



ADMINISTRATIVE STAFF EMPLOYMENT APPLICATION

Mission Statement

The mission of Santa Fe Christian Schools is to partner with Christian parents within a Bible based community in order to disciple students to embrace biblical truth, strive for academic excellence, and model Christ-like leadership to influence their homes, churches and communities for the Lord Jesus Christ.

Vision Statement

Our vision is to seek to honor God by preparing Christian leaders of tomorrow to serve the Lord Jesus Christ.

Statement of Faith

WE BELIEVE the Bible to be the inspired, only infallible, and authoritative Word of God.

WE BELIEVE there is one God eternally existent in three persons: Father, Son, and Holy Spirit.

WE BELIEVE in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

WE BELIEVE that salvation is by grace alone through faith, apart from works, by the merit of the shed blood of Christ, and that the born-again believer is eternally secure in Christ.

WE BELIEVE in the 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.

WE BELIEVE in the spiritual unity of believers in our Lord Jesus Christ.

WE BELIEVE in the ministry of the Holy Spirit by indwelling the Christian, enabling him to live a godly life.

WE BELIEVE in the individual priesthood of the believer.

Employment Application

1. Please print in ink or type employment application. All information required.
2. Include 2 letters of reference
3. Include College Transcripts, if applicable
4. Include current Resume
5. Submit completed application and questionnaire to: Santa Fe Christian Schools, Attn: HR Director, 838 Academy Drive, Solana Beach, California, 92075. Fax: (858) 755-9701

Resumes will not be substituted for a completed application.

A. Personal Information

Last Name: _____ First Name: _____ Middle Initial: _____ Former Name: _____

Mailing Address: _____
Address City State Zip

Home Phone: Daytime: _____ Evening: _____ Cell: _____
(Area Code) Phone Number (Area Code) Phone Number (Area Code) Phone Number

Email address: _____ Date of Application: _____

B. General Information

Position for which you are applying: _____

What others activities (athletic coaching, co-curricular sponsoring, etc.) are you qualified to lead? _____

Are you either a U.S citizen or an alien legally authorized to work in the U.S? _____

You must provide a detailed explanation if you answer YES to the question below. You may use the space provided following the question or attach another page as needed.

1. Have you ever been convicted of felony or misdemeanor, other than a minor traffic violation? (Convictions include a plea of guilty, no contest and/or a finding of guilty by a judge or a jury)

No Yes

C. Christian Background

Name of the church you are currently attending _____

Pastor's Name _____

Service: In what church or community activities are you involved and with what degree of regularity? _____

D. Questionnaire

Please respond to the following questions on a separate sheet of paper.

1. Briefly describe your commitment to and growth in the Christian faith. Please include why you think God is calling you to serve at Santa Fe Christian Schools.
2. Relate one experience that illustrates your passion and qualification for the position for which you are applying.
3. Santa Fe Christian values the integration of Christianity into the daily experience. Please briefly describe how you might facilitate that integration, when appropriate, in the position which you are applying.

E. Professional Qualifications

Please attach copies of each of your college transcripts. Should you be offered a position, official copies of your college transcripts must be submitted to verify your education.

Education

Name of Institution	City, State	From	To	Degrees	Major	Minor

Work Experience: (List most recent position first)

Company	Position	From	To	Job Description	Reason for Leaving

Professional References

Please check appropriate column if a letter from the person is included with your application and/or if that person has ever served as your immediate supervisor.

Letter in File	Supervisor	Position	Address	Home/Work Phone

_____(initial) I authorize you to investigate my personal history. If a reporting agency is used and a report is obtained you must provide at my request, the name and address of the agency so I may obtain from them the nature and substance of the report.

_____(initial) I give my permission for Santa Fe Christian Schools to contact my previous employers and references as listed.

_____(initial) I certify that all information submitted in this Certificated Application is true and correct to the best of my knowledge and subject to verification. I understand that any misrepresentation of information is grounds for dismissal in accordance with Santa Fe Christian Schools policy.

Signature _____

Dated _____

Santa Fe Christian Schools is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, marital status, political belief, or disability. Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity within three (3) days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.