



**FELLOWSHIP  
CHRISTIAN SCHOOL**  
COLOSSIANS 1: 9-12

**APPLICATION FOR EMPLOYMENT: ADMINISTRATOR**

**Personal**

Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

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

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

E-mail Address: \_\_\_\_\_

Date you will be available to begin work: \_\_\_\_\_

Are you authorized to work lawfully in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_  
If no, please explain: \_\_\_\_\_  
\_\_\_\_\_

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Have you worked for Fellowship Christian School before? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes,  
what position? \_\_\_\_\_ Dates: \_\_\_\_\_

How did you learn of our organization? \_\_\_\_\_

Date of Birth: (optional) \_\_\_\_/\_\_\_\_/XXXX

Have you ever been convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain: \_\_\_\_\_

**Education**

*Include both completed and in process degrees.*

College:	Major/Minor:	Degree:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Continuing Education Courses Completed: \_\_\_\_\_

\_\_\_\_\_

Please list any professional designations, licenses, or certifications you possess that are applicable to the position you are applying for: \_\_\_\_\_

\_\_\_\_\_

If you are currently pursuing a graduate or post graduate degree:

College:	Major/Minor:	Degree:	Date Completed:
_____	_____	_____	_____

*\*Please be prepared to provide transcripts upon request.*

**Employment History**

*(Start with most recent)*

Employer Name:	Address:	Dates: (from-to)
_____	_____	_____
_____	_____	_____
_____	_____	_____

May we contact your current employer? Yes \_\_\_\_\_ No \_\_\_\_\_

**Placement Information for Administration Position**

Do you hold a state teaching certificate? \_\_\_\_\_ In which States? \_\_\_\_\_

Certificate Type and Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

ACSI Certificate Type and Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Coaching Experience: \_\_\_\_\_

Elementary Applicants:      Grade(s) credentialed to teach: \_\_\_\_\_

Specializations: \_\_\_\_\_

MS/HS Applicants:      Subject(s) credentialed to teach: \_\_\_\_\_

Number of completed teaching years (excluding student teaching): \_\_\_\_\_

Full time: \_\_\_\_\_(contracted as full-time)      Part-time: \_\_\_\_\_

What type of leadership position are you most interested in?

\_\_\_\_\_

Number of years performing a leadership or management role in a school setting?

\_\_\_\_\_

Do you have leadership experience in a non-school setting as well? \_\_\_\_\_ If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What skills or assets do you possess that qualify you for this position?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do you consider your strengths and weaknesses as a leader?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been terminated from a job? If yes, please explain:

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Salary Requirements: \_\_\_\_\_

**Please answer the following questions via paper or email:**

1. Why do you desire a leadership position in Christian Education?
2. What is your philosophy of Christian Education?
3. What is your leadership style?
4. Please list all professional and spiritual books you have read recently and why you selected them.
5. Why are you interested in a leadership role at Fellowship Christian School?

### **References**

(Attach separate list if necessary)

Spiritual: (A spiritual leader who knows you well)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Church/Organization: \_\_\_\_\_

Personal:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Personal:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Professional: (A former/current supervisor/manager)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Professional: (A former/current colleague)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## **Spiritual Life**

***Please attach a brief profession of your Christian faith, the growth and development of your faith, and your present walk.***

Church presently attending: \_\_\_\_\_

How long? \_\_\_\_\_ Member? \_\_\_\_\_ Pastor: \_\_\_\_\_

Denominational preference: \_\_\_\_\_

Church activities involved in (please indicate the degree of regularity):

\_\_\_\_\_  
\_\_\_\_\_

## **Fellowship Christian School's Mission Statement**

*Partnering to inspire academic curiosity, impeccable character, and Christian leadership grounded in biblical truth.*

(Answer the following questions via paper or email)

1. Do you agree with this mission statement? Explain.
2. Why are you seeking employment in a Christian school?
3. What is your philosophy of Christian education?
4. Are you prepared to lead a young person to accept Christ as his/her personal Savior?

## **Fellowship Christian School Employee Applicant Authorization and Release Form**

I, \_\_\_\_\_, authorize all references and former employers to release to Fellowship Christian School of Roswell, Georgia, any and all information regarding my association or past employment with them or their organizations. This information will be used to determine my eligibility for employment with Fellowship. I agree to release my references and former employers from any and all liability concerning the release of this information.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## **Fellowship Christian School Statement of Faith**

**I believe:**

1. God is the Creator and Sustainer of all things and is the Source of all Truth.
2. God is Sovereign and maintains control over His entire universe. He is omnipotent.
3. The one living and true God exists eternally in three persons -Father, Son, and Holy Spirit.
4. God has revealed Himself in a general way in His world and universe, and in a specific way in the Scriptures of the Old and New Testaments.
5. The Bible is the inspired Word of God, the only inerrant and infallible rule of faith and practice.
6. In the deity of our Lord and Savior Jesus Christ, in His sinlessness, in His miracles, in His vicarious atonement by the shedding of His blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His return in power and glory.
7. All individuals are lost in sin apart from Jesus Christ, and that the only way of salvation is through faith in Jesus Christ enabled by the Holy Spirit.
8. Salvation is by God's grace alone and that Christ's vicarious atonement on the cross secured our salvation.

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Signature of Applicant

\*Your signature signifies your understanding and agreement of the above Statement of Faith.

**Please mail or email completed application and resume to:**

**Human Resources Department  
Fellowship Christian School  
10965 Woodstock Road Roswell, GA 30075  
[employment@fcspaladins.org](mailto:employment@fcspaladins.org)**