

DIRECTOR APPLICATION

Your interest in United Christian Academy is appreciated. We invite you to fill out this application and return it to our school office. To help us evaluate your qualifications, please include your resume, letters of reference, if available. If we have continued interest in your candidacy, we will arrange for a personal interview. All applications and supporting materials received become the property of UC Academy and will not be returned.

The key to a successful Christian school is its faculty and staff. We are seeking applicants who are professionally qualified, genuinely love children, and who, by the pattern of their lives, are born-again Christian role models (Luke 6:40). It is our prayer that God will fulfill His perfect will for our school and in the lives of all applicants.

A. APPLICANT'S NAME AND ADDRESS:

Full name: _____

Application date: ____/____/____ Date you would be available: ____/____/____

Address: _____ City: _____

State: ____ Zip: _____ Length of time at this address? _____

Phone: Days (____) _____ Evenings (____) _____ Best time to call? ____

Email(s): _____

B. POSITION DESIRED:

Position I am applying for: _____

I prefer () full time () part time () other: _____

How did you learn of the opening? _____

If hired, can you verify your legal right to work in the United States? () Yes () No

C. CHRISTIAN BACKGROUND: Please carefully read our Statement of Faith and Christian Conduct and indicate your degree of agreement/support.

() My beliefs and conducts are in full agreement with the Statement.

() My beliefs and conducts are in agreement except for the area(s) explained here:

Name of Church: _____ Denomination: _____

Address: _____ City, State: _____ Zip: _____

Phone: _____ Website: _____

Are you presently a member in good standing? _____ Years? _____

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

Describe your routine of personal Bible study and prayer.

D. PROFESSIONAL QUALIFICATIONS:

List the degrees you have earned. Please attach photo copies of postsecondary transcripts.

Degree	Issuing Institution	Date Received	Major/Field	GPA

Please list pertinent certificates or licenses you hold. Please attach photo copies of licenses or certificates.

Certificate/License	Issued by (State or Organization)	Grade Level/Subject	Expiration Date

E. PHILOSOPHICAL CONSIDERATIONS: Please succinctly answer in one or two paragraphs each of the questions below:

1. Please briefly give your Christian testimony, including how you became a Christian.
2. Why do you wish to work at United Christian Academy?
3. The mission of UC Academy is “to educate students by combining academic excellence with a Christian worldview, equipping them to impact their world for Christ.” What is a principal’s role in ensuring how this mission is carried out in all aspects of the school?
4. Please review the job description for this position. What area(s) of the job description will you excel at? Why?
5. What area(s) of the job description will be most challenging? Why?
6. If hired for this position, what are your top priorities?
7. If hired for this position, how will you measure if you are successful or not?
8. Current Issues: We live in a pluralistic society with many conflicting beliefs and values. As a school leader you may be asked specific questions about controversial issues by your students. Your answers will come from your personal beliefs. We need to know the views of those that would be **Christian role models** for our children. Please share your beliefs and practices in regards to:
 - a) wine, beer, and other alcoholic beverages
 - b) entertainment (music/dancing)
 - c) premarital sex, sexual activity outside of marriage
 - d) divorce and remarriage
 - e) abortion
 - f) homosexuality, LGBTQ
 - g) social media
 - h) finance and personal debt

E. EMPLOYMENT HISTORY: Please start with your current or most recent employer and work backwards. If necessary, you may follow the same format on a separate page and attach to the application.

School/ Company	Company Address City, State, Zip	Your Position	Name of Supervisor	Date (from/to)	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? _____

Is our school's salary schedule sufficient for your needs? _____

Our school requires that full-time faculty enroll their children here, if we have the appropriate grades and programs. Full time faculty members receive 75% discount for their children's tuition. If hired on a full-time basis, what are the grades that your child/ren will be enrolled at UC Academy? _____

Please read the job description for this position. Is there any reason why you might be unable to perform the duties and responsibilities of the position for which you are applying?

Yes No

If "yes" to question above, what reasonable accommodation would you need so that you would be able to perform the duties and responsibilities of this position?

G. REFERENCES: Please provide references who are qualified to speak of your Christian character/background as well as your professional experiences. Do not list family members or relatives as a reference.

Name	Address, City, Zip	Phone #, Email	Relation to you

H. WORK PERFORMANCE INQUIRY: If you answer “Yes” to any of the questions in this section, please attach a separate sheet indicating the nature of the incident.

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your preent employer? () Yes () No

Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave a job or volunteer position on the grounds of any unlawful sexual behavior, or violation of an employer's sexual conduct or harassment policy? () Yes () No

Have you ever been suspended, discharged, or resigned in lieu of discharge from any position? () Yes () No

I. APPLICANT'S CERTIFICATION AND AGREEMENT

I, _____, understand that **United 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 and accompany documents 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.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state agencies. 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 complete criminal 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 check. A conviction record will not automatically be a bar to employment. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job relatedness, and subsequent rehabilitation will be considered. The school may refuse employment or terminate employment if it deems any background information received as unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

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

Signature of Applicant: _____ Date: ____/____/____

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have submitted an application for a position of _____ with **United Christian Academy**. I authorize the school to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals that 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 all 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 hereby release United Christian Academy, my current and 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 United Christian Academy.

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

Applicant's Name (Print): _____

Applicant's Signature: _____ Date: _____