

To equip students to become Christian leaders who impact the culture for Christ

Guardian Christian Academy

6851 Courthouse Rd.
Chesterfield, VA 23832
804-715-3210
Fax: 804-715-3237



EARLY CHILDHOOD ADMINISTRATOR APPLICATION

Your interest in Guardian Christian Academy is appreciated. We invite you to fill out this initial application and return it to our school receptionist. If an opening occurs for which you may qualify, we will notify you and contact your references. If we have a continued interest in your candidacy, we will arrange for a personal interview.

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.

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 (____) _____

Cell Phone: _____

Best time to call you? _____ Length of time at this address? _____

Email Address _____

Permanent address and phone number if different than present address

B. 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
_____	_____	_____
_____	_____	_____
_____	_____	_____

Cumulative grade point average: Bachelor's _____ Graduate work _____

If applicable, from which state do you have a teaching certificate? _____

If current, it remains valid until _____.

Sequentially list your experiences in education with most recent first.

Institution's Name	Position/Grades or Subjects	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

To what degree are you familiar with various Christian or secular textbook series (i.e., ABeka, Reggio Emilia, High Scope, Montessori)?

All applicants:

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

List any books, articles, or curriculum you have written for professional use.

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

What courses have you had in Christian Philosophy of Education? If so, where and when?

If necessary, are you willing to take Christian Philosophy of Education courses? _____

List any conferences or seminars that you have led or participated in recently.

List computer programs and technology in which you have an overall competence.

Are you holding or have you already signed a contract for next year with any other educational institution/business? _____ Yes _____ No

C. EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may follow the same format on the reverse.

1. Place of Employment and Position _____

Dates of Employment _____

Supervisor's Name and Phone Number _____

Address _____

General Responsibilities _____

Reason for leaving _____

2. Place of Employment and Position _____

Dates of Employment _____

Supervisor's Name and Phone Number _____

Address _____

General Responsibilities _____

Reason for leaving _____

3. Place of Employment and Position _____

Dates of Employment _____

Supervisor's Name and Phone Number _____

Address _____

General Responsibilities _____

Reason for leaving _____

4. Place of Employment and Position _____

Dates of Employment _____

Supervisor's Name and Phone Number _____

Address _____

General Responsibilities _____

Reason for leaving _____

5. Place of Employment and Position _____

Dates of Employment _____

Supervisor's Name and Phone Number _____

Address _____

General Responsibilities _____

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?

D. PERSONAL REFERENCES

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

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

1. Name _____ Position _____
Complete Address _____
Day and Evening Phone Numbers _____
2. Name _____ Position _____
Complete Address _____
Day and Evening Phone Numbers _____
3. Name _____ Position _____
Complete Address _____
Day and Evening Phone Numbers _____

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

1. Name _____ Position _____
Complete Address _____
Day and Evening Phone Numbers _____
2. Name _____ Position _____
Complete Address _____
Day and Evening Phone Numbers _____
3. Name _____ Position _____
Complete Address _____
Day and Evening Phone Numbers _____

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Part II: THE CHRISTIAN EDUCATOR

At Guardian Christian Academy we strive for academic excellence. However, as a Christian educational institution we also integrate biblical concepts and principles with the academic content. Our staff members serve as role models exemplifying the mind, attitude, and life of Christ. Each person has a personal relationship with Christ.

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

- I fully support the Statement as written without 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 Word of God, inerrantly revealing the will of God concerning all things necessary for our salvation? Yes No

A. Church Involvement

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?

In what other Christian service have been involved within the past five years?

Describe your routine of personal Bible study and prayer.

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

B. CHRISTIAN PHILOSOPHY:

Attach typed copies of: 1) Your Personal Christian Philosophy of Education and how you would encourage teachers/staff to implement it in the Preschool classrooms, and 2) Your Christian Testimony.

C. PERSONAL PHILOSOPHY

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

- A. What do you consider to be your administrative strengths and what qualities would you bring to this position?
- B. What about Guardian Christian Academy appeals to you?
- C. Why are you applying for a position of this particular school?
- B. What are the main characteristics you feel distinguish a Christian institution from secular?
- C. What do you consider to be the proper classroom atmosphere for learning?
- D. What is your philosophy of: 1) Discipline? 2) Classroom management?
- E. In what areas would you like to grow professionally?
- F. What do you believe about the origin of the earth and mankind?
- G. What would you like to be doing five years from now?
- I. Please summarize any additional information that you would like to present regarding your candidacy for this position.

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Part III:
APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Guardian Christian Academy 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 Guardian Christian Academy 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 may be required 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 as many sets of my fingerprints as are necessary for such an investigation. 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 any information provided in this application is found to be false or 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