



## Administrator Application

Position Sought (Principal/Vice Principal): \_\_\_\_\_ Date: \_\_\_\_\_

### General Information

Full Name (Last- Maiden if applicable, Middle, First): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

Permanent Address (If different from current address): \_\_\_\_\_

E-mail: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Male/ Female: \_\_\_\_\_ SSN: \_\_\_\_\_

Place of Birth: \_\_\_\_\_ Citizenship: \_\_\_\_\_

Marital Status: (Married, Single, Widowed, Divorced): \_\_\_\_\_ Name of Spouse: \_\_\_\_\_

Names/ Ages of Children (If applicable): \_\_\_\_\_

### Church Ministry Information

Present Church Membership (Name and Denomination): \_\_\_\_\_

Current Responsibilities at the Church: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Previous experience in church or children's ministries other than Christian day school (ministry/length of service):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Administrator Application

### Spiritual and Philosophical Information

How do you know that you are a Christian? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain your baptism (type, name and denomination of baptizing church): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain your philosophy of Christian ministry: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain your philosophy of Christian education? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Define discipline and explain the school's role in teaching and exercising discipline: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why do you want to be an Administrator at Grace Christian School? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Administrator Application

### Background Information

Have you ever been convicted of, or plead guilty of a crime? (if yes, explain)\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever been accused of child abuse? (if yes, explain)\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you had a criminal background check done? (if yes, in what state)\_\_\_\_\_

All new hires will be required to undergo a criminal background check.

### Education and Professional Experience

List Professional Education (please list all undergraduate and graduate work): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Please have the above educational institutions send complete and sealed transcripts to our offices)

Teacher or Administrator Certification (certification and issuing agency):\_\_\_\_\_

Professional organizations that you are a member of:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Teaching or administration experience (list most recent first):\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List reasons for leaving your current or most recent teaching or administration position:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



(301) 262.0158  
7210 Race Track Road  
Bowie, MD 20715  
gcsbowie.org

## Administrator Application

### References

Present Pastor/ Church: \_\_\_\_\_

Pastor's Address & Phone Number: \_\_\_\_\_

Last Administrator or School Board Head: \_\_\_\_\_

Administrator/School Board Head's Address & Phone Number: \_\_\_\_\_

Is this administrator aware that you are seeking a new ministry? (Y/N)

### Applicant's Statement

I verify that the information in this application is true and complete to the best of my knowledge. I authorize any references or churches listed in this application to submit to Grace Christian School any and all information that they may have regarding my character and fitness for working with children and regarding my personal and employment history or other related matters as may be necessary in arriving at any employment decision.

I agree with this statement: Y / N

### Church Membership

Administrators must be or are willing to become a member of Grace Baptist Church. I agree to comply with this requirement of employment: Yes / No

### Application Checklist

\_\_\_\_ Cover letter stating position sought

\_\_\_\_ Completed teaching application

\_\_\_\_ Updated resume

\_\_\_\_ Completed screening form

\_\_\_\_ Transcripts from all educational institutions mailed to 7210 Race Track Road Bowie, MD 20715

All application materials can be delivered in person, emailed to office@gcsbowie.org, attn: GCS School Committee, or mailed to 7210 Race Track Road Bowie, MD 20715 addressed to the GCS School Committee.

I have completed every portion of this application to the best of my ability,

Signature: \_\_\_\_\_ Date: \_\_\_\_\_