



Mansfield Christian School

500 Logan Road
Mansfield, OH 44907
419.756.5651 Phone 419.756.7470 Fax
www.mcsflames.org

Date: _____

ADMINISTRATIVE APPLICATION

Position desired: _____ Full-time: _____ Part-time: _____

Application Date: _____ Date Available: _____

Your interest in Mansfield Christian School is appreciated. We invite you to fill out this initial application and return it to the Central Office. If an opening occurs for which it appears you may qualify, we will request that you have your personnel file forwarded to our office. We will also contact your references. If there is 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 grateful for those who are professionally qualified, who really love children, and who, by the pattern of their lives, exemplify Christ.

We look forward to receiving your initial application. Thank you for your interest in the ministry of Mansfield Christian School. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

I. APPLICANT'S NAME AND ADDRESS

Full Name: Miss Mrs. Mr. _____

Address: _____

Phone: (H) _____ (C) _____

Email: _____

II. PERSONAL INFORMATION

Marital Status: _____ Spouse's Name: _____

No. of Children _____ Have your children had an opportunity to attend a Christian School? _____

Children's Names and Ages: _____

III. ADMINISTRATIVE POSITION DESIRED

Principal: Elementary _____ Junior High _____ High School _____ Independent Studies _____

Guidance Counselor: _____ Athletic Director: _____ Superintendent: _____

IV. PROFESSIONAL QUALIFICATIONS

Please attach photocopies of all your college transcripts; originals may be requested.

What degree(s) do you hold? (Please complete below.)

DEGREE	MAJOR	MINOR	DATE RECEIVED	INSTITUTION NAME	ADDRESS

Honors/Awards: _____

TEACHING CREDENTIALS

Do you have an ACSI Teaching Certificate? _____ What Type? _____

Issue Date: _____ Expiration Date: _____

Do you have an ACSI Administrative Certificate? _____ What Type? _____

Issue Date: _____ Expiration Date: _____

Do you have a State Teaching Licensure? _____ What State? _____ What Type? _____

Endorsements: _____ Issue Date: _____ Expiration Date: _____

If not licensed, do you anticipate being licensed and how will you obtain that? _____

CHRISTIAN SCHOOL PREPARATION

Have you had any courses in Christian Philosophy of Education? _____ If so, where and when? _____

Have you had other courses that are specific to training for Christian schools? _____ Give details: _____

List any conferences in which you have participated or seminars you have led: _____

V. TEACHING/ADMINISTRATIVE EXPERIENCE

SCHOOL NAME	ADDRESS	DATES	GRADE(S) OR SUBJECTS TAUGHT	OTHER DUTIES	REASON FOR LEAVING

Number of Years of teaching experience: _____ Christian Schools: _____ Public Schools: _____

Number of Years of Administrative experience: _____ Christian Schools: _____ Public Schools: _____

How familiar are you with various Christian or secular curriculum (ie: ACE, ABeka, Bob Jones, Saxon Math, ACSI, etc.)? _____

OTHER EXPERIENCE

List any military or work experiences that may have significance for the type of position you are applying for:

List any other educational advantages that you have had including travel opportunities: _____

List any books or articles recently read that have helped you grow professionally: _____

PERSONAL BACKGROUND INFORMATION

Have you ever been dismissed, resigned to avoid being dismissed, or been asked to resign from a position? If yes, please explain: _____

Have you ever been convicted of any offense involving dishonesty, breach of trust, child abuse, moral turpitude, or any other type of crime? If yes, please explain: _____

V. PERSONAL PHILOSOPHY AND TESTIMONY

On a separate paper, please label and succinctly answer each of the questions below.

- What is your personal Christian Philosophy of Education?
- Explain your definition of a Christian teacher/administrator.
- Why do you wish to be an administrator at Mansfield Christian School?
- What are your career goals in Christian Education?
- What are the main characteristics that distinguish a Christian school from a public school?
- What spiritual objectives would you establish for your staff?
- What is your philosophy of discipline
- Explain your style of leadership?
- What areas do you feel are your strengths?
- Briefly give your Christian testimony, detailing your conversion experience.
- Do you hold any doctrines that are not on our Statement of Faith? If yes, please list and describe.
- If married, please have your spouse state his/her feelings about you working in a Christian school.

VI. SPIRIATUAL PREPARATION AND BACKGROUND

Bible: Do you believe the Bible to be the ONLY inspired and infallible Word of God, for final authority in all matters of faith, conduct and truth? Yes No Signature: _____

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

_____ I fully support the Statement as written without mental reservations.

Signature: _____

_____ I support the Statement except for the area(s) listed and explained on the separate paper of Personal Philosophy and Testimony answers. Signature: _____

Church: Denominational Affiliation: _____

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

Service: What other Christian service have you been involved with since becoming a Christian? _____

Devotional Life: Describe your routine of personal Bible study and prayer. _____

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

VII. EVALUATION OF WORKING IN A CHRISTIAN SCHOOL

In what capacity have you worked around children? _____

How would your serving in a Christian school differ from your working in a non-Christian atmosphere? _____

Please comment on the Lord's leading in your life toward serving in a Christian school. _____

VIII. CURRENT ISSUES

We live in a pluralistic society with many conflicting beliefs and values. As an administrator, you may be asked specific questions about controversial issues by students. Your answer will come from your personal convictions. We need to know the view of those that would be role models for our children. Please share your personal convictions as a Christian toward:

Wine, beer, and other alcoholic beverages: _____

Smoking and chewing tobacco: _____

Marijuana and other drugs: _____

Premarital Sex: _____

Divorce and Remarriage: _____

Abortion: _____

Homosexuality: _____

Do you have a personal testimony regarding any of the above items that you would like to share? _____

IX. REFERENCES

NAME	ADDRESS	PHONE	CAPACITY IN WHICH YOU KNOW THE PERSON
			Spiritual Life
			Pastor
			Former Employer
			Friend

Lifestyle Statement and Agreement

Mansfield Christian School is a religious, nonprofit organization representing Jesus Christ throughout the local community. Mansfield Christian School requires its employees to be born-again Christians, living their lives as Christian role models (Romans 10:9-10, 1 Timothy 4:12, Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the Biblical perspective of integrity and appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

The Mansfield Christian School Statement of Faith expects employees to maintain a lifestyle based on Biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity, homosexual behavior, sexual orientation, transgender identity, or any other violation of the unique roles of male and female (Romans 1:21-27, 1 Corinthians 6:9-20). Mansfield Christian School believes that Biblical marriage is limited to a covenant relationship between a man and a woman (Genesis 2:21-24, Ephesians 5:22-33). It is the goal of Mansfield Christian School that each employee will have a lifestyle in which "He might have the pre-eminence" (Colossians 1:18).

Applicant Declaration of Ethical and Moral Integrity

As an applicant for a position at Mansfield Christian School and its ministries, I recognize, understand, and adhere to the moral and ethical standards and mandates of said 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, but is not limited to, the following: Homosexuality, 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, I declare that I meet the moral and ethical standards of Mansfield Christian School.

Applicant's Signature

Date

Administrator's Signature (after discussing the form with applicant)

Date

* * *

We at Mansfield Christian School do not discriminate on the basis of age, race, color, and national and ethnic origin.



Mansfield Christian School

500 Logan Road
Mansfield, OH 44907
419.756.5651 Phone 419.756.7470 Fax
www.mcsflames.org

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position with Mansfield Christian School. I authorize Mansfield Christian School to inquire about my work and personal history and to verify all data given in an application for employment, related papers, and my oral interviews.

I authorize the release and giving of any information requested by Mansfield Christian School such as employment records, performance reviews, and personal references whether such information is favorable or unfavorable to me.

I release any person, organization, or company from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

I further waive the right to ever personally view any references given to Mansfield Christian School.

I further certify that I have carefully read and do understand the above statements.

Applicant's Name (print)

Applicant's Signature

Applicant's Social Security Number

Date