



**Phoenix Christian**  
PREPARATORY SCHOOL

*“Educate - Form - Equip”*

## Administrator Application

### Personal Information

Title \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Maiden Name \_\_\_\_\_

Application Date \_\_\_\_\_ E-mail Address \_\_\_\_\_

Address \_\_\_\_\_

Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Cell Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Male  Female  Birthday (Month/Day only) \_\_\_\_\_

Marital Status \_\_\_\_\_ If married, name of spouse \_\_\_\_\_

**Please note:** Our school board has adopted the policy that all school aged, eligible children (K-12) of the faculty must attend Phoenix Christian.

initials
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*By initialing the space provided, I understand that my school aged, eligible children will be required to attend PC unless special exemption is granted by the school board on an annual basis.*

Number of Dependents \_\_\_\_\_ Names/Ages of Children \_\_\_\_\_

Can you submit verification of your legal right to work in the US? Yes  No

Have you ever been convicted of a felony? Yes  No  If so, please explain \_\_\_\_\_

Have you ever been investigated, indicted or convicted of a crime involving children? Yes  No

If so, please explain \_\_\_\_\_

### Position Desired

Elementary \_\_\_\_\_

Middle School \_\_\_\_\_

High School \_\_\_\_\_

Full time  Part time

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

\_\_\_\_\_

## Professional Qualifications

What degree or degrees do you hold?

Degree	Date Received	Major	Minor	College/University

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

Total semester units **after** date of Bachelor's degree \_\_\_\_\_

**\* 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.**

List any specialized training you have received.

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Sequentially list your teaching & administrative experience with most recent first.

School Name	Grades/Subjects	Dates

Do you have an ACSI Admin or Teaching Certificate? Yes  No

What level? \_\_\_\_\_ Expiration date? \_\_\_\_\_

Do you have a state Admin or Teaching Certificate? Yes  No  What state? \_\_\_\_\_

What kind? \_\_\_\_\_ Expiration date? \_\_\_\_\_

**Endorsement(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? Yes  No  If so, where and when? \_\_\_\_\_

If not, would you be willing to take such a course by correspondence or otherwise? Yes  No

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

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## Christian Background

**\* On separate paper, briefly give your Christian testimony.**

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

### Statement of Faith

- We believe the Bible to be the inspired, only infallible, authoritative, inerrant Word of God.
  - We believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
  - We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory.
  - We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
  - We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
  - We believe in the resurrection of both the saved and the lost: the saved unto the resurrection of life and the lost unto the resurrection of damnation.
  - We believe in the spiritual unity of believers in our Lord Jesus Christ.
- 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? Yes  No  Years? \_\_\_\_\_

In what church activities are you involved and with what degree of regularity?

\_\_\_\_\_

\_\_\_\_\_

Are you capable of teaching a Bible class? Yes  No  If yes, what would be your subject preferences?

\_\_\_\_\_

Describe your routine of personal Bible study and prayer.

\_\_\_\_\_

\_\_\_\_\_

## Christian Philosophy of Education

**\* Attach a typed copy of your personal Christian philosophy of education and how you would implement it in the classroom. It should include your understanding of the following:**

- The place of Scripture
- The role of the Holy Spirit
- Your understanding of the nature of truth
- The relation of the teacher and the learner
- How your academic discipline or subject should be taught
- Your philosophy of discipline
- Other, as you believe it is relevant or helps us to understand your approach to the teaching-learning process

## Employment Background

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 \_\_\_\_\_

4. 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? Yes  No

If so, what was the name(s)? \_\_\_\_\_

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

## Personal & Professional References

Please do not list family members or relatives for references. You will also need to sign the **Applicant's Certification and Agreement (page 6)** 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.**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Years Known \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Years Known \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Years Known \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_

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

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Years Known \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_  
Position \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Years Known \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_  
Position \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Years Known \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_  
Position \_\_\_\_\_

*Checklist of items to be submitted with completed application:*

- |   |  |
|---|--|
| <input type="checkbox"/> Copy of Certifications                 | <input type="checkbox"/> Christian Testimony               |
| <input type="checkbox"/> Copy of College/University Transcripts | <input type="checkbox"/> Christian Philosophy of Education |

## Applicants Certification and Agreement

I understand that **Phoenix Christian Preparatory 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 **Phoenix Christian Preparatory 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 authorize the school to conduct background 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.

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*Signature of Applicant*

*Date*

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Phoenix Christian is a fully accredited member of  
The North Central Association (NCA)  
and  
The Association of Christian Schools International (ACSI)

Phoenix Christian Preparatory School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

1751 W. Indian School Road, Phoenix, AZ 85015  
602-265-4707 (Middle/High School) ❖ 602-264-4338 (Elementary) ❖ 602.265.7728 (Preschool)

**[WWW.PHOENIXCHRISTIAN.ORG](http://WWW.PHOENIXCHRISTIAN.ORG)**

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