



43065 Joy Rd.  
Canton, MI 48187  
734-459-3505  
FAX: 734-459-9997

# ADMINISTRATOR APPLICATION

Position applied for: \_\_\_\_\_ Date: \_\_\_\_\_

**PLYMOUTH CHRISTIAN ACADEMY considers all applicants for employment without regard to race, color, gender, national origin, age, height, weight, handicap, disability or military service in accordance with state and federal law.**

Name \_\_\_\_\_

Current Address: \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_ Referred By \_\_\_\_\_

Email address \_\_\_\_\_

Do you want to work?  Full Time  Part Time  
If part time, specify days and hours: \_\_\_\_\_

Date you can start: \_\_\_\_\_ Salary desired: \_\_\_\_\_

Have you filed an application with us before?  Yes  No  
If yes, when? \_\_\_\_\_

Have you ever been employed by us?  Yes  No  
If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No  
If yes, state nature of offense, when, where and disposition: \_\_\_\_\_

**\*A conviction record will not necessarily be a bar to employment. This information will be used only for job-related purposes and only to the extent permitted by applicable law.**

Do you have the legal right to work and remain in the United States?  Yes  No

State name of any relative in our employ: \_\_\_\_\_

## CERTIFICATION (or eligibility for certification):

**PLEASE ATTACH PHOTOCOPIES OF ANY CERTIFICATES AND TRANSCRIPTS EARNED.**

Kind of certificate \_\_\_\_\_ Date \_\_\_\_\_

State issued by \_\_\_\_\_ Expires \_\_\_\_\_ Certificate No. \_\_\_\_\_

Areas certified to teach \_\_\_\_\_

List in order of preference the grades and/or subjects you are certified to teach:

A. \_\_\_\_\_ B. \_\_\_\_\_ C. \_\_\_\_\_

Do you feel qualified to teach Bible at your certified grade level?  Yes  No

**EDUCATION:**

List high school graduated from and all colleges and training institutions attended full time:

Name/Address of School	Course of Study	Number of Years/Hours Completed	Graduated Yes/No	Diploma/Degree Received

Accumulative Grade Point Average: B.A. \_\_\_\_\_ M.A. \_\_\_\_\_ Other \_\_\_\_\_

Major Subject GPA \_\_\_\_\_

**Summer Sessions/Extension Courses:**

Dates	Name and Address of School	Course(s)/Credit

Distinctions, Activities, or Honors: \_\_\_\_\_

\_\_\_\_\_

In what extra-curricular activities have you participated? \_\_\_\_\_

\_\_\_\_\_

Coaching experience:  Yes  No If yes, in what capacity? \_\_\_\_\_**ADMINISTRATOR EXPERIENCE:**

Dates From - To	School Name/Address	No. Years	Grade or Subject Taught	Reason for leaving

Total years of administrator experience: \_\_\_\_\_

**TEACHING & OTHER WORK EXPERIENCE:**

What other type of work experience, as an adult, have you had?

Dates From - To	Employer Name/Address/Email	Type of Work/Position	# Years Employed

1. You have read the job description and essential functions for this position. Is there any reason why you might be unable to perform the duties and responsibilities of the position for which you are applying? Yes\_\_\_ No\_\_\_ If yes, explain. \_\_\_\_\_

2. Have you ever been dismissed, resigned to avoid being dismissed, or been asked to resign from a position? Yes\_\_\_ No\_\_\_ If yes, explain. \_\_\_\_\_

**OTHER INFORMATION:**

1. State briefly, your personal relationship with God: \_\_\_\_\_

Name of church: \_\_\_\_\_ Member? \_\_\_\_\_

Pastor: \_\_\_\_\_ Phone: \_\_\_\_\_

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

2. Describe your involvement in your church: \_\_\_\_\_

3. What is your personal practice with regard to alcoholic beverages, tobacco, and matters of recreation and entertainment?

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4. Are there any particular skills or abilities that you feel relate to the position for which you are applying, or especially qualify you to be a EMPLOYEE in our school?

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5. List participation in any professional activity where you have been employed (i.e., curriculum committees, etc.)

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6. List professional organizations of which you are a member: \_\_\_\_\_

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7. Have you ever been charged in **civil** or **criminal** proceedings with improprieties regarding children? Yes \_\_\_\_ No \_\_\_\_ . If yes, indicate the nature of suit, offense, date, court, and disposition.

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8. Have you ever been convicted of any offense involving dishonesty, breach of trust, stealing, any type of moral impropriety, or any type of felony? (see \* on page 1) Yes \_\_\_\_ No \_\_\_\_ If yes, indicate the nature of offense, date, court, and disposition.

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**EVALUATION OF CHRISTIAN EDUCATION: (If additional space is needed, attach separate sheet.)**

9. Have you had any courses or training in the Christian Philosophy of Education? Yes \_\_\_\_ No \_\_\_\_ If yes, where and when: \_\_\_\_\_

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10. Have you had other courses or experiences giving specific training for Christian schools? Yes \_\_\_\_ No \_\_\_\_ If yes, give details below.

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11. What do you consider to be the proper classroom atmosphere for learning? \_\_\_\_\_

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12. What areas do you feel are your strengths? Weaknesses? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. What is your philosophy of classroom discipline? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. How would your role as an administrator in a Christian school differ from your role in a non-Christian school? (i.e., use of alcohol, tobacco or drugs, premarital sex, abortion, homosexuality, origin of species, racism.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. How would you handle questions if you knew they were theologically controversial or if the student or the parent held a viewpoint different than your own?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. Briefly comment on the Lord's leading in your life toward Christian school teaching \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES:** These should be from persons best qualified and willing to give an objective appraisal of your fitness in the position you seek. Please include superintendents and principals with whom you have worked, or employees who supervised your student teaching. Do we have permission to contact these persons now? \_\_\_\_\_

**PROFESSIONAL REFERENCES (please provide 3...you must provide complete address or email address):**

Name/Occupation	Dates Known	Full Address and/or Email	Telephone #

**PERSONAL REFERENCES (please provide 3...you must provide complete address or email address):**

Name/Occupation	Dates Known	Full Address and/or Email	Telephone #

Are all of your credentials on file in any single placement office? \_\_\_\_\_

Where? \_\_\_\_\_

Under what name are they recorded? \_\_\_\_\_

Do you understand that this is an application for employment, and that no employment contract is being offered at this time? Yes \_\_\_ No \_\_\_

# **STATEMENT of FAITH for PLYMOUTH CHRISTIAN ACADEMY**

## **THE HOLY SCRIPTURES**

We believe that all Scripture is given by divine inspiration of God and that this divine inspiration extends equally and fully to both the Old and New Testaments (II Timothy 3:16). They are complete and are the supreme, final authority in faith and life (Mark 12:26, 36).

## **THE GODHEAD**

We believe that God, the Supreme, Eternal, and Unchangeable One has revealed Himself in Three Persons: the Father, the Son, the Holy Spirit and that these three are one God (John 10:30); having the same nature, attributes, perfections and commanding the same worship, confidence, and obedience (II Corinthians 13:14).

## **THE LORD JESUS CHRIST**

We believe in the deity of Jesus Christ (John 1:1, 2, 14; 10:30), that He was begotten of the Holy Spirit (Matthew 1:20), and born of the Virgin Mary (Matthew 1:21) and is very God and very man (Colossians 1:15). We believe that His death on the cross was substitutionary and representative (Romans 5:6-8), and sufficient payment for the guilt of all men (Romans 6:10, 14, 17, 18). We believe that He was raised from the dead in bodily form (Matthew 28:5-7) and ascended into heaven (Acts 1:9-11) where He lives to make intercession for us (Hebrews 7:22-25). We believe in the personal, bodily and pre-tribulation return of our Lord Jesus Christ for His Church (I Thessalonians 4:13-18; Revelation 3:10), and after the Tribulation, His return with the company of the redeemed to judge the nations (II Thessalonians 1:6-10) and establish a worldwide kingdom of righteousness and peace (premillennial, Revelation 11:15-19).

## **THE HOLY SPIRIT**

We believe in the divine personality of the Holy Spirit (John 14:16; 15:26) that He represents the Lord Jesus Christ in His absence (John 16:13, 14), and that His ministry consists of convicting the world concerning sin, righteousness, and judgment (John 16:8-11) and that He is the source and power of all acceptable worship and service (John 15:26, 27). We believe that He takes up His residence within the believer at the moment of salvation (I Corinthians 6:19), baptizes the believer into the Body of Christ (I Corinthians 12:13), teaches scriptural truth (John 14:26) and enables the believer to live a godly life (Galatians 5:22, 23).

## **CHURCH**

The Universal Church, which began at the day of Pentecost and will continue to the Rapture, is made up of born again believers. At the Rapture, Christ, who is the Head of His Church, will come to take away His Bride (I Thessalonians 4:16, 17). The Holy Spirit baptizes each believer at conversion into His Church, the Body of Christ (I Corinthians 12:13), and imparts to each believer a certain gift or gifts for His service (I Corinthians 12:11). The Universal Church is instructed to allow the Holy Spirit to produce His fruit both collectively and individually so that the unsaved will see the transformation of their lives as well as hear the claims of our Lord Jesus Christ presented as mankind's only hope of salvation.

## **ORDINANCES**

We believe that the Lord Jesus Christ has committed two ordinances to the local church: Baptism and the Lord's Table (Communion). We believe the obedient believer publicly identifies with the Lord's death, burial and resurrection (Romans 6:3-11) by immersion in the water in the name of the triune God (Matthew 28:19, 20). We believe that the Lord's Table was instituted by Christ (Matthew 26:26-29) for commemoration of His death. We believe that these two ordinances should be observed and administered until the return of our Lord Jesus Christ. (I Corinthians 11:23-26)

## **SALVATION**

We believe that our salvation is solely by the grace of God, through personal faith in our Lord Jesus Christ. It was not accomplished by anything we have done (Ephesians 2:8, 9). We believe that Jesus Christ paid the complete penalty for all the sins of mankind through the shedding of His blood on the cross of Calvary (I Peter 1:18-20; 2:24). We also believe that the salvation of all believers is sealed by the Holy Spirit (Ephesians 4:30), and is so secure that nothing can separate the believer from the love of God (Romans 8:35-39).

## **MAN**

We believe that man was created in the image of God by a direct act of creation (Genesis 1:26, 27); that he sinned (Genesis 3:6) and thereby incurred not only physical death, but also spiritual death, which is separation from God (Romans 6:23). As a consequence of this disobedience, all mankind is declared by God to be totally depraved, having inherited a sinful nature and having become sinners in thought, word and deed (Romans 3:10-23). We believe that there is the absolute necessity of the new birth for an individual's salvation (John 3:3, Galatians 3:22).

# **PRE-EMPLOYMENT ACKNOWLEDGMENT**

*(Please read carefully and sign below)*

1. I authorize PLYMOUTH CHRISTIAN ACADEMY (PCA) to request information from, and consult with, other companies, individuals or agencies concerning my employment, education, competence, character or qualifications and I authorize them to release such information as PCA requests, including my prior disciplinary record, without any obligation to give me written notice of such inquiry and disclosure. I also authorize PCA to release any information concerning my employment with PCA requested by any prospective or subsequent employers without any obligation to give me written notice of such disclosure. I RELEASE PCA AND ANY INSTITUTION, COMPANY, INDIVIDUAL OR AGENCY FROM ANY LIABILITY AS A RESULT OF THE ABOVE INQUIRIES AND DISCLOSURES.

2. I understand that this application is not an offer for a contract of employment for any definite period of time. I further understand and agree that if I am hired by PCA, I shall be bound by the rules, policies, regulations, terms and conditions of employment of PCA as they may be communicated to me from time to time by PCA and which may be changed or modified at the will of PCA, in its sole discretion, with or without explanation or notice to me. I FURTHER UNDERSTAND AND AGREE THAT PCA IS AN AT-WILL EMPLOYER, WHICH MEANS THAT MY EMPLOYMENT RELATIONSHIP WITH PCA IS FOR NO DEFINITE PERIOD AND MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE, WITH OR WITHOUT NOTICE, AT THE WILL OF EITHER PCA OR ME.

I understand that the direction and control of all work is the sole prerogative of PCA and includes, by way of illustration only, the right to hire, layoff, transfer, reassign, demote or discharge. No representative of PCA, other than the Headmaster or Superintendent, has the authority to enter into any agreement for employment for any specific period of time or make any agreement contrary to the foregoing. Further, any such agreement entered into by the Headmaster or Superintendent shall not be enforceable unless it is in writing and signed by the Headmaster or Superintendent and me.

3. I understand that according to federal law, all individuals must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status or, if aliens, their legal authorization to work in the U.S. I agree that any employment by PCA is contingent on my ability to obtain and maintain the required documentation within the time period required by applicable law.

4. I certify that all of the information in this Application and other information given by me in support of this Application for employment is true and complete. I understand that any misrepresentation, misleading statement or omission of any fact on either this Application or other information given by me in support of this Application is sufficient reason for my (1) not being offered employment or (2) being disciplined, up to and including discharge, at any time during my employment.

5. I understand and agree that if hired, and if during my employment I am in need of an accommodation as a result of a handicap or disability, I will promptly notify PCA, in writing, within 182 days after the need for accommodation is known or reasonably should have been known.

6. I believe that the Bible is the inspired Word of God. I agree that this strong belief in God's Word leads to the conviction that sexual immorality and homosexuality are sinful and that such behaviors are therefore unacceptable for all (parents, staff and students). (I Corinthians 6:18-20; I Thessalonians 4:3; I Corinthians 11:3, Romans 1:24-32).

7. I understand and agree that any claim that I might pursue upon termination of my employment must be brought within one (1) year of the date of my termination. I knowingly waive any limitations period which allows a longer time to bring a claim.

8. Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI, and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize PLYMOUTH CHRISTIAN ACADEMY to conduct a criminal records check.

9. If any term or condition hereof is determined to be unenforceable as written, then that provision shall be interpreted to allow its enforcement as far as legally possible.

***I have read the Pre-employment Acknowledgment and agree thereto. I have also read, and unequivocally agree with, the doctrinal statement of PCA.***

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Signature

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Date



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[www.plymouthchristian.org](http://www.plymouthchristian.org)

A Ministry of Calvary Baptist Church

**AUTHORIZATION FOR RELEASE OF INFORMATION ON  
UNPROFESSIONAL CONDUCT PURSUANT TO PUBLIC ACT 189 & 397  
OF THE PUBLIC ACTS OF 1996**

**AND**

**EMPLOYMENT HISTORY CHECK  
AUTHORIZATION AND RELEASE**

**Applicant's Name** \_\_\_\_\_

Other name records may be under \_\_\_\_\_

I authorize \_\_\_\_\_ to provide Plymouth Christian Academy (PCA) any information regarding my employment history and, in addition, to disclose any other information which is job related, including all items within my personnel file and, pursuant to Public Act 189 of 1996 being section 380,1230b of the Michigan Compiled Laws, authorize any current or former employer(s) to disclose any unprofessional conduct\* and provide copies of all documents in my personnel record maintained by my current or former employer(s) relating to any unprofessional conduct as defined by Public Act 189 of 1995 which reads:

\*Unprofessional conduct" means one or more acts of misconduct; one or more acts of immorality, moral turpitude, or inappropriate behavior involving a minor; or commission of a crime involving a minor. A criminal conviction is not an essential element of determining whether or not a particular act constitutes unprofessional conduct – MCL 380.123ob(8)(b)

I acknowledge PCA's right to investigate all references and secure additional information regarding my employment history, including any disciplinary action and/or the events surrounding termination of employment.

Pursuant to PA 189 of 1996, I waive my right of prior notice under the Bullard-Plawecki employee right to know act, Act No. 397 of the Public Acts of 1978, being section 423.506 of the Michigan Compiled Laws and I understand that Public Act 189 of 1996 releases the current or former employer, and employees acting on behalf of the current or former employer, from any liability for providing information on unprofessional conduct and further release PCA and its representative from all liability for seeking such information.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



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# Conviction Disclosure Form

[www.plymouthchristian.org](http://www.plymouthchristian.org)

A Ministry of Calvary Baptist Church

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
School/District Name (Please Print)

\_\_\_\_\_  
Position (Please Print)

Pursuant to Public Act 138 of 2005, I represent that (check all that apply):

- \_\_\_\_\_ 1. I have not been convicted of, or pled guilty or nolo contendere (no contest) or am the subject of finding of guilt by a judge or jury of any crime.
- \_\_\_\_\_ 2. This is my initial disclosure, I have been convicted of, or pled guilty or nolo contender (no contest) or am the subject of a finding of guilt by a judge or jury for the following crimes (attach a separate sheet of paper to explain the criminal offense, date, court, city/state, and circumstances surrounding the conviction):
- \_\_\_\_\_ Felony    \_\_\_\_\_ Misdemeanor
- \_\_\_\_\_ Felony    \_\_\_\_\_ Misdemeanor
- \_\_\_\_\_ Felony    \_\_\_\_\_ Misdemeanor
- \_\_\_\_\_ 3. This serves as disclosure of subsequent convictions for which I have been convicted of, or pled guilty or nolo contender (no contest) or am the subject of a finding of guilty by a judge or jury for the following crimes (attach a separate sheet of paper to explain the criminal offense, date, court, city/state, and circumstances surrounding the conviction), and I understand that failure to disclose any subsequent convictions is considered to be a crime:
- \_\_\_\_\_ Felony    \_\_\_\_\_ Misdemeanor
- \_\_\_\_\_ Felony    \_\_\_\_\_ Misdemeanor
- \_\_\_\_\_ Felony    \_\_\_\_\_ Misdemeanor

In signing this form, I understand and agree that:

1. If I have been convicted of a listed offense, my employment shall be terminated. I also understand that if I have been convicted of a felony, other than a listed offense, the superintendent, or chief administrator and the board or governing body must each approve, in writing, my employment or work assignment.
2. Until the criminal history report is received and reviewed by the employing school/district, I am regarded as a conditional employee and if the criminal history report is not the same as my representation(s) above, my employment contract is voided at the option of the school.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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### Declaration of No Unprofessional Conduct or Criminal History

Pursuant to 1993 Public Act 68 and 1996 Public Act 189, I, \_\_\_\_\_, represent that (check all that apply):

\_\_\_\_\_ 1. I have not been involved in "unprofessional conduct" during employment. (one or more acts of misconduct; one or more acts of immorality, moral turpitude, or inappropriate behavior involving a minor; or commission of a crime involving a minor. A criminal conviction is not an essential element of determining whether or not a particular act constitutes unprofessional conduct.)

\_\_\_\_\_ 2. I have not been convicted of, or pled guilty or *nolo contendere* (no contest) to any crimes.

\_\_\_\_\_ 3. I have been convicted of or pled guilty or *nolo contendere* (no contest) to the following crimes (use a separate sheet to explain nature of conviction, date, and court):

a. \_\_\_\_\_

\_\_\_\_\_

b. \_\_\_\_\_

\_\_\_\_\_

I understand and agree that pursuant to 1993 Public Act 68:

- (1) the Board of Education of the school district or governing body of the nonpublic school (the "School") must request a criminal history check on me from the Central Records Division of the Michigan Department of State Police;
- (2) until that report is received and reviewed by the School, I am regarded as a conditional employee; and
- (3) if the report received from the Department of State Police is not the same as my representation(s) above respecting either the absence of any conviction(s) or any crimes of which I have been convicted, my employment contract is voidable at the option of the School.

Signature \_\_\_\_\_

Date \_\_\_\_\_