



**COLE VALLEY**  
CHRISTIAN SCHOOLS

[ColeValleyChristian.org](http://ColeValleyChristian.org)  
Human Resources Department  
Tabitha Epler, HR Manager  
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Email to: [hr@cvconline.org](mailto:hr@cvconline.org)

## EMPLOYMENT APPLICATION: ADMINISTRATOR

Your interest in employment with Cole Valley Christian Schools is appreciated. We invite you to fill out the following application and request that you send it with your résumé and copies of college transcripts to our Human Resources Department at any time during the year. Applications are kept on file one year. All openings are posted on our website. If an opening occurs for which you believe you are qualified, please contact us.

Cole Valley Christian Schools desires to strive for the excellence that God calls us to in preparing our students to impact the world for Christ. Therefore, we are seeking applicants who first and foremost have a strong relationship with Christ that is evidenced in all aspects of their life.

Application Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Available: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Personal Information:

Full Name: Mr. ( ) Miss ( ) Mrs. ( ) \_\_\_\_\_

Present Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### General Information:

Position Sought: \_\_\_\_\_

Preferred Area:  Elementary  Secondary

Have you previously been employed by Cole Valley Christian Schools (CVCS)?  Yes  No  
If yes, when and in what position? \_\_\_\_\_

Do you currently have students attending CVCS?  Yes  No  
If yes, give names and grades of students: \_\_\_\_\_

Names of any relatives currently employed at CVCS: \_\_\_\_\_

How did you learn of this position? \_\_\_\_\_

Are you eligible for lawful employment in the United States? Yes No

Have you ever:

- ... been dismissed from a position? Yes No
- ... been asked to resign from a position? Yes No
- ... been refused continuing employment? Yes No
- ... been convicted, pled guilty, or pled nolo contendere to a felony? Yes No
- ... been convicted, pled guilty, or pled nolo contendere to a crime involving child abuse or sexual abuse? Yes No
- ... had a report of child abuse or sexual activities involving a Early Childhood-12<sup>th</sup> grade student or minor filed against you with a school District, Children Services Division, a police agency, or in court? Yes No

If yes to any of the above, please explain: \_\_\_\_\_

Can you perform the requirements of the job for which you are applying without accommodation? Yes No

If no, please explain: \_\_\_\_\_

Please summarize any additional information that you would like to present regarding your qualifications for this position. \_\_\_\_\_

**Christian Background and Commitment:**

Have you accepted Jesus Christ as your personal Savior and Lord? \_\_\_\_\_ When? \_\_\_\_\_

Do you believe the Bible to be the inspired and infallible Word of God, our final authority in all matters of faith, conduct, and truth? \_\_\_\_\_

As a religious educational institution, one of our criteria is religious belief and we reserve the right to seek employees on the basis of position qualifications and on the basis of Christian beliefs. Cole Valley Christian's right to use religion as a criterion for employment is established by the First Amendment of the Constitution of the United States, the Constitution of the State of Idaho, and federal and state statutes. (Title VII, Section 702-703, US Civil Rights Act of 1964). Cole Valley Christian's Statement of Faith is included as the last page of this application. After reading:

- I fully support the Statement of Faith.
- I support the Statement except for the area(s) listed and explained on a separate sheet of paper. The exceptions represent either disagreements or items about which I have not yet formed an opinion or conviction.

**Please answer the following questions. Attach your answers on a separate sheet of paper.**

1. Why would you like to be an administrator at Cole Valley Christian Schools?
2. What is your philosophy of Christian education?
3. What do you believe to be your spiritual gift(s)?
4. Explain your leadership experience and why you feel that God has gifted you as a leader.
5. What is your view, philosophy, and experience in discipleship?
6. Explain your philosophy of working through discipline issues with students and their families. How would you lead the proactive development of relationship skills with students?
7. Explain your view on excellence as it relates to Christian education. Where do you aim, and how do you lead people to get there? Give ideas and examples.
8. How would you envision carrying out CVCS's **PURPOSE** and **MISSION** in the day-to-day workings of the school?

***PURPOSE***

***The only reason we exist is to serve Jesus Christ by developing the whole person through a Christ-centered education.***

***MISSION***

***Partnering with Christian families to shepherd and challenge students toward their individual potential to impact the world for Jesus Christ.***

9. We strive as part of our mission to help each student achieve their own fullest potential. How would you lead this for those students who have different learning styles, learning disabilities, or are gifted academically?
10. Provide your view on preparing students for a world where technology is a reality.
11. Describe some innovative instructional methodologies that you have implemented as a teacher or leader.
12. What are your greatest weaknesses? Give an example of how you have been transparent with others regarding your weaknesses.
13. Give examples of how you have worked in a team. How would your teammates describe you?
14. Please share your testimony with us; your spiritual journey from salvation to the present. Expound on why you believe God is calling you to this position.

What book(s) have you read recently that has/have helped you spiritually? \_\_\_\_\_

As a Christian role model, please share your personal attitude as a Christian toward liquor, tobacco, and matters of recreation and entertainment. \_\_\_\_\_

What church do you attend? \_\_\_\_\_  
 Location: \_\_\_\_\_ For how long? \_\_\_\_\_  
 How often do you attend? \_\_\_\_\_

List any other church activities/ministries you are involved in: \_\_\_\_\_  
 \_\_\_\_\_

**Education Experience:**

Please submit a photocopy of your official college transcript with your application. At the time of hire, you will be requested to submit official college transcripts.

Education	Name and Address	Dates Attended (From mm/yyyy to mm/yyyy)	Graduated? (give degree)	Major/ Minor
High School				
College				
College				
Graduate School				
Business/Technical				

Are you presently enrolled in a degree or certificate program?  Yes  No  
 If yes, describe: \_\_\_\_\_ Tentative completion date: \_\_\_\_\_

List Christian Education courses you have taken: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List any other educational advantages you have had including opportunities for travel. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List endorsements you are qualified to teach: \_\_\_\_\_  
 \_\_\_\_\_

List school activities/sports you could direct or coach: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Employment Experience:**

Do you have teaching experience?  Yes  No

Number of years of certified teaching experience: Public \_\_\_\_\_ Private \_\_\_\_\_

School Name / Location	Grade(s) Taught	Dates Taught Here (From mm/yyyy to mm/yyyy)	Subject(s) Taught	Reason for Leaving

Do you have a current Association of Christian Schools International (ACSI) teaching or administrative certificate?

Yes  No

If yes, what level/subjects? \_\_\_\_\_

Expiration date: \_\_\_\_\_

What Christian education courses have you had? \_\_\_\_\_

Have you had any courses in Christian Philosophy of Education?  Yes  No

If yes, where and when? \_\_\_\_\_

**Other Employment Experience:** *(list your last position first)*

Employer		Street Address
City, State, Zip		Telephone Number
From (Month/Year)	To (Month/Year)	Supervisor's Name
Job Title/Position		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Describe your principal duties		
Reason for leaving		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer		Street Address
City, State, Zip		Telephone Number
From (Month/Year)	To (Month/Year)	Supervisor's Name
Job Title/Position		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Describe your principal duties		
Reason for leaving		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Please attach an explanation for any gaps in your employment history longer than three months.

Why do you desire to make a change from your present position? \_\_\_\_\_

\_\_\_\_\_

What would you like to be doing 5 years from now? \_\_\_\_\_

\_\_\_\_\_

List other work experience that may have significance for the position for which you are applying: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **References:**

Please give two references that are qualified to speak of your Christian character and Christian service. (Please do not list family members or relatives for references.) **List your current pastor first.**

Name	Name
Address	Address
Phone	Phone
Relationship	Relationship

Please give two references that are qualified to speak of your **professional training and experience**. (New graduates should include a professor in your major area and your student teaching supervisor.)

Name	Name
Address	Address
Phone	Phone
Relationship	Relationship

**Applicant's Certification and Agreement:**

I hereby authorize Cole Valley Christian Schools to obtain a background check of me from SecureSearch and/or law enforcement agencies.

I authorize Cole Valley Christian Schools to inquire about my work and personal history and verify all data given in my application for employment, related papers, or oral interviews. I authorize the giving and receiving of any information requested by Cole Valley Christian Schools, and I release from liability any person, organization, or company giving or receiving any such information.

Cole Valley Christian Schools does not discriminate in its employment practices against any person because of race, sex, color, and national or ethnic origin. As a religious educational institution, Cole Valley Christian Schools is permitted and reserves the right to seek employees on the basis of position qualifications and on the basis of Christian beliefs. Cole Valley Christian's right to use religion as a criterion for employment is established by the First Amendment of the Constitution of the United States, the Constitution of the State of Idaho, and federal and state statutes. (Title VII, Section 702-703, US Civil Rights Act of 1964).

I declare that I have never been prosecuted or convicted of child abuse and that with regard to my personal, moral, and ethical character and conduct as of this date, I am not now, nor have I been in the past, engaged in inappropriate conduct toward minors, nor do I have inclinations toward such conduct (inappropriate conduct as defined by the following: homosexuality, verbal, physical or sexual abuse of minors as stated under Idaho law).

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or significant omission of fact may prevent me from being hired and if hired may subject me to immediate dismissal.

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Signature of Applicant

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Date

## STATEMENT OF FAITH

- There is one God, who is infinitely perfect, existing eternally in three persons: Father, Son, and Holy Spirit. (Acts 5:3-4; I Corinthians 12:4-6; II Corinthians 13:14; Ephesians 1:1-14)
- Jesus Christ is true God and true man. He was conceived by the Holy Spirit and born of the Virgin Mary. He died upon the cross, the Just for the unjust, as a substitutionary sacrifice, and all who believe in Him are justified on the grounds of His shed blood. He rose from the dead according to the Scriptures. He is now at the right hand of the Majesty on high as our great High Priest. (Matthew 1:22-23; Luke 1:35; John 1:18; Romans 3:21-26; Hebrews 1:1-3; 2:7; I Peter 3:18)
- The Holy Spirit is a divine person, sent to indwell, guide, teach, empower the believer, and convince the world of sin, of righteousness and of judgment. (John 14:16-26; 16:5-11)
- The Old and New Testaments, inerrant as originally given, were verbally inspired by God and are the complete revelation of His will for the salvation of men. They constitute the divine and only rule of Christian faith and practice. (Matthew 5:17-20; John 10:35; II Timothy 3:16)

*When we say that the Old and New Testaments constitute the only rule of Christian faith and practice, we specifically mean that we do not accept any other testaments, documents, or revelations claiming similar divine inspiration. We consider any other such claims to be false and heretical.*

- Man was originally created in the image and likeness of God; he fell through disobedience, incurring both physical and spiritual death. All men are born with a sinful nature, are separated from the life of God, and can be saved only through the atoning work of the Lord Jesus Christ. (Genesis 1:26-27; John 14:6; Acts 4:12; Romans 1:18-3:20)
- Salvation has been provided through Jesus Christ for all men; and those who repent and believe in Him, receiving Him as personal Savior and Lord, are born again of the Holy Spirit, receive the gift of eternal life, and become the children of God. (Acts 2:38; Romans 3:21-26)

*We believe that this salvation process comes by grace, through faith alone. Works of any kind are a result of salvation, not in any way a means to it. (Ephesians 2:8-9)*

- The church consists of all those who believe on the Lord Jesus Christ, are redeemed through His blood, and are born again of the Holy Spirit. Christ is the Head of the Body, the Church, which has been commissioned by Him to go into all the world as a witness, preaching the gospel to all nations. (Matthew 28:18-20; Romans 1:4; I Corinthians 12:13; Ephesians 1:22-23)

*Part of our witness is found in how we respond in society. Civil governments are of divine appointment for the interests and good order of human society. Those in civil authority are to be prayed for and conscientiously honored and obeyed except in things contrary to the Word of God. (Romans 13:1-7; II Samuel 23:3-4; Exodus 18:21-22; Acts 4:19-20; 5:20-29; 23:5; Matthew 22:21; Daniel 3:17-18)*

- The local church is a body of believers in Christ who are joined together for the worship of God, for edification through the Word of God, for prayer, fellowship, the proclamation of the gospel, and observance of the ordinances of baptism and the Lord's Supper. (Acts 2:42-47; Acts 10:47-48; Luke 22:17-20; I Corinthians 11:23-32)
- There shall be a bodily resurrection of the just and the unjust; for the former a resurrection unto life, for the latter, a resurrection unto judgment. (Matthew 25:31-46; Hebrews 9:27)



- The second coming of the Lord Jesus Christ is imminent and will be personal and visible. This is the believer's blessed hope and is vital truth which is an incentive to holy living and faithful service. (Acts 1:9-11; Titus 2:13; I Peter 1:13; II Peter 3:11)
- God, according to His foreordained plan, wonderfully and immutably creates each person as male or female in conformity with their genetic sex, making gender identity inseparable from genetic sex. The two distinct, complementary genetic sexes of male and female together reflect the image and nature of God. Rejection of one's genetic sex is a rejection of the work of the Creator and a rejection of the image of God within that person. (Genesis 1:26-27; Psalm 139:14; Jeremiah 1:5)
- Marriage, having been designed and instituted by God as an illustration of the relationship between Christ and the church, is intended to be the life-long, exclusive, union of one genetic man and one genetic woman. Only within the context of such a marriage does sexual intimacy have God's blessing. (Genesis 2:20-24; Proverbs 18:2; Mark 10:2-9; Ephesians 5:22-23; Hebrews 13:4)
- Sexual practices such as adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, polygamy, and use of pornography are sinful and offensive to God. (Matthew 5:27-28; Matthew 15:18-20; I Corinthians. 6:9-10; I Timothy. 1:8-10)

*The principles expressed in the previous three paragraphs, as applicable, shall govern all matters of Cole Valley Christian Schools.*

*The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and proper conduct, is the sole and final source of what we believe. With regard to faith, doctrine, practice, policy, and discipline, the Cole Valley Christian School Board is the final interpretive authority on the Bible's meaning and application for Cole Valley Christian Schools. (Hebrews 13:17)*

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With this signature, I hereby agree to the above doctrinal statement, but recognize that students come from a wide diversity of doctrinal backgrounds. Therefore, I will defer to parental preference as much as possible without creating polarization regarding "controversial" doctrines. You have read our Statement of Faith. Do you hold any doctrines that are not on this statement? If yes, please list and describe.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_