

THE KING'S ACADEMY

1015 S. Ebenezer Road Florence, SC 29501



Phone (843) 661-7464 Fax (843) 661-7647

Head of School or Principal Employment Application

Please print the following information. All answers should be as complete as possible. Responses will be held in confidence with the TKA Board of Trustee Search Committee, TKA Board of Trustees and Trinity Presbyterian Session. All applications will remain on file for a minimum of two (2) years from date of application.

A. Personal Information:

Name Phone Fax E-mail Address

Date of Birth Social Security Number

Mailing Address

City State Zip

B. Employment History. Please list last three (3) employers:

1. _____
Current (or most recent) Employer Position

Address Dates of Employment

Reason Left (if applicable)

2. _____
Employer Position

Address Dates of Employment

Reason Left

3. _____
Employer Dates of Employment

Address Position

Reason Left

How many years of administrative experience do you have? _____

C. Health Information: (Attach additional pages as needed)

1. Can you perform the essential functions of the job with or without reasonable accommodations? (Please specify) _____

D. Academic Information: (Attach additional pages as needed)

1. Please list all post-secondary institutions attended:

Institution	Date(s) Attended	Major	GPA	Degree Earned
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2. Describe any special courses/training received in Christian Education. _____

3. Current Special Certificates/Licenses held. _____

4. Describe any special honors received, articles or books published, offices held, etc. _____

5. Describe any other courses or training completed, including date completed and providing organization, which would relate to the administrator's position. _____

6. Give name of all schools, grade(s) taught, subjects and dates. _____

7. Please describe all past experience in Christian schools _____

8. Give any additional educational experience you have had in administration. _____

Academic Information, continued

TKA REQUIRES THAT A COLLEGE TRANSCRIPT BE ON FILE FOR ALL EMPLOYEES

9. Do you hold a current teaching certificate? Yes No Expiration Date _____

State and Number of Certificate Concentration Area/Endorsements

10. If you do not currently hold a degree in administration, are you interested in taking additional college courses or pursuing an advanced degree in administration? Yes No N/A

11. Are you interested in this degree being from a Christian university? Yes No N/A

12. Please share your educational philosophy _____

E. Spiritual Information: (Attach additional pages as needed)

1. _____
Name of church currently attending Denomination Pastor's Name

Address Phone Number

2. Number of years attending _____ Attend: Weekly Often Rarely

3. Have you accepted Jesus Christ as your personal Lord and Savior? Yes No Date _____

4. What is God saying to you and doing in your life at the present time? _____

5. Describe any type of Christian service in which you have been involved _____

6. What does the statement "Being led by the Spirit" mean to you? _____

7. What does the Great Commission personally mean to you as a teacher? _____

8. Please share your Statement of Faith _____

9. Give evidences of your gift of administration. _____

F. Christian School Information (Attach additional pages as needed)

1. What do you consider to be the distinctive characteristics of the Christian school?

2. How do these characteristics differ from public or non-Christian schools? _____

3. What characteristics of Christ should be found in a Christian educator? _____

4. Please comment on the Lord's leading in your life toward working in a Christian school _____

5. Please share your definition of a worldview educational perspective. _____

G. Administrative Duty Information: (Please retype these questions on a separate sheet of paper and answer them to submit with this application).

1. Share some of your ideas for maintaining academic excellence and taking it to a new level of Excellence.

2. Describe any experiences you have had in selecting / evaluating curriculum and the role of curriculum in an excellent Christian education.

3. Describe the role fine arts should play in a Christian education.

4. Describe the role athletics should play in a Christian education.

5. Describe your philosophy of discipline in a Christian school environment.

6. Describe your experiences in dealing with budgets and finances.

7. Describe your experiences in the areas of hiring and firing.

H. Other Information.

1. Have you ever been charged or arrested for a misdemeanor or felony? Yes No

If yes, please explain. _____

I. References.

Please list three (3) **personal references**

1. Name _____
 Occupation _____
 Address _____
 Phone _____

2. Name _____
 Occupation _____
 Address _____
 Phone _____

3. Name _____
 Occupation _____
 Address _____
 Phone _____

Please list three (3) **professional references.**

1. Name _____
 Occupation _____
 Address _____
 Phone _____

2. Name _____
 Occupation _____
 Address _____
 Phone _____

3. Name _____
 Occupation _____
 Address _____
 Phone _____

The King’s Academy selects qualified persons for employment without regard to race, sex, or national origin, but does, however, reserve the right to use established selection criteria in support of its goals and objectives. All information submitted will be held in confidence.

I have read the Statement of Faith and Mission Statement of The King’s Academy and am in agreement with its doctrine and principles. Furthermore, I hereby state that all information on this application and presented by me in the application process is true and correct.

Signature of Applicant

Date

FOR OFFICE USE ONLY

<u>Item</u>	<u>Date Accomplished</u>
Application	_____
Background Check	_____
Transcripts	_____
Personal References	_____
Professional References	_____
Certification	_____
Interview (1)	_____
Interview (2)	_____
Letter of Employment/Non-Employment	_____
Letter of Intent	_____
Contract Signed	_____
Payroll Information	_____

COMMENTS: