



Seattle Christian SCHOOL

Administrator Application

Seattle Christian School has the right to, and does, hire only candidates who agree with the Seattle Christian School Statement of Faith and adhere to the Seattle Christian School Standards of Conduct. Therefore, applicants are asked to respond to the cover letter questions in order to complete the required portion of the application process.

Seattle Christian School is both an equal-opportunity employer and a faith-based religious organization. We conduct hiring without regard to race, color, ancestry, national origin, citizenship, age, sex, or disability of an otherwise-qualified individual. The status of Seattle Christian School as an equal-opportunity employer does not prevent the organization from hiring staff based on their religious beliefs so that all staff share the same Christian commitment which is central to our mission. Pursuant to the Civil Rights Act of 1964, Section 702 (42 U.S.C. 2000e l(a)).

For best consideration, please submit:

- Cover letter
- Application and résumé
- Unofficial transcripts
- Copy of administrative certificate
- Minimum of three letters of reference

Mission

We proclaim Jesus Christ in all aspects of our program, emphasizing academic excellence and biblical Christian values, partnering with parents and the Church to prepare godly young men and women so that they may impact their world for Christ.

Colossians 1:28

ADMINISTRATOR APPLICATION

PERSONAL INFORMATION

FULL NAME _____

Date Of Application _____ **Date Available** _____

Current Address _____

Contact Telephone _____ **Other/Cell** _____

Contact E-Mail Address _____

PRESENT POSITION

Current Position _____ **Current Employer** _____

Time in Present Position _____ **Desired Salary** _____

Reason For Seeking New Employment _____

EDUCATION

Name/Location of High School _____

Name of College(s)	Location	Major(s) Hrs.	Minor(s) Hrs.	Certificate or Degree	Date Earned

CERTIFICATE(S)

State	Grade Level(s)	Subject / Responsibility	Expiration Date

Please list your Washington State Administrator Certificate Number _____

TEACHING EXPERIENCE

Name and location of school	Grade Level/ Subjects	Size of Staff & Student Enrollment	Year (s)

If needed, please continue "Teaching Experience" information on reverse side of this page.

ADMINISTRATIVE EXPERIENCE

Name and location of school	Grade Level/ Subjects	Size of Staff & Student Enrollment	Year (s)

COVER LETTER

As part of the application process, please submit a cover letter sharing your personal testimony and your background. The points below should be addressed in your letter:

- Please explain why you are interested in administration in a Christian School
- Share how God has equipped you for this position
- Include highlights of your administrative experience

REFERENCES

Please indicate which references may be contacted before the final screening/interview process.

	Name	E-mail Address	Phone
Supervisor:			
Teacher:			
Administrator:			
Pastor:			

Seattle Christian School - Statement of Faith

The following is the Association's Statement of Faith:

- A. I believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit, immutable and infinite in wisdom, holiness, power, justice, goodness and truth.
- B. I believe in the inerrancy of the Holy Scriptures of the Old and New Testaments.
- C. I believe that God in the beginning created the heaven and the earth and that He still upholds them by His providence.
- D. I believe that God created man good and after His own image that man of his own will sinned against his Creator, that man thereby cast himself and his posterity into deepest sin, and that man can be saved from sin only by faith in Jesus Christ.
- E. I believe in the deity of Jesus Christ, in His virgin birth, in His sinless life, in His miracle-working power, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. I believe that for me He was "made to be sin" and for my sins He suffered the judgment of divine justice, voluntarily shedding His precious blood and dying on Calvary's cross, "the just for the unjust, that He might bring us to God." I confess Him as my personal Savior and Lord.
- F. I believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. I believe that God has called me "unto holiness," to "walk not after the flesh but after the Spirit," to live the victorious Christian life, yielded and separated unto God, in constant subjection to my Lord and Savior Jesus Christ, and to be a living witness before others of His all-sufficient grace, power and peace.
- G. I believe in the spiritual unity of believers in Christ.
- H. I believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.

Adopted by Seattle Christian School Board of Trustees 4/27/81

Posted with scripture reference on the SCS website and in the SCS Bylaws

Do you agree with the Seattle Christian School Statement of Faith	Yes___	No___
Have you accepted Jesus Christ as your Lord and Savior?	Yes___	No___

Seattle Christian School - Employee and Board Members Standards of Conduct

The purpose of this document is to clarify Seattle Christian Schools' (SCS) expectations of conduct for employees, Board members and individuals considering employment with SCS.

SCS is a school that is "Christian" in every sense of the word; therefore, all staff represent SCS and more importantly, the Gospel of Jesus Christ, in their work as well as in their private lives. Through life, word and deed, SCS faculty, staff and Board members must be committed to glorifying God and witnessing His love in the person of Jesus Christ in all aspects of their lives and work. We seek to value and honor our faculty, staff and Board members and abide by biblically-sound standards that bring honor to God and one another.

It is impossible for SCS to identify every form of behavior that the Bible defines as acceptable and unacceptable to God. Therefore, the following guidelines have been provided to clarify expectations for employees, Board members and candidates.

SCS acknowledges that "all have sinned and fall short of the glory of God, and are justified freely by His grace through the redemption that came by Christ Jesus." (Romans 3:23-24) SCS is not looking for "perfect" human beings, but repentant followers of Jesus. Open, ongoing, unrepentant sin is not acceptable at Seattle Christian Schools. Singling out certain behaviors as unacceptable requires drawing a line based on the determination of

whether a particular behavior is: disruptive in the workplace, reflects poorly on the name of Christ or the SCS reputation, distracts from the SCS mission, compromises the safety of oneself or others or is likely to be offensive to our families. Christians may sincerely reach different conclusions on some behaviors; but for this private organization, the Board of Trustees and Administrators of Seattle Christian Schools discern and establish the standards to be upheld by employees and Board members.

Rather than itemize behavioral do's and don'ts, consider the following Biblical guidelines:

- Does this behavior, wherever engaged in, glorify God? Does it cause others to praise your Heavenly Father? Is it worthy of Jesus Christ? See Matthew 5:16; Colossians 1:9-12; 1 Corinthians 10:31 – 11:1
- Does it build up other Christians and encourage love and good deeds? See Hebrews 10:23-25; Ephesians 4:1-3; Colossians 3:15-17
- Is it loving? See John 13:34; Ephesians 5:1-2;
- Does it advance truth and truthfulness? See 1 John 4:5-7; 3:18; 2 Timothy 2:15
- Is it good stewardship, i.e. a responsible way to use God-given time, talent and resources? See 1 Peter 4:10; Colossians 3:23-24
- Is this behavior consistent with the teachings of scripture? See Philippians 1:27, Titus 2:11-12; 1 Corinthians 6:17-19;

Does SCS have the right to have such standards that address behavior outside of school and/or school activities as well as during work hours?

Yes, it does under decades of well-established law. The religious freedom guaranteed in the First Amendment to the U.S. Constitution, as well as a number of federal statutes (including the Civil Rights Act of 1964), guarantee that a church or religious association such as SCS has the right to consider religious criteria in employment matters. This includes the right to set and apply to employees and job applicants standards of conduct that are based on sincere religious belief.

Does SCS Standards of Conduct apply to private relationships and conduct outside of school and/or school activities?

Yes. We are Christian 24/7, not just while we are at work. While SCS seeks to respect the privacy of its employees, one's life away from work is an important component of one's witness as a Christian.

Any behavior inside or outside of the workplace which becomes disruptive, reflects poorly on the name of Christ or SCS's reputation, distracts from the core mission, compromises the safety of oneself or others, or is likely to be offensive to families, may be grounds for discipline or dismissal.

Examples of these behaviors include, but are not limited to:

- Use of illegal substance(s) and/or use of marijuana in any form
- Substance or alcohol over use or abuse
- Harassment of any type
- Child or spousal abuse or neglect
- Theft, fraud, embezzlement, inappropriate removal or possession of property belonging to SCS, a co-worker, or vendor
- Sexual misconduct outside the Biblical covenant of marriage between a man and a woman
- Fighting or threatening violence
- Malicious gossip

SCS expects that all individuals who accept an offer of employment or Board membership will do their best to conduct themselves according to these expectations. SCS reserves the right to define acceptable conduct for SCS staff and to end the employment of an individual who fails to comply with these expectations.

_____ I will fully support and adhere to the Statement of Faith and will fully support and abide by the Standards of Conduct.

Applicant Signature

Date

ADDITIONAL INFORMATION

If your answer to any of the following questions is YES, please give a complete explanation on a separate sheet of paper including duties, circumstances, and supporting documentation. Any falsification or deliberate misrepresentations, including omission of a material fact or failure to complete any part of this application/questionnaire, can be grounds for denial of employment or continued employment with Seattle Christian School.

- 1) Have you ever had any certificate or license (1) subject to a reprimand (2) revoked, suspended or denied or (3) voluntarily relinquished to avoid revocation? Yes___ No___
- 2) Are you currently or have you ever been the subject of any certificate or licensing investigation, inquiry or adverse action by any certification or licensing agency? Yes___ No___
- 3) Have you ever been dismissed, discharged, fired or forced to resign from any employment? Yes___ No___
- 4) Have you ever resigned from or otherwise left any employment while allegations of misconduct were pending? Yes___ No___
- 5) Have you ever been disciplined by a past or present employer because of allegations of misconduct? Yes___ No___
- 6) Are you currently or have you ever been the subject of any investigation or inquiry by an employer because of allegations of misconduct on your part? Yes___ No___
- 7) Have you ever been convicted for any crime or pleaded guilty, fined or placed on probation for violation of any law? For the purpose of this question "convicted" includes (1) all instances in which a plea of guilty or of nolo contendere is the basis of conviction, and (2) all proceedings in which a sentence has been suspended or deferred. You need not list traffic violations for which a fine or forfeiture of less than \$500 has been imposed. A conviction record will not necessarily bar you from employment. Yes ___ No ___

APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that the information I have provided in this application may be verified by Seattle Christian School ("SCS"). I authorize SCS to contact any person or organization to obtain information concerning me, including, but not limited to, the employers, organizations, supervisors and references that I listed. I hereby release and agree to hold harmless from liability any person or organization who provides information or references about me to SCS or its employees or agents. I also hereby release and agree to hold harmless SCS and its past, present and future directors, officers, employees, volunteers, and agents with respect to the obtaining of such information about me. I waive any right I might have to inspect the references provided on my behalf.

I understand that SCS may require me to submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording my fingerprints as necessary for such an investigation. I understand and agree that any offer of employment that I may receive from SCS is conditioned upon the receipt of background information, including criminal background information. SCS may refuse employment or terminate conditional employment if SCS deems any background information unfavorable or to reflect adversely on SCS or on me as a Christian role model. I also understand that this is only an application for employment and that no employment offer is being made at this time.

I certify that all information in this Application for Employment is accurate to the best of my knowledge. I understand that (1) falsification of information in this application will result in its cancellation and, if I am employed, may be cause for immediate dismissal; (2) employment is subject to satisfactory reference and employment checks, including FBI and State Patrol background checks, a satisfactory Driver Abstract, and verification of employment; (3) employment is subject to successful completion of an SCS Driver Training Course; and (4) employment is subject to compliance with the requirements of the Immigration Reform and Control Act of 1986.

CAUTION: THIS STATEMENT CONTAINS A RELEASE. PLEASE READ IT CAREFULLY.

Applicant _____

Date _____