



2200 Williams Blvd. • Richland, WA 99354 • Phone: (509) 946-0602 • Fax: (509) 943-5623

ADMINISTRATIVE APPLICATION

Position Applying for: _____ Full Time Part Time:

Application Date: ____ / ____ / ____ Date Available to Begin Work: ____ / ____ / ____

APPLICANT'S NAME AND ADDRESS

Name: Miss Mrs. Mr. Dr. _____

Current Address: _____

Phone: Days: (____) _____ Evenings: (____) _____ Cellular: (____) _____

Email Address: _____

How long have you lived at the above address? _____

Permanent Address _____
(if different from above)

Phone: Days: (____) _____ Evenings: (____) _____ Cellular: (____) _____

PERSONAL INFORMATION:

Finances What was your most recent annual salary? _____

Personal Background Information Have you ever been dismissed, resigned to avoid being dismissed, or even asked to resign from a position? Yes No If yes, please explain: _____

Have you ever been convicted of any offense involving financial impropriety, dishonesty, breach of trust, child abuse, moral impropriety or any other type of crime? Yes No If yes, indicate the nature of the offense, date, court, and disposition. _____

Future Plans What do you aspire to do? _____

*Special
Abilities*

Please list any activities or sports that you would be capable of and willing to direct, sponsor, advise, or coach. (*Indicate grade or ability level*) _____

CHRISTIAN BACKGROUND

** On a separate paper, please briefly give your Christian testimony. Include the nature of your current walk with the Lord.*

Bible

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, conduct and truth?

Yes No

Signature: _____

*Doctrinal
Statement*

Please carefully read our Doctrinal Statement and indicate below your degree of support. (*See "Doctrinal Statement" enclosed in the folder or on the school website*)

I fully support the Statement as written without mental reservations.

Signature: _____

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

Signature: _____

(Signed Doctrinal Statement must be included with the application.)

Church

Denominational Preference? _____

What is your current local church affiliation? _____

Are you presently a member in good standing? _____ No. years as member _____

Service

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

What other Christian service have you performed since becoming a Christian?

What is your attitude toward working with those of other races and those of other denominational beliefs?

CHRISTIAN BACKGROUND (continued)

Devotional Life Describe your routine of personal Bible study and prayer. _____

What books have you read recently that have helped you spiritually? _____

PROFESSIONAL QUALIFICATIONS

Please attach **photocopies** of all your college transcripts. Should you be offered a position, **official copies** of your college transcript will be required to be submitted for inclusion in your personnel file.

Formal Training What degree or degrees do you hold?
Degree Date Received Issuing Institution

Your Major(s) _____

Your Minor(s) _____

Graduate Work _____

Teaching/ Administrative Credentials Do you have an ACSI Teaching/Administrative Certificate? _____ What level? _____

Do you have a state teaching/administrative certificate? Yes No

If yes, what state? _____

What Kind? _____ Remains valid for _____ years.

Endorsement(s) List semester hours

If you **do not** hold a certificate, what requirements do you lack?

*** Please attach photocopies of any certificates held.**

PROFESSIONAL QUALIFICATIONS (continued)

If applying for Director of Development, do you have any training or certification in development work? If yes, describe your training.

No _____ Yes, _____

Experience

Sequentially list your relevant experience starting with the most recent:
Place Type of Experience Dates

Number of years relevant experience: Public: _____ Private: _____

Reasons for leaving your most recent position? _____

List any other educational advantages that you may have had including opportunities for travel _____

List any books or articles that you have recently read that have helped you in your professional growth. _____

Christian School Preparation

List any conferences in which you have participated or seminars which you have led. _____

PERSONAL PHILOSOPHY

****On a separate paper, please label and succinctly answer in one or two paragraphs each of the following questions:***

Short Essay

- A. What is your personal Christian philosophy of education? If applying for a superintendent and/or a development position, include your philosophy of development work.
- B. Why do you desire to work in a Christian school?
- C. What are the main characteristics that distinguish a Christian school from a public school?
- D. You have read our Statement of Faith. Do you strongly hold any doctrines that are not on that statement? (i.e., instrumental music should not be a part of the worship service, you should not eat pork, etc.) If yes, please list and describe.
- E. Frequently Christian Schools enroll children from more than one evangelical denomination. How would you handle a child's question if you knew that it was theologically controversial and the family's church held to a different viewpoint than your own?
- F. How well do you get along with your peers?

- G. Have you ever led a child to Christ?
- H. What do you believe about the origin of the earth and mankind?
- I. If married, please have you spouse state his/her feelings about your teaching in a Christian school.
- J. Please summarize any additional information that you would like to present regarding your candidacy for this position.

PERSONAL INTERESTS

List memberships, offices, and honors obtained in:

High School _____

College _____

Currently _____

List your hobbies and personal interests. _____

What periodicals do you read regularly? _____

CURRENT ISSUES

Please share your personal convictions as a Christian toward:

Wine, beer and other alcoholic beverages: _____

Smoking and consumption of illegal drugs: _____

Rock music: _____

Pre-marital sex: _____

Divorce and remarriage: _____

Abortion: _____

Homosexuality: _____

Lodges and secret societies: _____

CURRENT ISSUES (continued)

Do you have a personal testimony regarding any of the above items that you would like to share?

PERSONAL REFERENCES

You will need to sign the enclosed **Authorization to Release Information Form** and return it with this application. Do not list family members or relatives for references.

Give three references qualified to speak to your spiritual experience and Christian Service. List your current pastor first.

1. Name: _____
E-mail address: _____
Address: _____
Phone: _____ Position: _____

2. Name: _____
E-mail address: _____
Address: _____
Phone: _____ Position: _____

3. Name: _____
E-mail address: _____
Address: _____
Phone: _____ Position: _____

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

4. Name: _____
E-mail address: _____
Address: _____
Phone: _____ Position: _____

5. Name: _____
E-mail address: _____
Address: _____
Phone: _____ Position: _____

6. Name: _____
E-mail address: _____
Address: _____
Phone: _____ Position: _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Liberty Christian School does not discriminate in its employment practices against any person because of sex, race, color, national or ethnic origin, gender, or handicap. I further understand that any offer of employment is conditioned on the proof of legal authority to work in the U.S.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery or falsification of any statement or significant omission of fact during any phase of the hiring process may prevent me from being hired or if hired may subject me to immediate dismissal.

I authorize Liberty Christian School to inquire about my work and personal history and to verify all data given in my application for employment, related paper, and my oral interviews. I authorize the release and giving of any information requested by Liberty Christian School such as employment records, performance reviews, and personal references. I release any person, organization, or company from liability or damage, which may result from furnishing the information requested. I further waive the right to ever personally view any reference given to Liberty Christian School.

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

Signature _____ Date _____

Applicant Declaration of Ethical and Moral Integrity

As an applicant for a position at Liberty Christian School and its ministries, I (*print name*) _____

_____ Recognize, understand, and adhere to the moral and ethical standards and mandates of said school. I further declare that with regard to my personal moral and ethical character and conduct as of this date, I am not, nor have been in the past, engaged in inappropriate conduct toward minors, nor do I have inclinations toward such conduct. Inappropriate conduct includes the following: homosexuality or verbal, physical or sexual abuse as defined in Scripture and state law. I do declare that the above statement is factual and true. By affixing my signature, I declare that I meet the moral and ethical standards of Liberty Christian School.

Applicant's Signature: _____ Date: _____

Administrators Signature after discussing the statement with the applicant
_____ Date: _____



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Authorization to Release Reference Information

I have made application for a position as a _____ with Liberty Christian School of the Tri-Cities. I have authorized the school to thoroughly interview the primary references that 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 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 the Liberty Christian 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, including but not limited to defamation of character or invasion of privacy, that might arise from responding to this reference request.

I waive the right to ever personally view any references given to Liberty Christian School of the Tri-Cities.

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 name (print)

Applicant signature

Date