



APPLICATION FOR HEAD OF SCHOOL

Full name: _____

Present Address: _____

Telephone Number: _____

Best time to call: _____ Social Security Number: _____

Email Address: _____

Please carefully read our **Statement of Faith** and mark the appropriate space below.

___ I fully support the Statement as written.

___ I support the Statement except in the area(s) listed and explained on separate page.

I have read the **Philosophy and the Values Statements** of Greenville Christian School, and I agree with:

___ All of them

___ Some of them (Specify any with which you disagree)

EMPLOYMENT EXPERIENCE

Sequentially list your professional experience, beginning with the most recent.

DATES EMPLOYED _____

SCHOOL/BUSINESS/ORG _____

City/State _____

JOB TITLE/DESCRIPTION _____

REASON FOR LEAVING _____

DATES EMPLOYED _____

SCHOOL/BUSINESS/ORG _____

ADDRESS _____

JOB TITLE/DESCRIPTION _____

REASON FOR LEAVING _____

DATES EMPLOYED _____

SCHOOL/BUSINESS/ORG _____

ADDRESS _____

JOB TITLE/DESCRIPTION _____

REASON FOR LEAVING _____

DATES EMPLOYED _____

SCHOOL/BUSINESS/ORG _____

ADDRESS _____

JOB TITLE/DESCRIPTION _____

REASON FOR LEAVING _____

EDUCATION QUALIFICATIONS

Should you be offered the position, official copies of your college transcript will be required.

FORMAL TRAINING

What degree(s) do you hold?

<u>DEGREE</u>	<u>MAJOR(S)</u>	<u>DATE RECEIVED</u>	<u>ISSUING INSTITUTION</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Cumulative GPA: Undergraduate _____ Graduate: _____

CREDENTIALS

Do you have a State Teaching Certificate? Yes ___ No ___ State _____

Do you have an ACSI Teaching or other Certificates? Yes ___ No ___

What level? _____ Remains valid for _____ years

Endorsements _____

Do you have Administrative Certification? Yes__ No__ State _____

Any other relevant credentials:

List any helpful conferences or seminars in which you have participated.

PERSONAL REFERENCES

Do not list family members or relatives as references.

Personal: Give three character references from your Christian community.

NAME ADDRESS PHONE # POSITION

Professional: Give three professional references.

NAME ADDRESS PHONE # POSITION

APPLICANT’S CERTIFICATION AND AGREEMENT

I understand that Greenville Christian School 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 to the best of my knowledge the facts set forth in this initial application are true and complete. **I understand** 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 date of release.

I authorize Greenville Christian School 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.

I waive the right to ever personally view any references given to Greenville Christian School, on my behalf.

I authorize Greenville Christian School to conduct a criminal background check. My social security number is

I understand this is an application for employment and no employment contract is being offered at this time. I certify that I have carefully read and understand the above statements.

Signature of Applicant

Date

DECLARATION OF ETHICAL AND MORAL INTEGRITY

As an applicant for employment or for a volunteer position at GREENVILLE CHRISTIAN SCHOOL and its ministries, I, _____ recognize, understand, and agree to live by the moral and ethical standards of the employees and volunteers associated with the school. I further declare that with regard to my personal moral and ethical 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: homosexual, verbal, physical or sexual abuse as defined by Scripture and state law. I do declare that the above statement is factual and true. By affixing my signature below, I declare I meet the moral and ethical standards of those associated with GREENVILLE CHRISTIAN SCHOOL.

Applicant's Signature

Date

TO COMPLETE THE APPLICATION PROCESS:

- **Attach a copy of your current resume**
- **In a separate document, place your name, date and “Head of School Applicant” at the top and respond to the following:**

- **Why are you applying for this position?**

- **CHRISTIAN BACKGROUND**

Write about your current relationship with Christ and your involvement with a church body. Please include:

- Your definition of a Christian
- How you came to the decision to have faith in and follow Christ
- How you grow your relationship with Him
- Your church affiliation and involvement

- **Share your thoughts about Christian education.**

- **LEADERSHIP**

- Write about your leadership training, experience, outcomes, and your leadership style/philosophy.
- What self-improvement techniques do you practice that help you accomplish your professional goals?
- From the following qualities of a leader, express your choice for top 5 and explain why you believe these qualities would be the most important in the position of Head of School.

<i>Character</i>	<i>Charisma/First Impressions</i>	<i>Commitment</i>
<i>Communication</i>	<i>Competence</i>	<i>Courage</i>
<i>Discernment</i>	<i>Focus</i>	<i>Generosity</i>
<i>Initiative</i>	<i>Listening</i>	<i>Passion</i>
<i>Positive Attitude</i>	<i>Problem Solving</i>	<i>Relationships</i>
<i>Responsibility</i>	<i>Security/Confidence</i>	<i>Self-Discipline</i>
<i>Servanthood</i>	<i>Teachability</i>	<i>Vision</i>

Tell us about your most valued mentor(s) and why your experience with them is valuable?

- **MISSION**

Greenville Christian School equips the children of Christians with excellent academics and leadership skills through biblical life applications in order to excel throughout their lives.

Describe how you would continue to ensure the school’s mission.

In your opinion, how does a school best go about partnering with parents to provide a rich Christian education experience for students?

- **FINANCES**

How would you go about maintaining and growing healthy school finances?

- **CONSTITUENT RELATIONS**

Provide specific examples of how you would develop, improve, and maintain positive constituent relations within the school family and community.

- **ENVIRONMENT**

Please describe the characteristics of a successful and effective spiritual and educational environment.

- **FACILITIES**

Discuss your approach to overseeing, maintaining, and updating the school facilities.