

**GREENVILLE CLASSICAL ACADEMY
ADMINISTRATOR APPLICATION**

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
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Undergraduate School

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

Name of Graduate School	City, State	Dates Attended	Major	Degree
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Please list other academic training relevant to administration: _____

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

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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 _____

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	Address	Phone Number	Position Held	Dates
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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REFERENCES

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

Name	Address	Phone Number	Occupation	Relationship
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

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

Name	Address	Phone Number	Occupation	Relationship
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

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 _____