

GREENVILLE CLASSICAL ACADEMY 2519 Woodruff Road Simpsonville, SC 29681 864-329-9884 board@greenvilleclassical.com www.GreenvilleClassical.com

FOR OFFICE USE ONLY: Date Application Received: _____ Action Taken: _____ _____ _____ _____ _____ _____

ADMINISTRATOR APPLICATION

Thank you for your interest in an administration position at Greenville Classical Academy. Please complete this form and forward along with your resume to the address above.

PERSONAL INFORMATION

Name _____
First Middle Last

Street Address: _____ E-mail: _____

City: _____ State: _____ Zip: _____

Phone Numbers Home: _____ Work: _____ Mobile: _____

Are you a U.S. citizen? Yes No If not, do you have authorization to work in the U.S.? Yes No

Date available to begin employment: _____

Why are you considering a change of employment? _____

What are your current salary requirements? _____

ABILITY TO PERFORM ESSENTIAL JOB FUNCTIONS

Is there any reason why you might be unable to perform the duties and responsibilities for which you are applying? Yes No If yes, please explain: _____

If you answered yes to the above, is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position?

LEGAL QUALIFICATIONS

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer, or, if you offered a resignation, your previous employer? Yes No

Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position? Yes No

Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of sexual harassment or contact with another person, of mishandling funds, or of criminal conduct? Yes No

Have you ever been convicted of any offense involving improprieties regarding children? Yes No

Have you ever been convicted of any crime involving moral turpitude (e.g. lying, cheating, stealing) or any crime involving physical violence? Yes No

Have you ever entered a court plea of guilty, a court plea of "no contest" ("nolo contendere"), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on a probationary, public service or educational program for any crime other than a minor traffic offense? Yes No

If you answered "yes" to any of the above questions, please attach a separate sheet indicating the nature of the suit, offense, date, court, disposition or other appropriate explanations.

CHRISTIAN BACKGROUND AND VIEWS

Are you in complete agreement with the Greenville Classical Academy’s Statement of Faith? Yes No

If not please explain. (Attach additional sheet if necessary) _____

Name and Address of your Church _____

Are you a member? Yes No Do you regularly attend services? Yes No

Areas of service at your church: _____

EDUCATIONAL BACKGROUND

Academic Preparation: (Official copies of transcripts are required prior to starting employment and must be sent directly by the college/university.)

High School _____

Name of High School	City, State	Date of Diploma
---------------------	-------------	-----------------

Undergraduate School

Name of Undergraduate School	City, State	Dates Attended	Major	Minor	Degree
------------------------------	-------------	----------------	-------	-------	--------

Graduate School

Name of Graduate School	City, State	Dates Attended	Major	Minor	Degree
-------------------------	-------------	----------------	-------	-------	--------

Please list other academic training relevant to administration: _____

Please list any non-academic training relevant to administration: _____

WORK EXPERIENCE

Administrative Experience: (Use additional paper if necessary)

Name of School _____ Address _____
 Phone _____ Position Held _____ Dates _____ Peak Salary _____
 Reason for Leaving _____

Name of School _____ Address _____
 Phone _____ Position Held _____ Dates _____ Peak Salary _____
 Reason for Leaving _____

Name of School _____ Address _____
 Phone _____ Position Held _____ Dates _____ Peak Salary _____
 Reason for Leaving _____

Teaching Experience: (Use additional paper if necessary)

School	City, State	Phone Number	Grade(s) and/or Subject	Dates Employed

Other Work Experience: (Use additional paper if necessary)

Employer	E-mail Address	Phone Number	Position Held	Dates

REFERENCES

Personal References (Please include your current pastor. No relatives please.)

Name	E-mail Address	Phone Number	Occupation	Relationship
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

Business/Professional References (If possible, include at least one academic reference)

Name	E-mail Address	Phone Number	Occupation	Relationship
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

DECLARATION OF MORAL INTEGRITY

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

I declare that during the past two years, I have not engaged in, at the current time I am not engaging in, and promise that I will not during the term of my employment engage in inappropriate sexual conduct, inappropriate conduct outside of marriage (e.g., premarital sex, cohabitation, extramarital sex, homosexual or lesbian sexual activity), sexual harassment, use or using of pornographic material or websites, or sexual abuse or improprieties toward minors as defined by Scripture or federal or state law. I declare that the above statement is factual and true. My signature indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of this Christian school.

Applicant’s Signature _____ Date: _____

Acknowledged by GCA: _____ Date: _____

*Luke 6:40

WRITTEN RESPONSES

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

1. Describe what it means to be a Christian and substantiate your faith in Jesus Christ.
2. Express your philosophy of Christian education.
3. Express what elements make a school *classical*.
4. Express why you wish to administrate and/or teach at Greenville Classical Academy.
5. What are your career goals? What do you think God's calling is for you (as best you can tell at this point) for the next 5 - 10 years? Ultimately (10+ years from now)?
6. How would you describe an ideal Board of Directors? What normal problems or challenges would you like to see this ideal Board avoid?

PLEASE READ CAREFULLY

Please read the completed application over carefully before signing below.

The answers to the above questions are true and complete. I understand that any inaccurate or misleading information may cause Greenville Classical Academy (GCA) to reject my application, or if I am hired, may lead to discipline, up to and including immediate termination, in the sole discretion of GCA.

I grant GCA permission to contact the references I have listed on this form. I also consent to GCA conducting any background criminal and motor vehicle checks. I agree not to hold GCA liable for any information received or omitted as a result of these contacts or checks or for any actions taken by GCA (which it may make in its sole discretion) as a result of receiving such information.

I understand that any offer of employment with GCA is contingent upon my passing any required physical examinations, including drug testing.

I understand that nothing contained in this application or in the interview process is intended to create an employment contract between me and GCA. I understand and agree that GCA is an at-will employer. This means that if I am hired, I will be employed-at-will, and I will have the right to leave GCA at any time for any reason or no reason with or without notice and GCA has the same right. Any agreement to change the at-will status of my employment can be made only by written agreement titled "Employment Contract" and personally signed by me and the Chairman of the Board of GCA. I understand that no other employee, manager, or other agent of GCA has any authority to alter the at-will status of my employment or enter into any agreement concerning the terms or duration of my employment.

I certify that I have read and understand what is written above and below. I understand that if I have questions, I should contact the Board of GCA.

Signature _____ Date _____

Greenville Classical Academy does not discriminate in hiring or employment on the basis of race, color, sex, national origin, age, or veteran status, unless a bona fide occupational qualification applies.

DISCLOSURE TO EMPLOYMENT APPLICANT REGARDING PROCUREMENT OF A CONSUMER REPORT

In connection with your application for employment or continued employment with Greenville Classical Academy, we may procure a consumer report on you as part of the process of considering your candidacy as an employee. The Fair Credit Reporting Act gives specific rights in dealing with the consumer reporting agencies. To the extent required by law, in the event that information from the report is utilized in whole or in part in making an adverse decision with regard to your potential employment, we will provide you with a copy of the consumer report.

You hereby authorize a consumer reporting agency or any agent on its behalf, to conduct an investigation of your character, general reputation, and creditworthiness.

You understand that this information will be verified, for which purpose you authorize and request any and all of your former employers, business associates, landlords, national credit bureaus, schools, and any other parties to furnish to this consumer reporting agency or any other agent acting on its behalf, any information they have concerning your driving record, creditworthiness, character and general reputation.

Moreover, you hereby release each such employer, school, credit bureau and each such other person from any liability whatsoever resulting from the furnishing of such information to the consumer reporting agency or any agent on its behalf.

By your signature below, you hereby authorize us to obtain a consumer report and/or an investigative consumer report about you in order to consider you for employment.

Name (print) _____
Street Address _____
City/ State/ Zip _____
Social Security No. _____
Date of Birth _____
Drivers License No. _____
Signature _____
Date _____