

**CALVARY CHAPEL**  **SAN DIEGO**  
**CALVARY CHRISTIAN ACADEMY**  
*Simply Jesus • Superior Academics • Servant Leadership*

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**ADMINISTRATIVE STAFF  
SUPPLEMENTAL APPLICATION**

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Thank you for your interest in Calvary Chapel San Diego (CCSD), Calvary Christian Academy (CCA) and/or Calvary Chapel University (CCU). Before you complete this application, we encourage you to ask for God's direction about the ministry position you are seeking.

Please read the *School Philosophy* and *Administrative Staff Job Description* before continuing with the application. Once you have read these, if you feel the Lord is leading you to do so, fill out the *Administrative Staff Supplemental Application* thoroughly; answer all questions as honestly and as completely as you can.

Please review the *Employment Process* for other required forms as outlined on the *General Employment Application*.

# SCHOOL PHILOSOPHY

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## PURPOSE

In today's world of tumult and shifting values, it is imperative that we be given the best opportunities to develop strong intellectual and moral character. CCA and CCU provide a Christ-centered, spiritual and academic environment that seeks the best education and the richest fulfillment of potential for each student. Our purpose and desire is to train the whole student so that he/she will develop according to the example of our Lord Jesus Christ, being a godly influence in our world.

Our goal is that each student will experience the full, regenerating power of Jesus Christ and the Word of God through the work of the Holy Spirit in his/her life. At the same time, we expect each student to strive for the highest development of each of his/her God-given gifts and talents.

Because the Christian approach to learning differs significantly from the secular viewpoint, CCA and CCU offer a curriculum rooted in a God-centered view of life. This view holds that God's Word is the standard for all truth. The curriculum, taught by a prayerfully-chosen, Christian faculty, allows academic instruction consistent with the Christ-centered teaching received at home and at church.

## PHILOSOPHY OF EDUCATION

The basis of our philosophy is belief in God the Father, Jesus Christ our Savior, the Holy Spirit, and God's Word—the Bible. We believe in the authority, authenticity and reliability of the Bible as the complete and final revelation of God concerning all matters of faith, truth and practice.

All our goals and objectives are based on the Bible and include:

1. To assure the salvation of all our students (Matt. 28:19-20)
2. To teach and disciple students in Biblical truths to promote a Christian worldview in a culturally diverse society (Col. 1:16-17, 28-29)
3. To develop life-long learners who strive for excellence (2 Tim. 2:15)
4. To prepare our students to be leaders in their communities as well as their nation (2 Tim. 2:2, 4:2)

We believe in the conviction that the knowledge of the Bible and of Jesus Christ is essential to the development and growth of the individual in physical, mental, social and spiritual areas. The school is an extension of the family and also an extension of the church. In this capacity, we will promote the relationships of family, church, school and members of the body of Christ.

## ADMINISTRATIVE STAFF JOB DESCRIPTION

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At CCA and CCU, we are looking for staff who meet the following criteria:

1. **A Follower of Jesus Christ:** We believe that effective, Christian employees have received Jesus as their personal Lord and Savior and live their lives in a manner that reflects His work in their hearts. All employees are required to attend a Bible-teaching, Christian church and subscribe to Calvary Chapel San Diego's Statement of Faith and values.
2. **A Servant:** We desire staff who view their position as a ministry. It is not just a job. We believe that there are better jobs available, with better pay, better hours and better benefits. However, we are convinced that there is not a better place to minister to God's children than at CCA and CCU. We are looking for others who feel the same way.
3. **Professional:** We are looking for candidates who understand that working at a school is a professional occupation and recognize the importance of this in their ministry. Dress, speech and written skills of the applicant must meet professional standards.
4. **Motivated:** We are seeking staff who are driven by a love for God, a love for children and a love for learning.
5. **Called of God:** We believe that God will call the staff whom He desires to be a part of this ministry. We believe He will instill those He calls with a heartfelt desire to serve resulting in a testimony confirming the calling.

Please initial here, indicating that you have read the Administrative Staff Job Description and feel that it is the Lord's desire for you to apply to work at CCA and/or CCU.

# CALVARY CHAPEL SAN DIEGO

## CALVARY CHRISTIAN ACADEMY

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### ADMINISTRATIVE STAFF SUPPLEMENTAL APPLICATION

#### PERSONAL INFORMATION

|            |        |         |
|------------|--------|---------|
| Last Name: | First: | Middle: |
|------------|--------|---------|

#### PROFESSIONAL INFORMATION

|                       |        |    |         |           |         |           |         |
|-----------------------|--------|----|---------|-----------|---------|-----------|---------|
| Circle group desired: | Church | or | School: | Preschool | Primary | Secondary | College |
|-----------------------|--------|----|---------|-----------|---------|-----------|---------|

#### RELATED WORK EXPERIENCE

Number of years of administrative experience:

List administrative position titles held:

Do you have administrative experience in a Christian school environment?      Yes      No

#### KNOWLEDGE, SKILLS AND ABILITY

|   |   |
|---|---|
| Are you computer literate?      Yes      No | Describe your overall computer proficiency level:<br>Basic                      Intermediate                      Advance |
|---|---|

List computer programs you are experienced using:

List other technology/systems you are experienced using:

|  |   |
|--|---|
| Can you type?      Yes      No      WPM: | Have you used multi-line telephone system?      Yes      No |
|--|---|

Describe your ability to handle multiple tasks:

Describe your ability to prioritize tasks:

**PERSONAL QUESTIONS**

Describe strengths God has given you:

Describe areas of weakness and how we could help you grow strong in these areas:

**School Applicants only:** What activities/events would you be able and willing to direct or advise?

Why do you want to work in a Christian environment?

What biblical principles will you include in your assigned job responsibilities?

What are your professional goals for the next five years?

**School Applicants only:** List any school related conferences, or seminars that you have attended recently

|                    |      |
|--------------------|------|
| Title and Location | Date |
| Title and Location | Date |
| Title and Location | Date |

**CURRENT ISSUES**

We live in a pluralistic society with many conflicting beliefs and values. As an employee, you may be asked a specific question about controversial issues. We need to know the views of those who would be biblically-based role models within our environment. Please briefly share your personal convictions as a Christian toward each item. Use the back of the page if necessary.

Wine, beer and other alcoholic beverages:

Smoking and chewing tobacco:

Marijuana and other drugs:

