

# ADMINISTRATOR APPLICATION

## PERSONAL INFORMATION

Name \_\_\_\_\_ Home Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ Work Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ SS# \_\_\_\_\_

Marital Status: Single \_\_\_\_ Married \_\_\_\_ Divorced \_\_\_\_ Widowed \_\_\_\_ Remarried \_\_\_\_

What is your salary expectation? \_\_\_\_\_

If married, name of spouse. \_\_\_\_\_

Children's Names \_\_\_\_\_ Date of Birth \_\_\_\_\_

\_\_\_\_\_ Date of Birth \_\_\_\_\_

\_\_\_\_\_ Date of Birth \_\_\_\_\_

## EDUCATIONAL BACKGROUND

Undergraduate School \_\_\_\_\_ Degree and Date \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_ Overall GPA \_\_\_\_\_

Major GPA \_\_\_\_\_ Hours in Education \_\_\_\_\_ Hours in Christian Education \_\_\_\_\_

Graduate School \_\_\_\_\_ Degree and Date \_\_\_\_\_

Major \_\_\_\_\_ GPA \_\_\_\_\_ Hours in Education \_\_\_\_\_

## TEACHING AND ADMINISTRATIVE EXPERIENCE AND CREDENTIALS

Name of School	Position Held	Dates	Reason for Leaving

Are you A.C.S.I. certified? \_\_\_\_\_ Type of Certificate \_\_\_\_\_ Expiration Date \_\_\_\_\_

Are you state certified? \_\_\_\_\_ Type of Certificate \_\_\_\_\_

In which state(s)? \_\_\_\_\_ Expiration Date \_\_\_\_\_

Professional organization(s) to which you belong \_\_\_\_\_

Honors you have achieved \_\_\_\_\_

\_\_\_\_\_

List any extracurricular experiences (i.e., coaching, drama, yearbook, music)

School	Activity	Dates

Are there any extracurricular activities in which you would be willing to serve? \_\_\_\_\_  
 \_\_\_\_\_

**CHRISTIAN BACKGROUND**

Local Church Affiliation \_\_\_\_\_ Denomination \_\_\_\_\_

Are you a member in good standing? \_\_\_\_\_ Number of years? \_\_\_\_\_

On a separate sheet of paper, tell us about your church involvement and prayer and devotional life.

**PERSONAL REFERENCES**

Please give three references, including your current pastor and most recent educational supervisor.

Name	Mailing Address	Phone	Position

**PERSONAL PHILOSOPHY QUESTIONS**

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

1. How did you become a Christian?
2. What evidence do you see that God has gifted you to be an administrator?
3. Why are you a strong candidate for this position?
4. What are the distinguishing qualities of a Christian school?
5. What are your strengths? weaknesses?
6. Give your position on the following:
  - a. the inspiration of Scripture
  - b. the origin of the earth and man
  - c. the use of alcoholic beverages
  - d. the security of the believer (i.e., Can salvation be lost?)
7. Does the requirement of becoming an active member of Bible Baptist Church present a problem for you? Please explain.

## CERTIFICATION AND AGREEMENT STATEMENTS

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.

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 understand that Bible Baptist School does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability.

Signature \_\_\_\_\_ Date \_\_\_\_\_

To complete the application process:

1. Submit completed application
2. Submit philosophy questions
3. Send college transcript(s) to BBS
4. Submit three letters of recommendation

Return to:

George Wiedman  
Bible Baptist School  
201 W. Main Street  
Shiremanstown, PA 17011