictions contained in its files, or in any criminal file maintained on me, whether said file is a local, state, or national file, and including but not limited to accusations and convictions for crimes committed against minors, to the fullest extent permitted by state and federal law. I do release First Advantage Employment Screening from all liability that may result from any such disclosure made in response to this request.

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.

Applicant Signature

Date

Applicant's Full Name

Print any other names used by applicant

Applicant's Current Address (Street, City, State, Zip)

Social Security Number*

Date of Birth*

Driver's License #