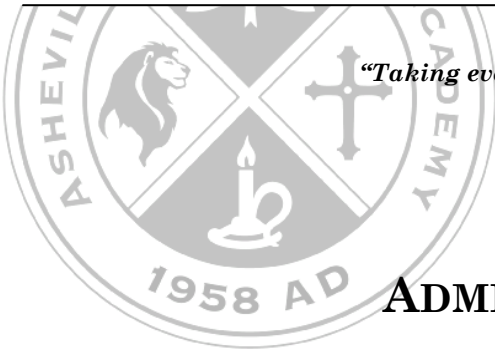


ASHEVILLE CHRISTIAN ACADEMY

74 Riverwood Road • Swannanoa, NC 28778 • (828) 581-2200 • FAX (828) 581-2218 • <http://www.ACAcademy.org>



*"Taking every thought captive to the obedience of Christ."
II Corinthians 10:5b*

PROFESSIONAL ADMINISTRATOR APPLICATION

OFFICE USE

Application _____
Resume _____
Transcript _____
F/U _____
F/U _____
F/U _____
BGCK _____

Please complete this form, enclose your written responses to the questions on the last page and forward, along with your resume and a copy of your transcripts, to the above address.

PERSONAL INFORMATION

Name _____ Home Telephone () _____
Address _____ Work Telephone () _____
_____ Date Available _____
City State Zip

Citizenship:

U.S. Other _____

Marital Status:

Single Married Separated Divorced Remarried Widowed

Spouse's Name _____ Spouse's Occupation _____

Children:

Name _____ Age / Grade ___ / ___ School _____
Name _____ Age / Grade ___ / ___ School _____
Name _____ Age / Grade ___ / ___ School _____
Name _____ Age / Grade ___ / ___ School _____

Recognition and Awards (please list any honors or awards for your achievements):

Why are you considering a change of employment?

ACADEMIC PREPARATION

High School _____
Name City, State Date of Diploma

Undergraduate School _____
Name City, State Date of Diploma

Major(s) _____ Minor(s) _____
Degree _____ Hours in Education _____

Graduate School _____
Name City, State Date of Diploma

Hours Received _____ Major _____ Minor _____
Degree _____ Dates of Attendance _____

List courses you have taken in the Philosophy of Christian Education: _____

Hours in Christian Education _____

List any other professional training or preparation: _____

List recent books and professional journals you have read in your field or in education: _____

Certification Information (please list any professional certification you currently hold): _____

RELATED WORK EXPERIENCES

PROFESSIONAL ADMINISTRATIVE EXPERIENCE *(begin with the most recent position)*

SCHOOL, ADDRESS, PHONE	POSITION HELD	DATES OF EMPLOYMENT

TEACHING EXPERIENCE *(begin with the most recent position)*

SCHOOL, ADDRESS, PHONE	GRADE(S) AND/OR SUBJECT(S) TAUGHT	DATES OF TEACHING EMPLOYMENT

CONFESSIONAL AND CHARACTER ATTRIBUTES

Give your definition of a Christian: _____

Church name and affiliation: _____
 Are you a member: Yes No Areas of service: _____

Explain what it means to refer to the Bible as the infallible and inerrant Word of God in matters of faith, conduct and truth: _____

REFERENCES *(Please give name, telephone number, occupation and capacity in which you know each reference.)*

Personal References (Include your pastor as one of the three)

1. _____

2. _____

3. _____

Professional References

1. _____

2. _____

3. _____

WRITTEN RESPONSES

Please give thoughtful responses to each of the following on a separate sheet of paper:

1. Please state the key distinctives of a Christian philosophy of education.
2. How is faith distinctly evident in your field of educational endeavor?
3. In the field of Christian school administration, we possess areas of strength and weakness. As it pertains to the many facets of Christian school administration, what do you and your peers consider to be your areas of greater strength or gifting? What areas of administration do you consider to be essential but which are not necessarily your strength or gift?
4. The Christian educator is most effective when he/she models the Christian life. Please share what this means to you in your personal habits, values, recreation and all-encompassing life-style.

STATEMENT OF FAITH AND AGREEMENT

1. The Bible is the Word of God, verbally inspired and inerrant as originally given, and is the supreme and final authority in faith and life.
2. God is Triune – one eternal God existing in three persons: Father, Son and Holy Spirit. Man is created in His image. Creation and providence are revelatory of Him.
3. Christ is God manifested in the flesh, born of a virgin; He lived a sinless life, suffered and died on our behalf; and He arose bodily from the grave, ascended, and is coming again in power and glory. Christ is the only Mediator between God and man.
4. Regeneration by the Holy Spirit is absolutely fundamental to the Christian life and should be basic in all preparation for life. By God’s grace only and through faith alone are we, and our children, saved from sin and its evil consequences.
5. The present ministry of the Holy Spirit is to indwell the Christian, enabling him to live a godly life.
6. There will be a bodily resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
7. The spiritual unity of believers is in our Lord Jesus Christ.
8. Parents are responsible for the education of their children. To bring them up in the Lord, they, through the agency of a Board, employ teachers who give evidence of a born-again life and who manifest ability to educate children morally and intellectually in the light of God’s Word.
9. The pupils, being images of God, must be subject to His sovereign rule in their lives. Creation and providence (that which is taught), being God-revealing, must be presented as such. Such teaching makes for God-consciousness without which Christian teaching is impossible.

MY SIGNATURE INDICATES MY AFFIRMATION OF THE FOLLOWING:

The information I have provided herein is completely true. Also, I am in complete agreement with the “Statement of Faith and Agreement” above.

Signature

Date

Asheville Christian Academy does not discriminate on the basis of race, color or national or ethnic origin regarding any of its policies, programs and procedures.

CANDIDATE DISCLOSURE AND BACKGROUND CHECK AUTHORIZATION

I understand that Asheville Christian Academy 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 authorize Asheville Christian Academy to thoroughly make inquiries, either by written communication, by telephone, online, or in person to any of the references which I have listed or to any former employer, creditor, credit bureau, government agency, educational institution, military establishment or any other persons or institutions knowledgeable of my background as to my prior history, work experience, nature of duties, work hours, wages, performance levels, reliability, responsibility, honesty and any other measures of my character or personality.

In consideration for your developing such information, I specifically waive any confidential relationship of privacy position which may exist between us and completely release Asheville Christian Academy from any responsibility or liability for damages which may occur as a result of the disclosure of this information. I waive the right to ever personally view any references given to the school.

I authorize Asheville Christian Academy to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from Asheville Christian Academy is conditioned upon the receipt of background information, including criminal background information. Asheville Christian Academy 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 and that the information listed below is true and correct. A photo static, or any other copy, of this authorization bearing my signature shall be equally legally valid as the original.

Have you ever been charged with any criminal offense other than a traffic violation? Yes No

If so, please explain: _____

Date _____ Applicant's (printed) Full Name _____

Social Security No. ____/____/____ Date of Birth _____ Place of Birth _____

Driver's License State / Number _____ Signature of Applicant _____

On the back of this form please list your current and three previous addresses

Current Address: _____

Previous Address: _____

Previous Address: _____

Previous Address: _____



**ASHEVILLE CHRISTIAN
ACADEMY**

ACA LIFESTYLE STATEMENT

Asheville Christian Academy is a religious, non-profit Christian school organization which is committed to the application of God's revelation in every area of life and thought (Colossians 1: 15,16). ACA requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10: 9-10; I Timothy 4:12; Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian's conduct as lifestyle must seek no man's approval, but instead, God's. Excellence does not replace obedience, but is rather built upon the Lord's standards as found in the whole of Scripture. Obedience is a result of our gratitude to Christ and His amazing grace. (Ephesians 5: 1-4). A Christian lifestyle should reflect the biblical perspective of integrity and appropriate personal and family relationships, business conduct and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

All school employees must give evidence of their conversion to the historic Christian faith by personal testimony; must declare their unconditional agreement with Articles II and III of these By-Laws (back page); and must not be members of any religious or political organization whose beliefs or standards are contrary to Article II of these By-Laws. When signing a contract, all staff members must agree that Scripture (the Old and New Testament) dictates standards of sexual behavior. These include, but are not limited to, the following: 1) The Biblical definition of marriage is between one man and one woman (Genesis 2:24). Marriage is a closed union that is licensed by the state and officiated by the church (Malachi 2: 14-16; Matthew 19: 5-6; I Corinthians 6: 16-20). 2) Sexuality and procreation is the ethical and moral domain of marriage alone. Any fornication, adultery, promiscuity, homosexuality, bi-sexuality, or other sexual behavior portrayed by Scripture as deviant or unnatural is forbidden and as such violates the bona fide occupational requirement of being a Christian role model as found in the ACA Professional Standards and the employee contract.

Romans 1: 24-32 states that God recognizes homosexuality and other deviant behaviors as perverted and unnatural in their sexual thoughts and actions. Because such activities are contrary to the high ethical, spiritual and moral character expected of an employee at Asheville Christian Academy, they are grounds for immediate termination.



**ASHEVILLE CHRISTIAN
ACADEMY**

BY-LAWS OF ASHEVILLE CHRISTIAN ACADEMY

ARTICLE I – NAME

The name of the corporation is -- "ASHEVILLE CHRISTIAN ACADEMY, INC."

ARTICLE II – BASIS

The basis of this Corporation is the Word of God. In the light of this Word, we in our education program stand committed to the following:

1. The Bible is the Word of God, verbally inspired and inerrant as originally given, and is the supreme and final authority in faith and life.
2. God is Triune - one eternal God existing in three persons: Father, Son and Holy Spirit. Man is created in His image. Creation and providence are revelatory of Him.
3. Christ is God manifested in the flesh, born of a virgin. He lived a sinless life, suffered and died in our behalf; and He arose bodily from the grave, ascended, and is coming again in power and glory. Christ is the only mediator between God and man.
4. Regeneration by the Holy Spirit is absolutely fundamental to Christian life and should be basic in all preparation for life. By God's grace only and through faith alone are our children, and we saved from sin and its evil consequences.
5. The present ministry of the Holy Spirit is to indwell the Christian, enabling him to live a godly life.
6. There will be a bodily resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
7. The spiritual unity of believers is in our Lord Jesus Christ.
8. Parents are responsible for the education of their children. To bring them up in the Lord, they, through the agency of a Board, employ teachers who give evidence of a born-again life and who manifest ability to educate children morally and intellectually in the light of God's Word.
9. The pupils, being images of God, must be subject to His sovereign rule in their lives. Creation and providence (that which is taught), being God-revealing, must be presented as such. Such teaching makes for God-consciousness without which no Christian teaching is possible.
10. The doctrines stated in the first nine sections of Article II are essential and indisputable. Some other doctrines have been debated by evangelical Christians over the centuries. It is the school's policy that students not be deprived of robust examination of any Biblical text, but it is always to be done with respectful consideration of the various historical interpretations. Additionally, a student raising a question concerning such a doctrine should be referred to his or her parents or pastor.

ARTICLE III – PURPOSE

The purpose of this Corporation shall be to provide, in conformity with Article II, instruction of high academic quality so that the pupils may be prepared to take their place in the home, the church, the state, and their vocations or professions in a manner that is God-glorifying. This Corporation is to be a non-profit corporation designed to provide Christian education in a private school for those who qualify for it.

The Corporation in the conduct of its activities, including without limitation its educational activities, shall admit students of any race, color, national and ethnic origin in administration of its educational policies, admissions policies and other Corporation administered programs.

DECLARATION OF MORAL INTEGRITY

Asheville Christian Academy expects all of its employees and its volunteers with unsupervised access to children to model the same Christian values and lifestyles that it seeks to inculcate in its students. As an applicant for a ministry position as an employee or as a volunteer at this school, I _____ recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that as a follower of Christ, I am not engaging in and commit to not engage in inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g. premarital sex, cohabitation, extramarital sex), homosexual or lesbian sexual activity, sexual harassment, use or viewing of pornographic material or websites, or sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of Asheville Christian Academy.

Applicant's signature

Date

Administrator's signature after discussion with applicant/volunteer

Date

"Honor marriage, and guard the sacredness of sexual intimacy between wife and husband. God draws a firm line against casual and illicit sex." Hebrews 13:4 The Message

"A pupil is not superior to his teacher, but everyone [when he is] completely trained – readjusted, restored, set to rights, and perfected – will be like his teacher." Luke 6: 40 The Amplified Bible