

LOUDONVILLE CHRISTIAN SCHOOL  
374 LOUDON ROAD  
LOUDONVILLE, NY 12211

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ADVANCEMENT DIRECTOR APPLICATION

Your interest in **Loudonville Christian School** is appreciated. We invite you to fill out this application and return it to our school office. If an opening occurs for which it appears you may qualify, we will request that you have your placement file forwarded to our office. We will also contact your references. If we have continued interest in your candidacy, we will arrange for a personal interview.

We realize that the key to a successful Christian School is its staff. We are grateful for those who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models (Luke 6:40).

We look forward to receiving your application. Thank you for your interest in the ministry of Loudonville Christian School. It is our prayer that God will fulfill His perfect Will in your life.

**A. APPLICANT'S NAME AND ADDRESS**

Full name: \_\_\_\_\_  
Application date: \_\_\_/\_\_\_/\_\_\_      Date available: \_\_\_/\_\_\_/\_\_\_  
Present address: \_\_\_\_\_  
How long have you lived at the above address? \_\_\_\_\_  
Phone: Days (\_\_\_\_) \_\_\_\_\_      Evenings (\_\_\_\_) \_\_\_\_\_      Best time to call you? \_\_\_\_\_  
Email address: \_\_\_\_\_  
Permanent address if different than present address: \_\_\_\_\_

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**B. CHRISTIAN BACKGROUND**

Testimony      Briefly give your Christian testimony. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bible      Do you believe the Bible to be the ONLY inspired and infallible word of God, our final authority in all matters of faith, truth and conduct? Yes\_\_ No\_\_ Signature: \_\_\_\_\_

Statement      I fully support the Statement as written without mental reservations.  
Of Faith      Signature: \_\_\_\_\_  
I support this Statement except for the area (s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction. Signature: \_\_\_\_\_

Church Service

Denominational Preference? \_\_\_\_\_

What is your local church affiliation? \_\_\_\_\_

Are you a member in good standing? \_\_\_\_\_ Years? \_\_\_\_\_

In what church activities are you involved and with what degree regularly?

\_\_\_\_\_

\_\_\_\_\_

What other Christian service have you done in the past three years? \_\_\_\_\_

\_\_\_\_\_

What is your attitude toward working with those of other races and those of other denominational beliefs? \_\_\_\_\_

\_\_\_\_\_

Are you capable of teaching a Bible class? \_\_\_\_ If Yes, what would be your content preferences? \_\_\_\_\_

To what extent do you believe a Christian school teacher should become involved in Sunday and other weekday ministries of the sponsoring church or the church of which you are a member? \_\_\_\_\_

\_\_\_\_\_

Devotional Life

Describe your routine of personal Bible study and prayer. \_\_\_\_\_

\_\_\_\_\_

What books have you read recently that have helped you spiritually? \_\_\_\_\_

\_\_\_\_\_

**C. PROFESSIONAL QUALIFICATIONS**

**\*Please attach photocopies of all your college and graduate school transcripts for inclusion in your personnel file.**

Formal Training

What degrees do you hold?

Degree	Date Received	Issuing Institution
_____	_____	_____
_____	_____	_____
_____	_____	_____

Your Major(s) \_\_\_\_\_

Your Minor(s) \_\_\_\_\_

Cumulative grade point average BA \_\_\_\_\_ Graduate work \_\_\_\_\_

Total \_\_\_\_\_ units after the date of Bachelor's degree.

**D. PERSONAL PHILOSOPHY**

**Succinctly answer in one or two paragraphs each of the questions below.**

- Short            A. Why do you wish to be an Advancement Director at Loudonville Christian School?
- Essays           B. What are the main characteristics that distinguish a Christian school from a public school?
- C. What areas do you feel are your strengths for this position? Weaknesses?
- D. Please summarize any additional information that you would like to present regarding your candidacy for this position.

**F. EMPLOYMENT HISTORY** Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may provide an additional list following the same format.

Work Back-ground

1. Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

2. Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

3. Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Have you ever worked under a different name for any of the employers you have listed?  
If so, what was the name or names? \_\_\_\_\_  
Have you already signed a contract for next year with any other institution? Yes \_\_\_ No \_\_\_

**F. PERSONAL REFERENCES** You will need to sign the **Reference Release Form** that is attached and return it with this application. Do not list family members or relatives for references.

References            Give two references that are qualified to speak of your spiritual experience and Christian service. List your current pastor first.

Name	Complete Address	Phone	Position
1. _____	_____	_____	_____
2. _____	_____	_____	_____

Give two references who are qualified to speak of you professional training and experience. List your current or most recent principal or supervisor first.

Name	Complete Address	Phone	Position/School
1. _____	_____	_____	_____
2. _____	_____	_____	_____

**G. APPLICANT’S CERTIFICATION AND AGREEMENT**

I understand that **Loudonville Christian School** does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or significant omission of fact may prevent me from being hired, or if hired may subject me to dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand that I will be paid and receive benefits only through day of release.

I authorize **Loudonville Christian School** to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such investigation or disclosure.

In addition, I hereby release the **Loudonville Christian School**, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such an investigation or disclosure.

I waive the right to ever personally review any references given to **Loudonville Christian School**.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI, if requested, and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many set of fingerprints that are necessary for such an investigation. I authorize **Loudonville Christian School** to conduct criminal records check.

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.

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

**Declaration of Ethical and Moral Integrity**

As an applicant for employment or for a volunteer position at Loudonville Christian School, I (print name) \_\_\_\_\_ recognize, understand, and agree to live by the moral and ethical standards of the school. I further declare that with regard to my personal moral and ethical character and conduct as of this date, I am not, nor have been in the past engaged in inappropriate conduct toward minors, nor do I have inclinations toward such conduct. Inappropriate conduct includes the following: homosexuality, verbal, physical or sexual abuse as defined by Scripture and state law. I do declare that the above statement is factual and true. By affixing my signature, I declare that I meet the moral and ethical standard of Loudonville Christian School.

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Applicant's Signature

Date

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Administrator's signature after discussion with applicant

Date

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**LOUDONVILLE CHRISTIAN SCHOOL  
374 Loudon Road  
Loudonville, New York 12211**

**AUTHORIZATION TO RELEASE REFERENCE INFORMATION**

I have made application for a position as an Advancement Director with **Loudonville Christian School**. I have authorized the school to thoroughly investigate references, work records, evaluations, education, and other matters, related to my suitability for employment.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure.

In addition, I hereby release the **Loudonville Christian School**, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

I waive the right to ever personally view any references given to **Loudonville Christian School**.

I certify that I have carefully read and do understand the above statements.

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Applicant's Name (Print)

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Applicant's Signature

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Applicant's Social Security Number

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Date

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### STATEMENT OF FAITH

- A. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- B. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- C. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, and in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- D. We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely necessary.
- E. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
- F. We believe in the resurrection of both the saved and the lost: they that are saved to unto the resurrection of life, and they that are lost unto the resurrection of damnation.
- G. We believe in the spiritual unity of believers in our Lord Jesus Christ