



Principal/Vice Principal Application Form

Please read the application packet carefully and submit all requested information. Incomplete applications will not be considered.

POSITION APPLYING FOR: Vice Principal Principal

PLEASE INDICATE PREFERRED LEVEL OF POSITION: Elem (PreK-5) Middle (6-8) High (9-12)

PERSONAL INFORMATION

Last Name:		First Name:	
Home Address:		City:	State: Zip:
Home Phone:	Cell Phone:	Work Phone:	Other:
Email Address:			
Are you legally authorized to work in the United States?			<input type="checkbox"/> Yes <input type="checkbox"/> No
When will you be available to accept a position?			
Other name(s) under which employment/academic records may be listed:			

PRE-EMPLOYMENT INQUIRY

How were you referred to Firm Foundation Christian School?			
Newspaper:	Website:	Social Media:	Other:
Are you currently employed?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, may we contact your current employer?	Phone:	<input type="checkbox"/> Yes <input type="checkbox"/> No	

TEACHING/EDUCATIONAL CERTIFICATIONS

Are you certified as a principal? Yes No **State:** **Type:** **Number:** **Exp. Date:**

Certification Type	State	Exp. Date

PROFESSIONAL EXPERIENCE (If you served as Principal(*), list the name, title and phone number of supervisor. Also list the names of employers (e.g. pastors, presidents). If you have had teaching experience, name all principals under whom you have taught. List most recent experience first.)

Total Number of Years of Experience: _____Principal _____Teaching

Dates	Institution	Location	Position/Grade/Subject	Salary	Principal*	Phone
	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Reason for Leaving:				
	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Reason for Leaving:				
	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Reason for Leaving:				
	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Reason for Leaving:				
	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Reason for Leaving:				
List academic honors, special recognition, or outstanding professional achievements in your professional experience.						
Are you under contract for the next school year?					<input type="checkbox"/> Yes <input type="checkbox"/> No	

REFERENCES (One of your references **must** be your current pastor) List the individuals whom you will ask to submit recommendations. References should have specific knowledge of your professional preparation and experience.

	Name	Position	Years Acquainted	Phone
1				
2				
3				
4		PASTOR		

POST SECONDARY EDUCATION AND TRAINING

COLLEGE/UNIVERSITIES ATTENDED

Institution:		Dates Attended:	Graduation Year:
City/State:	Degree:	Major:	Minor:
Institution:		Dates Attended:	Graduation Year:
City/State:	Degree:	Major:	Minor:
Institution:		Dates Attended:	Graduation Year:
City/State:	Degree:	Major:	Minor:
Institution:		Dates Attended:	Graduation Year:
City/State:	Degree:	Major:	Minor:

OTHER REQUIRED INFORMATION *(Save all required documentation in Microsoft Word (.doc, .docs) or PDF format, and submit as email attachments in a single email, with the completed and signed application.)*

- Current resume
- One to two paragraph statement of Christian Philosophy of Education
- Statement of reasons for interest in the Vice Principal/Principal position at Firm Foundation Christian School

Firm Foundation Christian School’s Mission Statement, Core Values, Statement of Faith, and Foundation Beliefs and Teachings can be found at <https://www.firmfoundationchristianschool.org/about-us/mission-and-values/>. At Firm Foundation Christian School a Biblical worldview is woven into all subjects and activities. All personnel are expected to participate in, fully support, and maintain an atmosphere that supports Christian values based on the Bible and these core documents.

Are you willing to accept these expectations and do you feel capable of functioning effectively in this environment?

Check [x] one: Yes No

APPLICATION’S AUTHORIZATION (Read carefully before signing)

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal and otherwise, and release all parties from all liability for any damage that may result from furnishing same to you. I understand that investigative background inquiries will be made about me – in any state or local jurisdiction. These inquiries may include information regarding work habits, performance and experience along with dates of employment and reasons for termination of past employment from previous employers. Further, I understand that you may be requesting information from various federal, State and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil and other experiences.

I acknowledge that an understanding of and adherence to the Firm Foundation Christian School Mission Statement, Core Values, Statement of Faith, and Foundation Beliefs and Teachings are essential to any ministerial, teaching, leadership or administrative position at Firm Foundation Christian School. I fully recognize and accept this and agree to be bound by it. I also understand and agree that if I am offered a contract of employment, it will be subject to immediate termination if I deviate from Biblical principles in my conduct, lifestyle or communication.

I authorize, without reservation, any agency contacted by this employer to furnish the above mentioned information and hereby consent to your obtaining the above information.

I further understand and agree that any offer of employment extended to me may be contingent upon my passing a substance abuse test and background check. I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that falsified or omitted statements on this application shall be grounds for denying employment or dismissal, if employed.

No application will be considered active unless it is complete and all required documents have been received. Neither completion of the application process nor consideration for a position by any principal is a guarantee of or a commitment to employment

Signature:
Date: