



## HEAD OF SCHOOL APPLICATION

(Please use black ink when completing this form)

### A. General Information

Full name: \_\_\_\_\_

Application date: \_\_\_\_\_ Date available: \_\_\_\_\_

Present address: \_\_\_\_\_  
\_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Best time to call? \_\_\_\_\_

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

Permanent address and phone number if different than present address:  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Can you submit verification of your legal right to work in the US? \_\_\_\_\_ Yes \_\_\_\_\_ No

## B. Christian Background

Please carefully read our Statement of Faith and other Statements on page 7 and indicate your degree of support.

I fully support the Statements as written without mental reservations.

I support the Statements except for the area(s) listed and explained on a separate paper. The exceptions may represent either disagreements or items for which I have not yet formed an opinion or conviction.

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 local church affiliation? \_\_\_\_\_

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

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

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## C. 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.**

List degree or degrees you hold:

Degree	Date Received	Issuing Institution	Major/Minor
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List teaching and administration licenses/certifications:

Type	Grade Levels	Expiration Date
_____	_____	_____
_____	_____	_____

If you do not hold a state license, what requirements do you lack?

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Do you have ACSI Certification? \_\_\_\_\_

What level(s)? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years.

\* Please attach photocopies of all licenses/certifications held.

## D. Employment History

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may follow the same format on a separate sheet of paper.

1. Employer Name and Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Position \_\_\_\_\_ Dates of employment \_\_\_\_\_

Teaching position? \_\_\_\_\_ If yes, grades or subjects taught \_\_\_\_\_

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

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

2. Employer Name and Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Position \_\_\_\_\_ Dates of employment \_\_\_\_\_

Teaching position? \_\_\_\_\_ If yes, grades or subjects taught \_\_\_\_\_

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

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

3. Employer Name and Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Position \_\_\_\_\_ Dates of employment \_\_\_\_\_

Teaching position? \_\_\_\_\_ If yes, grades or subjects taught \_\_\_\_\_

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

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

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

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

## E. Personal References

Do not list family members or relatives for references. You will also need to sign the Applicant's Certification and Agreement and the Authorization to Release Reference Information forms that are a part of this application package.

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

Name, email address, relationship

Phone

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

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

Name, email address, relationship

Phone

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## F. Spiritual Life and Professional Motivations, Passions, and Aspirations

\* On separate paper, please label and respond thoughtfully and concisely to each of the following:

1. Tell how you came to know Jesus Christ as your personal Savior and Lord.
2. Describe your present relationship with the Lord and any other significant spiritual experiences.
3. Tell us about your habit of personal Bible study and prayer.
4. Describe how your faith informs your leadership, decision-making, and relationships within a school community.
5. Describe how God has shaped your calling to Christian education, and specifically, to senior school leadership.
6. How do you define effective Christian leadership in a school setting?
7. Describe your approach to: Faculty and staff development; Student discipleship and spiritual growth; Parent Partnership and communication; and Collaboration with accountability to a governing board
8. How do you balance spiritual leadership, instructional leadership, and operational leadership as Head of School?
9. Describe your philosophy of Christian education and the integration of a Biblical worldview across the curriculum.
10. What experience do you have in overseeing curriculum development, assessment, and instructional improvement?
11. How do you support teachers in pursuing both academic excellence and faithful Christian teaching?
12. Describe your approach to fundraising, donor development, and stewardship in a Christ-centered school, including how you partner with boards, parents, and donors to advance the mission.
13. What ignites your passion as you consider leading a Christian school today?
14. What draws you to Trinity Oaks and this Head of School position?

## **G. Applicant's Certification and Agreement**

I understand that Trinity Oaks Christian Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability.

I hereby certify 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 may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. 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 Trinity Oaks Christian Academy to thoroughly interview the primary references which 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 references and my former employers 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, 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 conditioned upon the receipt of 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 is only an application for employment and that no employment contract is being offered at this time.

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

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Signature of Applicant

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Date



## TRINITY OAKS

Christian Academy

### **Authorization to Release Reference Information**

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I have made application for the Head of School position at **Trinity Oaks Christian Academy**. I have authorized the school to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals that 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 all other matters related to my suitability for employment.

I authorize references and my former employers 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 **Trinity Oaks Christian Academy**, my former employers, 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 **Trinity Oaks Christian Academy**.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

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

Applicant's Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Applicant's Social Security Number \_\_\_\_\_

HOS App. Jan. 2026

## **Statement of Faith**

WE BELIEVE in the Scriptures of the Old and New Testaments as inspired by God and inerrant in the original writing, and that they are the supreme and final authority in faith and life.

WE BELIEVE in one God, eternally existing in three persons: Father, Son and Holy Spirit.

WE BELIEVE that Jesus Christ was begotten by the Father, born of the Virgin Mary, and is true God and true man.

WE BELIEVE that man was created in the image of God, that he sinned and thereby incurred not only physical death but also that spiritual death which is separation from God, and that all human beings are born with a sinful nature.

WE BELIEVE that the Lord Jesus Christ died for our own sins according to the Scriptures as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the ground of His shed blood.

WE BELIEVE in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for us as High Priest and Advocate.

WE BELIEVE in "that blessed hope", the personal, and imminent return of our Lord and Savior Jesus Christ.

WE BELIEVE that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God.

WE BELIEVE in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

## **Statement of Final Authority on Matters of Faith and Conduct**

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God speaks with final authority concerning truth, morality, and the proper conduct of humankind and is the sole and final source of all that we believe. For purposes of Trinity Oaks Christian Academy's faith, doctrine, practice, policy, and discipline, our Board of Trustees is Trinity Oaks' final interpretive authority on the Bible's meaning and application.

## **Statement on the Sanctity of Human Life**

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139)

## **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. (Gen 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor. 6:18; 7:2-5; Heb. 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a 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. (Matt. 15:18-20; 1 Cor. 6:9-10)

We believe that in order to preserve the function and integrity of Trinity Oaks Christian Academy as the local Body of Christ, and to provide a biblical role model to the Trinity Oaks' members and the community, it is imperative that all persons employed by Trinity Oaks in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil. 2:14-16; 1 Thess. 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 Cor. 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 Trinity Oaks.



## Statement of Christian Philosophy of Education

"My purpose is that they may be encouraged in heart and united in love, so that they may have the full riches of complete understanding, in order that they may know the mystery of God, namely, Christ, in whom are hidden all the treasures of wisdom and knowledge." (Colossians, 2:2,3)

A Christian Philosophy of Education must begin, have as its continual frame of reference, and end with the eternal God. Based upon the assertions listed in the Trinity Oaks Christian Academy **STATEMENT OF FAITH, CORE VALUES, AND DISTINCTIVES**, it is possible to establish certain definitive statements in regard to the education process. Christian education will recognize that:

God is the ultimate source of all truth (John 14:6), therefore His Word (revealed truth) holds a position of priority over human reason and enables all of life, in both its temporal and eternal aspects, to be viewed from the perspective of the centrality of God rather than the centrality of man (Psalm 14:1, Romans 1:18-32). Any distinction between "sacred truth" and "secular truth" is therefore a false dichotomy.

A differentiation must be made between human knowledge and Godly wisdom and truth (1 Corinthians 1-2, James 3:13 & 17), acknowledging that the source of all true wisdom and understanding is God Himself (Proverbs 1:7, 9:10, 15:33).

The purpose of Christian education is to guide the student to the awareness of his/her need of a personal, saving relationship with the Lord Jesus Christ, to nurture, admonish, and encourage the student to live in conformity with the revealed will of God through a life of service, wholly dedicated to and dependent upon God (Romans 12).

The process of Christian education requires the natural integration and consistent application of God's Word into every area of the child's life so that he may achieve his maximum individual learning potential: academic, extra-curricular, administrative, etc. (Ephesians 4:4-6).

While Scriptures permit Christian parents to delegate the authority to teach their children, God's Word holds parents responsible for the godly education of their children (Deuteronomy 4:10, 6:6-7, 20:17-18, Psalm 106:34-37, Jeremiah 10:2, Matthew 12:30, 2 Corinthians 6:17, Ezekiel 44:5, Proverbs 22:6). Trinity Oaks Christian Academy partners with the home and church in the fulfilling of this God-mandated mission to parents.

Therefore, we desire to establish an Academy that will promote reverence and love for the Lord and one another, encouraging inquiry into all areas of creation and culture from a Christian worldview as we prepare students to serve the Lord in their society.