



**MARANATHA HIGH SCHOOL**  
**169 SOUTH SAINT JOHN AVENUE**  
**PASADENA, CALIFORNIA 91105**  
**(626) 817-4000**  
**FAX (626) 817-4040**

**ADMINISTRATOR/FACULTY APPLICATION**

Date of Application: \_\_\_\_\_

**APPLICANT'S CONTACT INFORMATION**

Full Name \_\_\_\_\_  
First M.I. Last

Current Address \_\_\_\_\_

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

Phone: Daytime (\_\_\_\_) \_\_\_\_\_ Evening (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

E-Mail \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_

**POSITION INFORMATION**

Position Desired \_\_\_\_\_ Date Available \_\_\_\_\_

Full time \_\_\_\_\_ Part time \_\_\_\_\_ Substitute \_\_\_\_\_

Please list in order of priority your teaching subject and grade preferences, if applicable. (i.e. English 9, History 11, etc.)

Priority	Subject Preference/Administrative Preference	Grade Preference
First		
Second		
Third		

Please list activities, clubs or sports that you would be able to direct, sponsor, advise, or coach. Indicate the grade or ability levels. (i.e. Varsity/Junior Varsity, Grade, etc.)

Activity/Sport	Level

Please list your current salary requirements: \_\_\_\_\_

**EDUCATION**

Total Graduate units (beyond BA degree): Semester Units \_\_\_\_\_ Quarter Units \_\_\_\_\_

Colleges/Universities attended and degrees earned:

Name of Institution	Dates	Major/Minor	Degree(s) Awarded

Administrative and/or teaching credentials held:

Type	State	Years Valid

**EXPERIENCE**

Sequentially list your job-related employment experience, beginning with the most recent:  
 (Please do not list student teaching/field experience here)

Location	Company/School	Dates	Position Title (include grade/subject if applicable)	Salary

Total years full time administrative and/or teaching experience: Christian \_\_\_ Public \_\_\_ Other \_\_\_\_\_

Student teaching information: Subject/Grades \_\_\_\_\_ Dates \_\_\_\_\_

Please list any professional organization memberships, other special mentoring and/or professional conference speaking/leadership experiences:

Description	Dates	Organization/Location

Describe your background and use of technology: \_\_\_\_\_

\_\_\_\_\_

### MISSION STATEMENT

The Mission of Maranatha High School is to prepare students for living lives of purpose and distinction, as reflected by character, competency and community, by developing the whole student through relationships, to honor the Lord Jesus Christ.

### FAITH STATEMENT

The Statement of Faith is the central statement of Maranatha in matters of identity and nature, core beliefs that guide our learning, teaching and living. In faithfulness to God, we joyfully and humbly affirm the following articles of faith.

We believe that *the Bible is the Word of God*;

Written under inspiration of the Holy Spirit, it is the only infallible, authoritative word of God in all matters of faith and conduct.

The Bible, consisting of the Old and New Testament (66 books), is the final and unchangeable standard of truth.

We believe in *God*;

As revealed in the Bible, there is one living and true God, eternally existing in three person; the Father, Son and Holy Spirit.

Our God is infinite and beyond imagination; our minds can never fully know God nor do our hearts completely grasp His ways.

We believe in God *the Father, Son, and Holy Spirit*;

God the Father is perfect in holiness, wisdom, power and love. He is Father to his eternal Son, Jesus Christ, and to all who are adopted as his sons and daughters through faith in Jesus Christ.

God the Son, our Lord Jesus Christ, paid the penalty for our sins and demonstrated God's love for the world. We believe in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, and in His ascension to the right hand of the Father, in His perpetual intercession for His people, and in His personal return to power and glory.

God the Holy Spirit who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify, and empower all who believe in Jesus Christ.

We believe that the Holy Spirit indwells every believer in Christ and that He is an abiding helper, teacher and guide.

We believe in God the Father, Son, and Holy Spirit, *the Author of our salvation*;

We believe that those who repent and forsake sin and trust Jesus Christ as Savior are regenerated by the Holy Spirit and become new creatures, delivered from condemnation and receive eternal life!

The Holy Spirit incorporates us into the body of Christ, His church, the community of all believers in heaven and on earth.

Jesus Christ will return one day. Those who do not believe in Him will be raised to suffer eternal punishment. Those who believe in Him will be transformed, their bodies raised imperishable and incorruptible, to live and reign with Him forever in a new heaven and a new earth in which there will be all that is good and true and beautiful, but no sorrow, no tears, and no evil thing.

And so we pray: "*Maranatha*"- "*Come, Lord Jesus.*"

**LIFESTYLE STATEMENT**

Maranatha High School requires its employees to live their lives as Christian role models (Romans 10:9-10; I Timothy 4:12; Luke 6:40).

A Christian lifestyle should reflect the biblical perspective of integrity and appropriate personal and family relationships, business conduct and moral behavior.

Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies, maintaining a lifestyle based on biblical standards of moral conduct. Moral misconduct includes, but is not limited to, promiscuity, homosexual behavior and adultery (Romans 1:21-27; I Corinthians 6:9-20).

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 biblical principles for disputes (Matthew 18:15-17).

\_\_\_\_\_ I do affirm, believe, and desire to adhere to Maranatha's *Mission, Faith and Lifestyle Statements* as presented above.

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

\_\_\_\_\_  
Date

Denominational preference \_\_\_\_\_ Name of the church you attend: \_\_\_\_\_

Are you a member? Yes \_\_\_\_\_ No \_\_\_\_\_ Number of years? \_\_\_\_\_

Pastor's Name \_\_\_\_\_

What church or community activities and service are you involved and with what degree of regularity? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DECLARATIONS**

Directions: Indicate your response to each question by marking the appropriate box. If “explanations” are needed, please use space indicated.

	Yes	No
If hired, can you show proof of authorization to work in the United States?*		
Have you ever been convicted of a crime other than a traffic violation?*		
Have you ever been convicted of a felony?*		
Do you have a current valid, unrestricted California Driver’s License?		
Can you perform the essential functions of the job for which you are applying with or without reasonable accommodation?*		
Can you work the hours required for the job?*		

*Note: A conviction is not an automatic disqualification for employment. Each case will be considered on its own merit.*

\*Explanations \_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT: PLEASE READ THE FOLLOWING STATEMENTS BEFORE SIGNING**

I understand and agree that if hired, my employment is, at will, which means that both the school and I have the right to terminate my employment with or without notice or cause.

I certify that the information shown on this application is correct and complete to the best of my knowledge and that I have not knowingly withheld any fact or circumstance. I understand that falsification or omission of information on this application may result in disqualification from further consideration for employment or, if hired, dismissal from employment.

I authorize the school and its representatives to investigate any and all of the information contained on this application, to conduct additional investigation (including but not limited to reference checks, drug testing, credit reports, and criminal records) regarding my experience and background as it relates to my application and to contact former employers, unless I otherwise stipulate. Employers listed on the application are hereby authorized to give any and all information concerning my previous employment. I hereby release the school and its representatives from any liability arising from such investigation.

I understand and agree that this application does not represent an offer of, nor contract for, employment. I also understand and agree that if I am offered, and I accept, employment with the school, all dispute arising out of such employment shall be resolved by binding arbitration or mediation, and in lieu of any court action, or jury trial, which is expressly waived.

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

*It is the policy and practice of Maranatha High School not to discriminate in their admission of students and/or hiring of employees on the basis of an individual’s race, color, ethnicity, national origin, marital status, disability, sex, or age.*

## REQUIRED ATTACHMENTS

Please submit all of the following attachments with your application.

### *GENERAL*

- Resume
- Copies of College/Graduate transcripts. Should you be offered a position, official copies of transcripts will be required.
- Copies of Teaching Certificates or Credentials if applicable.

### *PERSONAL EDUCATIONAL PHILOSOPHY AND PRACTICES*

Please answer the following questions on separate paper. Please write in complete sentences:

- Why do you want to work in a Christian school, and specifically at Maranatha? Comment on the Mission Statement of Maranatha High School.
- What are the distinguishing marks of a Christian school? How does one integrate a Christian worldview into the discipline?
- What are your greatest strengths, and your greatest weaknesses related to the position for which you are applying?
- Describe your teaching style and how you motivate students to learn? What is your philosophy of student discipline? *Or Non-faculty Applicants:* What is your philosophy and expectation of student discipline?

### *CHRISTIAN BACKGROUND*

- On separate paper, please briefly describe your personal Christian testimony.

### *LETTERS OF RECOMMENDATION*

At least one of the required recommendation letters should comment on your character and spiritual maturity.

- From your pastor or spiritual leader/advisor
- From a colleague/professional (someone with whom you currently teach or work)
- From your current administrator or manager (may be delayed to protect your job status, if necessary)