



**Scottsdale Christian Academy**  
14400 North Tatum Blvd., Phoenix, AZ 85032  
Phone (602) 992-5100/Fax (480) 355-3110

**ADMINISTRATOR  
APPLICATION FOR EMPLOYMENT**

---



**Administrator Application Packet**



# Scottsdale Christian Academy

14400 North Tatum Blvd., Phoenix, AZ 85032

Phone (602) 992-5100/Fax (480) 355-3110

## ADMINISTRATOR APPLICATION FOR EMPLOYMENT

### CHECKLIST

We appreciate your interest in Scottsdale Christian Academy and look forward to the possibility of serving our mission together. This checklist will help streamline your application process. Using this checklist, please ensure all items have been completed for a complete application to be considered. If you have any questions please contact [HR@SCAmail.org](mailto:HR@SCAmail.org).

**1. Complete application forms consist of all the following items before consideration for an interview may take place:**

- Complete application packet (Pages 1-9)

In addition to the packet please include the following:

- Current Resume
- Official Transcripts from all Postsecondary Institutions
- Answers to Essay Questions (see page 4 for questions)
- Copy of Arizona Fingerprint Clearance Card (front and back)
- Copy of Certifications such as ACSI or other states

**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Submit complete application including all items above to [HR@SCAmail.org](mailto:HR@SCAmail.org) or via fax at 480-355-3110

**2. Interview:**

After reviewing the completed file, if a position is open and qualifications are met, the appropriate office will contact you to schedule an interview and request any further information necessary. Teacher applicants are also requested to teach a sample class on campus.

**3. Following the interview:**

You will be notified in writing of the decision regarding the status of your employment.

If employment is offered, then a drug screen & background check must be completed prior to completion of hiring process.



# Scottsdale Christian Academy

14400 North Tatum Blvd., Phoenix, AZ 85032

Phone (602) 992-5100/Fax (480) 355-3110

## ADMINISTRATOR APPLICATION FOR EMPLOYMENT

Name \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

<b>Professional Experience</b>			
<i>Provide an additional sheet if necessary.</i>			
Month/Year	Position	School/Organization	Responsibilities

  

<b>Academic Preparation</b>			
<i>Provide an additional sheet if necessary.</i>			
Month/Year	Degree	Institution	Major/Minor(s)

List co-curricular responsibilities that you would be willing to assume:

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |



# Scottsdale Christian Academy

14400 North Tatum Blvd., Phoenix, AZ 85032

Phone (602) 992-5100/Fax (480) 355-3110

## ADMINISTRATOR APPLICATION FOR EMPLOYMENT

List all certifications, specialized training, and/or specialties that you have received.

1.	2.	3.
4.	5.	6.

Please list below the names of individuals that we may contact for reference purposes. The individuals listed below may receive a request to complete a reference form unless you specifically state otherwise. Please ensure the contact information provided is current. We will contact these references if you become a finalist in the employment process.

Name:	Email address:	Phone:	May we contact for a reference?
Pastor/Minister of your church:			Yes/No
Recent Supervisor in Education:			Yes/No
Other Professional Educator:			Yes/No
Current or Most Recent Supervisor:			Yes/No
Other/Additional (optional):			Yes/No

1. Do you actively attend a local, Bible-believing church? \_\_\_ Yes \_\_\_ No    Name of Church: \_\_\_\_\_
2. Do you adhere to SCA's Statement of Faith, Position on Critical Issues, and Statement on Marriage, Gender, and Sexuality (Pages 6, 7, & 8)? \_\_\_\_\_ Yes    \_\_\_\_\_ No

**Additional Essay Questions** *(please provide answers using a separate sheet to the following questions).*

1. Provide an explanation of your faith, including how you became a Christian.
2. When you die, will you go to heaven and why?
3. When asked how to live the Christian life, "Jesus replied 'Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is just like it: "Love your neighbor as yourself. All the Law and Prophets hang on these two commandments" (Matthew 22:37-40). How will you "love God and neighbor" through your faculty appointment at Scottsdale Christian Academy?
4. Why do you wish to be employed in a Christian school?
5. What is your philosophy and approach to classroom procedures and discipline?
6. What is your philosophy of education? How does your faith inform your teaching and scholarship?



# Scottsdale Christian Academy

14400 North Tatum Blvd., Phoenix, AZ 85032

Phone (602) 992-5100/Fax (480) 355-3110

## ADMINISTRATOR APPLICATION FOR EMPLOYMENT

---

### CONFIDENTIAL

This page is to be completed by all applicants for any position (volunteer or compensated) at Scottsdale Christian Academy. It is being used to help the school provide a safe and secure environment for children and youth who participate in our programs and our facilities.

1. Are you a citizen of the United States of America?  
Yes \_\_\_\_\_ No \_\_\_\_\_
2. Are you eligible to work in the United States?  
Yes \_\_\_\_\_ No \_\_\_\_\_
3. Have you ever been investigated for, accused, suspected, indicted, or convicted of any crime involving child abuse, child sexual abuse, attempted sexual abuse of a minor, or any other crime involving children?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain:
4. As an adult, have you ever abused or molested a minor in any way, regardless of whether there was any criminal investigation or conviction?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain:
5. Have you ever been convicted of a D.U.I. or D.W.I. offense?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe all convictions:
6. Has your drivers license ever been revoked or suspended?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain:
7. Have you ever been convicted of a felony?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain:
8. Is there any additional information that would be important for SCA to know related to your application for employment? Yes \_\_\_\_\_ No \_\_\_\_\_

*I acknowledge the answers to the above statements to be true. Should it be necessary, I authorize Scottsdale Christian Academy to further investigate any of my answers.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Scottsdale Christian Academy

14400 North Tatum Blvd., Phoenix, AZ 85032

Phone (602) 992-5100/Fax (480) 355-3110

## ADMINISTRATOR APPLICATION FOR EMPLOYMENT

---

### Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:15; II Peter 1:21).
2. We believe there is one God, eternally existent in three persons – Father, Son and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
3. We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15, 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25, I Corinthians 15:4); His Ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3-5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; I Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

This document is part of a set of three documents which include our Statement of Faith, our Position on Critical Issues, and our Statement on Marriage, Gender, and Sexuality. All three are to be affirmed by every staff member, parent, or guardian.

I affirm my personal agreement with Scottsdale Christian Academy's Statement of Faith, agree to live consistently with the Statement of Faith, and agree not to act or advocate against the Statement of Faith.

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

Printed Name: \_\_\_\_\_



# Scottsdale Christian Academy

14400 North Tatum Blvd., Phoenix, AZ 85032

Phone (602) 992-5100/Fax (480) 355-3110

## ADMINISTRATOR APPLICATION FOR EMPLOYMENT

---

**Position on Critical Issues** - One of the strengths of Scottsdale Christian Academy (SCA) is its place as an interdenominational institution. The joy of sharing the person of Christ and living in unity as a body of believers is, in part, the realization that we have differences in areas nonessential to salvation and that through this recognition and acceptance we can mutually experience that which brings about patience, understanding and love among believers (Rom. 15:5). It is equally important to clearly articulate our position on certain critical issues that are foundational to the mission and values of the Academy.

### Foundational

The Board of SCA takes a clear position in opposition to each of the following: (1) drunkenness (Eph. 5:18); (2) abortion (Lev. 18:21); (3) premarital sex/extramarital sex (I Thes. 4:3); (4) homosexuality (Rom. 1:26, 27; Lev. 18:22); (5) pornography (Ps. 101:3a); (6) Marriage outside of one biological man and one biological woman (Gen. 2:18-25).

### Qualified

The Board of Scottsdale Christian Academy takes a qualified position on the following issues: (1) legal vices; (2) euthanasia; (3) divorce; (4) creation; (5) gender.

1. Legal Vices: There does not appear to be a clear Biblical directive regarding gambling or the use of tobacco and alcoholic beverages except in the case of drunkenness. However, inasmuch as our current society has experienced serious health and personal economic problems related to addiction to these vices, we would discourage use of alcohol or tobacco or participation in gambling.
2. Euthanasia: There is a wide variance of definition of the term euthanasia. The definition, which the Academy would take a stand against, would be the willful act of inducing or speeding up the death process.
3. Divorce: God's best for His children would have a man and a woman married only to each other for a lifetime. Inasmuch as there are different interpretations of the Biblical reasons for divorce and God's view of the same, the issue would be referred back to the individual, the home, or the church for a final decision.
4. Creation: We teach that man was created by God and in His image (Gen. 1:27) and believe there is compelling evidence for Creation and the Flood (Gen. 6-8); all things in the universe were created and made by God in the six literal days of the creation week described in Genesis 1:1-2:3, and confirmed in Exodus 20:11. We believe that none of the Biblical account of Creation and the Flood needs compromising. What we teach in this regard is consistent with the Bible record.
5. Gender: We embrace the Biblical teaching regarding gender identity and believe the biological gender we are born with was God's intention (Gen. 1:27).

### Neutral

The Board of Scottsdale Christian Academy takes no position relative to the following issues: (1) speaking in tongues; (2) form of baptism, i.e., sprinkling or immersion; (3) election; (4) the church and politics; (5) political endorsements by the Academy; (6) healing; (7) communion. "No position" is defined as viewing an issue to be nonessential to salvation but which has much variance among Christian evangelical groups as they interpret the Scriptures. Therefore, any formal discussions would be referred back to the home and church for that individual to determine for himself. This would not prevent an individual, if asked, from giving his/her personal point of view.

This document is part of a set of three documents which include our Statement of Faith, our Position on Critical Issues, and our Statement on Marriage, Gender, and Sexuality. All three are to be affirmed by every staff member, parent, or guardian. I affirm my personal agreement with the Scottsdale Christian Academy's Position on Critical Issues, agree to live consistently with the Position on Critical Issues, and agree not to act or advocate against these Positions.

*Signature/Date:* \_\_\_\_\_ *Printed Name:* \_\_\_\_\_



# Scottsdale Christian Academy

14400 North Tatum Blvd., Phoenix, AZ 85032

Phone (602) 992-5100/Fax (480) 355-3110

## ADMINISTRATOR APPLICATION FOR EMPLOYMENT

---

### Statement on Marriage, Gender, and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of God's sovereign plan for one's life. At Scottsdale Christian Academy, any efforts to deny one's biological sex through, for example, modes of dress, chemical intervention, or surgical procedures are impermissible.

We believe that the term "marriage" has only one appropriate meaning: the uniting of one biological man and one biological woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe God's design for marriage is the union of one man and one woman (Genesis 2:18-25). Marriage between one biological man and one biological woman uniquely reflects Christ's relationship with His church (Ephesians 5:21-33). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10).

We believe that in order to preserve the function and integrity of Scottsdale Christian Academy as part of the Body of Christ, and to provide a biblical role model to the Scottsdale Christian Academy members and the community, it is imperative that all persons employed by Scottsdale Christian Academy in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Scottsdale Christian Academy.

This document is part of a set of three documents which include our Statement of Faith, our Position on Critical Issues, and our Statement on Marriage, Gender, and Sexuality. All three are to be affirmed by every staff member, parent, or guardian.

I agree to live consistently with the Statement on Marriage, Gender and Sexuality, and agree not to act or advocate against the Statement on Marriage, Gender and Sexuality.

Signature/Date: \_\_\_\_\_ Printed Name: \_\_\_\_\_



# Scottsdale Christian Academy

14400 North Tatum Blvd., Phoenix, AZ 85032

Phone (602) 992-5100/Fax (480) 355-3110

## ADMINISTRATOR APPLICATION FOR EMPLOYMENT

---

*By signing below, you are confirming and declaring all information completed in this application packet, including all pages as well as additional items provided, is true, accurate, and complete.*

*"I have read this application and declare all of my answers on all pages including additional items provided are true, accurate, and complete."*

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

*Scottsdale Christian Academy does not unlawfully discriminate on the basis of race, color, sex, national origin, age, disability, or genetic information. As a private covenant Christian school with a mission to maximize the God-given potential of each student, the law protects SCA's freedom to exercise its religion in employment decisions.*