



ADMINISTRATOR APPLICATION

Your interest in *Faith Heritage School* is appreciated. We invite you to fill out this initial application and return it to our school office. If there is a current opening that you are applying for you please also send along any additional resume and/or certification documents as appropriate. If there is not a current opening we invite you to fill out an application and if an opening occurs for which you may qualify, we will notify you and ask you to send your placement file to our office. Once an application is received we may contact your references. If we have continued interest in your candidacy, we will contact you and arrange for a personal interview.

We realize that the key to a successful Christian School is its staff. We are seeking applicants who love the Lord, who are professionally qualified, who can connect with and disciple Children, and who, by the pattern of their lives, will act as Christian role models. Luke 6:40.

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

Copies of this application are available on our website: www.faithheritageschool.org/employment_opportunities

A. APPLICANT INFORMATION

Full Name: _____

Application Date: ___/___/___ Date Available for employment: ___/___/___

Present address: _____

How long have you been at the above address? _____

Permanent address if different than present address listed above:

Please list any additional addresses where you have resided during the past five years:

Cell Phone: (____) _____ Home Phone (____) _____

Best time to contact you? _____ Which phone number shall we use first? _____

Email Address: _____

B. POSITION DESIRED

Please mark your choice in the parenthesis.

() Head of School () Principal () Director () Other _____

Full time ___ Part time ___ Interim ___ Other: _____

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

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

Have you ever been dismissed from a previous teaching or leadership position? Yes ___ No ___ If yes, please explain.

Please list any additional programs, activities, or classes, which you would be capable and willing to direct, sponsor, or teach.

C. CHRISTIAN BACKGROUND

** In your own handwriting, on separate paper, briefly give your Christian testimony.*

Please read our *Statement of Faith* on the last page of this application and indicate your degree of support.

___ 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 of your church in good standing? _____ How long? _____

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

What other Christian service have you done since becoming a Christian?

Describe your routine of personal Bible study and prayer.

What books other than the Bible have you read recently that have helped you spiritually?

D. PROFESSIONAL QUALIFICATIONS

** 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.*

Please list the degrees you currently hold?

Degree	Date Received	Issuing Institution
--------	---------------	---------------------

Please list/describe any leadership experiences that would qualify you as a Christian school administrator.

List any books or articles that you have read recently that have helped you to grow professionally.

E. CERTIFICATIONS

Do you have ACSI Certification? Yes _____ No _____ What level? _____

Remains valid for how long? _____ Expires? _____

Please indicate any state teaching/administrative certificates?

Certificate	Type	State	Date Received
-------------	------	-------	---------------

If you do not hold a certificate, what requirements do you lack? _____

- *Please attach photocopies of any certificates held.*

F. PERSONAL PHILOSOPHY

** On separate paper please label and succinctly answer in 1 or 2 paragraphs each of the questions below.*

A. Why do you wish to be a leader in a Christian school?

B. What are the main characteristics that distinguish a Christian school from a public school?

C. What do you consider to be the proper classroom atmosphere for learning?

D. What is your philosophy of discipline?

E. What areas do you feel are your strengths? Weaknesses?

F. What is your philosophy of leadership?

G. What do you believe about the origin of the earth and mankind?

H. Please summarize any additional information that you would like to present regarding your candidacy for this position.

G. EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past ten years.

1. Position _____ Employer: _____ Dates: _____

Address _____

Supervisor: _____ Phone: _____

Reason for leaving _____

2. Position _____ Employer: _____ Dates: _____

Address _____

Supervisor: _____ Phone: _____

Reason for leaving _____

3. Position _____ Employer: _____ Dates: _____

Address _____

Supervisor: _____ Phone: _____

Reason for leaving _____

4. Position _____ Employer: _____ Dates: _____

Address _____

Supervisor: _____ Phone: _____

Reason for leaving _____

If necessary, you may follow the same format and list other employment on a separate paper.

Are you holding or have you signed a contract with any other educational institution? Yes ___ No ___

Please indicate any different name(s) such as maiden names you used while employed at any of your previous employers: _____

Have you served in the military? Yes ___ No ___. If yes, what type of training or education did you receive?

H. PERSONAL REFERENCES

Do not list family members or relatives for references.

Give three references who are qualified to speak of your spiritual experience and Christian service.
List your current pastor first.

1. Name: _____ Church: _____

Address: _____ Phone: _____

Reference Job Title/Position: _____

2. Name: _____ Organization: _____

Address: _____ Phone: _____

Reference Job Title/Position: _____

3. Name: _____ Organization: _____

Address: _____ Phone: _____

Reference Job Title/Position: _____

If necessary, you may follow the same format and list other references on a separate paper.

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

1. Name: _____ School/Business: _____

Address: _____ Phone: _____

Reference Job Title/Position: _____

2. Name: _____ School/Business: _____

Address: _____ Phone: _____

Reference Job Title/Position: _____

3. Name: _____ School/Business: _____

Address: _____ Phone: _____

Reference Job Title/Position: _____

If necessary, you may follow the same format and list other employment on a separate paper.



Faith Heritage School
**AUTHORIZATION TO
RELEASE REFERENCE INFORMATION**

I have made application for a position as a _____ with **Faith Heritage School**. I have authorized 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.

In addition, I hereby release Faith Heritage 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 Faith Heritage School.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

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

Applicant's Name (Print)

Date

Applicant's Signature

Faith Heritage School
3740 Midland Ave.
Syracuse, NY 13205
(315) 469-7777 Fax: 492-7440
Email: fhs@faithheritageschool.org



Faith Heritage School

APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that *Faith Heritage 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 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.

Applicant's Name (Print) _____ Date _____

Applicant's Signature _____

Upon completion of this application, please send this application to the address below along with copies of all required transcripts, certificates and related documents. If required, school personnel will request original documentation.

Faith Heritage School
Attn: Neal Capone, Head of School
3740 Midland Ave.
Syracuse, NY 13205

Additional Contact Information:

Phone: 315-469-7777 Fax: 315-492-7440

Email: ncapone@faithheritageschool.org

Web site: www.faitlheritageschool.org

Unless otherwise requested, all documents become property of Faith Heritage School.
Applications for employment remain on file for up to 3 years.

Faith Heritage School

Statement of Faith

1. We believe the Holy Bible to be the inspired, infallible, authoritative Word of God, and that it is the supreme and final authority in faith and life.
2. We believe that there is one God, eternally existing in three persons; Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious death and atonement through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father where He is now interceding for us as High Priest and Advocate, and we expect His promised personal return soon for His Church.
4. We believe that the Lord Jesus Christ died for our sins as a representative and substitutionary sacrifice, according to the Scripture; and that all who truly repent of their sins and believe in Him are justified by the vicarious merit of His shed blood.
5. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live in fruitful obedience to God's laws.
6. We believe in the resurrection of both the saved and the lost: the saved into everlasting joy in Heaven with Christ; the lost into everlasting conscious torment in Hell with Satan.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

Mission Statement

Faith Heritage School exists to glorify God by providing a sound, Biblically integrated program in order to assist parents and churches in equipping students for Christian living and service within today's changing world.

Requirements for Faculty and Staff

It is vital that the standards at Faith Heritage School be high. The school has a strong positive program to present and it must be undertaken by well-qualified, dedicated personnel.

The following are the spiritual and academic requirements for faculty and staff at Faith Heritage School.

Spiritual Requirements

A candidate must:

1. Be a born-again Christian who is growing in spiritual maturity.
2. Be in full agreement with the school's Statement of Faith.
3. Feel a definite calling from the Lord to Christian School Education and to Faith Heritage School.
4. Be a member of an evangelical church which subscribes to our school's Statement of Faith.
5. Maintain his/her life consistent with the qualifications for elders as set forth in 1 Timothy 3:2 –7.
6. Be willing to abstain from drunkenness and the use of tobacco and illegal drugs.
7. Be willing to uphold FHS standards of morality, dress, and Christian conduct.
8. Agree and abide by the biblical definition and principles of marriage and of sexuality including the design of sexual relations to be heterosexual and within a marriage relationship. (*Genesis 2, Romans 1:24-32, 1 Corinthians 6:9-11, 2 Corinthians 6:14*)

Academic Requirements

Administrator candidates must have at least a Master's Degree.

Administrators are also expected to hold or be actively pursuing New York State (CAS, SBL, SDL). and/or ACSI administrator certification