

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: _____

How long have you lived at the above address? _____

Phone: (____) _____

Email Address: _____

PERSONAL INFORMATION:

*Personal
Background
Information*

Have you ever been dismissed, resigned to avoid being dismissed, or 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" at end of application*)

☐ 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: _____

Church

Denominational Preference? _____

What is your current local church affiliation? _____

Are you presently attending on a regular basis (weekly)? _____

If membership required, # of 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 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 may 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)*

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 educational/professional experiences that you may have had that would benefit your qualifications.

List any books, articles, classes that have recently 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? 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 or blogs do you read regularly?

CURRENT ISSUES

Please share your personal convictions as a Christian toward (use additional sheet as necessary):

Wine, beer and other alcoholic beverages: _____

Smoking and consumption of illegal/illicit drugs: _____

Pre-marital sex: _____

Divorce and remarriage: _____

Abortion: _____

Sexual Orientation/Gender Identity (i.e. LGBTQ+, transgender, etc.) _____

Technology/Social Media/Artificial Intelligence: _____

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: _____

PROFESSIONAL REFERENCES

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

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: 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: _____

LIBERTY CHRISTIAN SCHOOL DOCTRINAL STATEMENT

1. We believe in the authority and sufficiency of the Bible, consisting of the 66 books of the Old and New Testaments, as originally written; that it was completely inspired by God, and therefore infallible, inerrant, and it is the final authority in faith and life. (II Tim. 3:16,17; II Peter 1:19-21).
2. We believe there is only one true and living eternal God, an infinite Spirit, the Maker and Ruler of Heaven and earth; inexpressibly holy and worthy of all honor, confidence, and love; that in the unity of the Godhead there are three persons, the Father, the Son, and the Holy Spirit, equal in every divine perfection and existing distinct but harmonious offices in the work of redemption. (Ex. 20:2,3; I Cor. 8:6; Rev. 4:11).
3. We believe that the eternal Lord Jesus Christ, begotten of the Holy Spirit, was born of the Virgin Mary and is true God and true man. (Luke 1:26-31,35; John 1:1,14). We believe in the deity of Christ (John 10:33), His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His bodily resurrection (John 11:25, I Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe that the Holy Spirit is a divine person, equal with God the Father, God the Son, and of the same nature; that in His relation to the unbelieving world He restrains Satan until God's purpose is fulfilled; that He convicts of sin, of righteousness and of judgment; that He bears witness to the truth of the gospel in preaching and testimony; that He is the agent in the new birth. (John 14:16,17; Matt. 28:19; Heb. 9:14; John 14:26; Luke 1:35; John 16:8-11; Acts 5:30-32; John 3:5-6; Eph. 1:13-14; Mark 1:8; John 1:33).
5. We believe in the reality and personality of Satan, the Devil; that he was created by God as an angel but through pride and rebellion became the enemy of his Creator; that he became the unholy god of this age and the ruler of all the powers of darkness and is destined to the judgment of an eternal justice in the Lake of fire. (Matt. 4:1-11; II Cor. 4:4; Rev. 20:10).
6. We believe the Biblical account of the creation of the physical universe, angels, and man; that the Genesis account is a literal, historical account of the direct, immediate creative acts of God without any evolutionary process; that man was created by a direct work of God and not from previously existing forms of life; and that all men are descended from the historical Adam and Eve, first parents of the entire human race. (Gen. 1:2; Col. 1:16,17; John 1:3).
7. We believe that man was created in innocence (in the image and likeness of God) under the law of his Maker, but by voluntary transgression Adam fell from his sinless and happy state, and all men sinned in him, in consequence of which all men are totally depraved, are partakers of Adam's conduct, and therefore are under just condemnation without defense or excuse. (Gen. 3:1-6; Romans 3:10-19; 5:12,19; 1:18,32). Furthermore, all who remain in unbelief are under the curse; and this distinction holds among men both in and after death, in the everlasting conscious suffering of the lost in the Lake of Fire. (Pro. 14:32; Luke 16:25; Matt. 25:41; John 8:21; Rev. 20:14-15).
8. We believe that the salvation of sinners is divinely initiated and wholly of grace through Jesus Christ, the Son of God, who voluntarily took upon Himself our nature, yet without sin, and honored the law by His personal obedience, thus qualifying Him to be our Savior; that by the shedding of His blood in His death, He fully satisfied the just demands of a holy and righteous God regarding sin. We believe that faith in the Lord Jesus Christ is the only condition of salvation. That in order to be saved, sinners must be born again, which is instantaneous and not a process, and that at the appointed time, the dead in Christ shall be raised in glorified bodies and the living in Christ shall be given glorified bodies to live forever with the Lord. (Jonah 2:9; Eph. 2:8; Acts 15:11; Rom. 3:24-25; John 3:16; Matt. 18:11; Phil. 2:7-8; John 3:3; II Cor. 5:17; I John 5:1)

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 digital copy, 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