



# Crescent City Christian School

4828 Utica Street  
Metairie, LA 70006  
Phone: (504) 885-4700  
Fax: (504) 885-4703  
www.ccchristian.net

## Application for Employment

Our school exists to provide a distinctive, biblically based education in a nurturing environment through which students are instilled with godly character, inspired to excel, and prepared for a life of enduring commitment to Christ. Your interest in being a part of such a ministry at Crescent City 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 you may qualify, we will notify and ask you to send your placement file 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 seeking applicants 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 our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

Position applied for \_\_\_\_\_

Application date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Date available \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### A. Applicant's Name and Address

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle initial \_\_\_\_

Application date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Date available \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Current address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Days (\_\_\_\_) \_\_\_\_\_ Evenings (\_\_\_\_) \_\_\_\_\_

Cell phone (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Best time to call? \_\_\_\_\_ Length of time at this address? \_\_\_\_\_

Permanent address and phone number if different from current address \_\_\_\_\_

Please list any additional addresses where you have resided at any time during the past five years: \_\_\_\_\_

### **B. Position Desired**

Please indicate your 1st and 2nd administrative choices in the check boxes below:

- Early Education Director
- Elementary Principal
- Middle School Principal
- Secondary Principal
- K-12 Administrator
- Superintendent

How did you learn about the position for which you are applying? \_\_\_\_\_

Can you submit verification of your legal right to work in the United States?  Yes  No

What are your long-term professional and educational goals? \_\_\_\_\_

### **C. Christian Background**

**On a separate paper in your own handwriting, briefly give your Christian testimony.**

Please carefully read our statement of faith and indicate your degree of support.

- I fully support the statement as written, without mental reservations.
- I support the statement except for any areas listed and explained on a separate paper. These areas represent either disagreements or items for which I have not yet formed an opinion or a conviction.

Do you have any additional doctrines or convictions not a part of the statement of faith that we should be aware of?  Yes  No If yes, please write out on a separate page.

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

What is your denominational preference? \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

In what church activities are you involved and with what degree of regularity? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What other Christian service have you done since becoming a Christian? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To what extent do you believe you should become involved in the ministries of the sponsoring church or the church you are attending? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List any books or articles that you have read recently that have helped you to grow spiritually:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**D. Professional Qualifications**

**Please attach photocopies of all your postsecondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.**

What degree, or degrees, do you hold?

<b>Degree</b>	<b>Issuing institution</b>

What were your majors?

\_\_\_\_\_

Your minors?

\_\_\_\_\_

Cumulative grade point average: bachelor's degree \_\_\_\_\_ graduate work \_\_\_\_\_

Total  semester units or  quarter units *after* date of bachelor's degree

Are you still in school?  Yes  No If yes, where? \_\_\_\_\_

How many courses are you currently taking? \_\_\_\_\_ Number of credits? \_\_\_\_\_

What is the course of study? \_\_\_\_\_

Do you speak any foreign languages?  Yes  No If yes, which language? \_\_\_\_\_

Can you read it? \_\_\_\_\_ Write it? \_\_\_\_\_

Sequentially list your administrative/teaching experience with most recent first:

<b>School name</b>	<b>Position</b>	<b>Dates</b>

To what degree are you familiar with various Christian or secular textbook series? \_\_\_\_\_

Please list any textbook series preferences you have: \_\_\_\_\_

Are you capable of teaching a Bible class?  Yes  No If yes, what would be your subject preferences?

Please list activities or sports that you would be capable and willing to direct, sponsor, or coach (indicate grade or ability levels): \_\_\_\_\_

List any other educational advantages that you have had, including opportunities for travel:

List any books or articles that you have read recently that have helped you grow professionally:

Do you have an ACSI teacher's or administrator's certificate?

What level? \_\_\_\_\_

Remains valid how many years? \_\_\_\_\_

**Please attach photocopies of any certificates held.**

Do you have a state teacher's or administrator's certificate?  Yes  No what state?

What kind? \_\_\_\_\_

Remains valid how many years? \_\_\_\_\_

**Please attach photocopies of any certificates held.**

Endorsements	List semester hours in endorsement areas

If you do not hold a certificate, what requirements do you lack? \_\_\_\_\_

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Have you had any Christian philosophy of education courses?

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If so, where and when? \_\_\_\_\_

If not, would you be willing to take such a course by correspondence or otherwise?

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**Attach a typed copy of your personal Christian philosophy of education and administration, and how you would implement it in our school.**

Have you had other courses that provide specific administrative training for Christian schools?

Give details: \_\_\_\_\_

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List any professional conferences or seminars that you have led or participated in recently:

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Have you served on a school accreditation team?  Yes  No If yes, please indicate when, where, and for which accreditation organization: \_\_\_\_\_

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Describe how previous board evaluations have been helpful to you:

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### **E. Personal Philosophy**

On a separate paper, please type your viewpoints on the following questions, providing a one-to two-paragraph answer for each question.

1. Why do you wish to be an administrator in our Christian school?
2. What are the main characteristics that distinguish a Christian school from a public school?
3. What do you consider to be the proper school atmosphere for learning?
4. How would you describe your leadership style?
5. What personal areas do you feel are your strengths? What areas are you working to improve?
6. What do you believe about the origin of the universe?
7. 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 backward for the past *ten years*.  
If necessary, use a separate paper and follow the same format for additional positions.

1. Position \_\_\_\_\_ Dates of employment \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

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Supervisor's name and phone number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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2. Position \_\_\_\_\_ Dates of employment \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

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Supervisor's name and phone number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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3. Position \_\_\_\_\_ Dates of employment \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

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Supervisor's name and phone number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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4. Position \_\_\_\_\_ Dates of employment \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

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Supervisor's name and phone number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Please account for all periods of unemployment if there are time gaps in the list of employers above. Where were you and what were you doing if you weren't employed?

From month/year to month/year	State what you were doing	Names and phone numbers of persons other than relatives who can confirm your unemployment
/ to /		
/ to /		
/ to /		

Have you ever worked under a different name for any of the employers you have listed (e.g., maiden name)? If so, what name, or names, did you use? \_\_\_\_\_

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Have you served in the military?  Yes  No If yes, what type of training or education did you receive?

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Are you holding or have you already signed a contract for next year with any other educational institution?  Yes  No

### G. Personal References

Do not list family members or relatives for references. You will also need to sign the attached Authorization to Release Reference Information form and return it with this application.

Give three references who are qualified to speak about your spiritual experience and Christian service. List your current pastor *first*.



Name and complete address	Phone	Position

Give three references who are qualified to speak about your professional training and experience. List your current or most recent principal or supervisor *first*.

Name and complete address	Phone	Position

**H. Applicant's Certification and Agreement**

I understand that Crescent City 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 I have not knowingly withheld any information that might adversely affect my chances for employment, and that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize Crescent City Christian School to thoroughly interview the primary references that I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize my former employers and any other references 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 school, my former employers, all other 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 the school.

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 the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditional until the school has received the background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

I understand that this application for employment is valid for no more than 120 days. After that, I must resubmit an application in order to be considered for positions at this school.

I understand that this is only an application for employment and that no employment or employment contract is being offered at this time.

I understand that failure to complete any portion of this application or to sign this application will result in rejection of my application.

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

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Applicant signature

Date

## Declaration of Moral Integrity

Our school expects all of its employees and its volunteers 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, or as a volunteer at this school, I, (print name) \_\_\_\_\_, recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that as a follower of Christ, I am not engaging in and commit to not engage in inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual activity, sexual harassment, use of (including the viewing of) pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of this Christian school.

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Applicant signature

Date

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Administrator signature, *after* discussion with applicant

Date

“Honor marriage, and guard the sacredness of sexual intimacy between wife and husband. God draws a firm line against casual and illicit sex.” (Hebrews 13:4, *The Message*)

“A pupil is not superior to his teacher, but everyone [when he is] completely trained (readjusted, restored, set to rights, and perfected) will be like his teacher.” (Luke 6:40, AMP)

# CRESCENT CITY CHRISTIAN SCHOOL

## STATEMENT OF FAITH

### 1. We Stand on the Lordship of Jesus Christ

- We believe that Jesus is the Eternal Son of God and both the Savior and Lord of all who believe and trust Him (Acts 2:36)
- By virtue of His life, death, and resurrection, He is the master and ruler of Life (Philippians 2:5-11). The right to rule our lives now belongs to Him (Matthew 28:18).
- Jesus is both Savior and Lord (Acts 2:36).

### 2. We Stand on the Total Depravity of Natural Man

- Sin entered into the human race by Adam and Eve's choosing to eat of the forbidden tree in disobedience to God's explicit instructions. Sin has dominated mankind since that rebellious choice by Adam and Eve. (Gen. 3:17-21; Romans 3:10-18, 23; 5:12; 7:18; 8:8; Gal 5:19).

### 3. We Stand on the Free Gift of Salvation

- We are saved by faith in Jesus who died as the substitute for our sins (Hebrews 9:12). We are saved by grace (the unmerited and unearned favor of God through faith) and not by our own good works (Eph. 2:8,9).
- The simple conditions of salvation revealed in the New Testament are as follows: (1) conviction of Sin (John 16:8), (2) repentance from sin, a change of attitude that leads to a change in action (Acts 3:19; Matthew 19: 28-31), (3) faith in Jesus Christ, and (4) confession of that faith (Romans 10:9,10).
- Salvation is a gift of God to all who commit themselves to Jesus Christ as Lord and Savior.

### 4. We Stand on the Bible as the Word of God

- The Bible is verbally inspired, which means that God revealed Himself and His message to His messengers (Heb. 1:1).
- The Bible is eternal, which means that its message is never out-of-date. (1 Peter 1:23-25)
- The Bible is sufficient, which means it contains all the redemptive truth that we need. Other books may be helpful, but no other is necessary. It is completely adequate to teach us what to believe and how to live (2 Timothy 3:16, 17).

## **5. We Stand on the Trinity of God**

- God is three persons in one Being. The Trinity is His tri-personal existence in one Godhead as God the Father, God the Son, and God the Holy Spirit, (Gen. 1:1,2,26,27; Luke 3:21,22; 1 John 5:7; Matthew 3:16,17; 28:19; Hebrews 1:10).

## **6. We Stand on the Person and Work of the Holy Spirit**

- It is most important to realize that the Holy Spirit is fully God. The deity of the Holy Spirit is affirmed in the Scriptures. He convicts of sin (John 16:7-11). He performs the new birth (2 Cor. 5:17; John 3:3-7). He teaches the truth (John 14:26). He indwells believers from the moment of their salvation (Acts 2:38; 1 Cor. 3:16). He seals (holds secure) believers until the day of their redemption (Eph. 4:30). He provides power (Acts 1:8). He can be grieved (Eph. 4:30). He can be quenched (1 Thess. 5:19). Christ commands us to be filled with the Holy Spirit (Eph. 5:18). The Holy Spirit displays God's power through each of us as a means of equipping the entire church (1 Cor. 12).

## **7. We stand on the Second Coming of Jesus Christ**

- Jesus promised His return in John 14:3. In Acts 1:10, He went up to heaven. We are told, in verse 11, He will come again in like manner. He is our blessed hope, and we await His glorious appearance (Titus 2:13).

## **8. The first church ordinance is the baptism of believers.**

- Baptism symbolizes the death, burial, and the resurrection of Christ (Rom. 6:3,4). At the same time, it symbolizes the believer's death to sin, burial of the old life, and the resurrection to a new life in Christ. When a person has come to faith in Christ, he should then be baptized (Acts 2:41, 42; 8:35,39).
- We believe that baptism is for believers only. It is reserved for those who have first trusted Christ as their Savior.
- We believe baptism is to be by immersion. The word "immerse" means to put under water. The word baptize means "to immerse." This was the form of baptism used in the early New Testament church.

## **9. We Stand on the Ordinance of the Lord's Supper**

- The Lord's Supper is the second church ordinance (Matthew 26:26-29; Mark 14:22-25; Luke 22:17,20; 1 Cor. 11:23-26). We believe that it also is symbolic. The elements merely symbolize the body and blood of Jesus

- Jesus said that as often as we take the Lord's Supper we proclaim to the world how He died until He comes again (1 Cor. 11:26). Both the bread and the cup are to be taken to remember His death (1 Cor. 11: 24-25). So both baptism and the Lord's Supper look back to what Jesus has done to make us right with God and look forward to His second coming.

### **10. We Stand on the Fellowship of the Church**

- The church is divine in its origin. It was founded by Christ himself (Matthew 16:18) and belongs to God (1 Timothy 3:15). Christ is its head and leader (Eph. 5:23).
- Church attendance is vital to every Christian. Those who neglect it do so in violation of the clear command of God and to their own spiritual detriment (Hebrews 10:25).

### **11. We Stand on the Stewardship of Life**

- We believe that God is the source of all blessings, both spiritual and physical. All that we are and all that we have are due Him. We are merely trustees of our possessions. We should contribute of ourselves and our money cheerfully, regularly, and systematically to spread the good news of Christ around the world (1 Cor. 16:1,2; 1 Cor. 9: 6-10; Acts 20:35).

### **12. We Stand on the Necessity of Christian Living**

- Christians should live their lives in loving obedience to Christ (John 14:15).
- The believer's life should be characterized by such virtues as love, joy, peace, long-suffering, gentleness, faith, meekness and self control (Gal. 5:22). Believers should work to provide for the poor, the orphans, the needy, the aged, the sick and the helpless (James 1:27; Matthew 25:34-40). They should bring the principles of Christ to bear on government, industry, the home and all of society as they have opportunity to do so (Matthew 23:23; 1 Cor. 7:23, 24).

### **13. We Stand on the Security of the Believer**

- We don't earn our salvation by being good, nor do we lose it by being bad. Our salvation depends on God's love, power and forgiveness from start to finish. He keeps us secure (Phil. 1:6).

### **14. We Stand on the Reality of Satan**

- The Bible tells us of his origin (Ex. 28:11-19), his work (1 Peter 5:8), his present and eternal abodes (Job 1:6-12; Revelation 20: 9,10), his fall (Is. 14: 12-15), and most importantly, his defeat at the cross (John 12:31). Satan is called the god of this world (2 Cor. 4:3,4; 1 John 2:15-17), the father of lies (John 8:44) and the tempter (Matthew 4:1-11). Satan is powerful, but saved people have the power of Jesus in them to resist and refuse what the devil offers.

## **15. We Stand on the Reality of Heaven and Hell**

- God created both Heaven and hell (John 14: 1-6; Psalms 9:17). Heaven is an eternal place (Is. 65:15) for saints (Col. 3: 1-4). Hell is an eternal place (Matthew 25:41) for sinners (Acts 1:25). God has given to each person the choice of where their spirit will spend eternity (Luke 16: 19-31).

### **Statement of Unity**

- Scripture indicates that believers need to have and show a strong loyalty to the body of believers that is the church. The school, as one part of the body of believers, needs that same loyalty. All teachers shall agree to uphold the purposes and objectives of Crescent City Christian School and Celebration Church as stated in the Employment Agreement, the Statement of Faith, and this document. Should a teacher find he or she is no longer in harmony with the stated purposes and objectives; it is his or her Christian duty to notify the administration and submit a resignation.

### **Christian Lifestyle Statement**

- Crescent City Christian School is a religious, nonprofit organization representing Jesus Christ throughout the local community. Crescent City Christian School requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9–10, 1 Tim. 4:12, Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

The Crescent City Christian School Statement of Faith expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity and homosexual behavior or any other violation of the unique roles of male and female (Rom. 1:21–27, 1 Cor. 6:9–20). Crescent City Christian School believes that biblical marriage is limited to a covenant relationship between a man and a woman.

Crescent City Christian School employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of Crescent City Christian School that each employee will have a lifestyle in which “He may have the preeminence” (Col. 1:18, NKJV).