

Position Applying for: _____ ☐ Full Time ☐ Part Time

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

APPLICANT'S NAME AND ADDRESS:

Name: _____

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.

POSITION DESIRED:

Preference Write the grade or subject in order of preference

	1st Preference	2nd Preference	3rd Preference	4th Preference
☐ Pre-Kindergarten	_____	_____	_____	_____
☐ Kindergarten	_____	_____	_____	_____
☐ Elementary	_____	_____	_____	_____
☐ Middle School	_____	_____	_____	_____
☐ High School	_____	_____	_____	_____

**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

Testimony

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.

☐ 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 _____

Are you a regular attender of your church? _____

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?

Are you capable of teaching a Bible class? _____ If yes, what would be your grade sponsor, level or primary area of interest?

To what extent should a Christian school teacher become involved in Sunday and other sponsor, weekday ministries of the church of which you are a member?

**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) _____

Cumulative Grade Point Average: _____

Total quarter units after date of Bachelor's degree: _____

(1 semester unit x 1.5 = quarter unit)

**Teaching
Experience**

Sequentially list your teaching experience starting with the most recent:

Place

Grades or Subject

Dates

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

PROFESSIONAL QUALIFICATIONS (CONTINUED)

Teaching Experience

To what degree are you familiar with various Christian or secular curricula (i.e., ACSI, ABeka, Bob Jones, Saxon math, etc) _____

Curriculum Preferences? _____

Reasons for leaving your most recent position? _____

Are you under contract for the ensuing year? ☐ Yes ☐ No

Other Experience

List other work or military experiences that may have significance for the type of position for which you are applying.

Place

Type of Work/Experience

Dates

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 _____

Teaching Credentials

Do you have an ACSI Teaching Certificate? ☐ Yes ☐ No What Level? _____

Do you have a state teaching certificate? ☐ Yes ☐ No

If yes, what state? _____

What kind? _____ Remains valid for _____ years.

Endorsements

List semester hours

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

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

**Christian
School
Preparation**

Have you had any courses in Christian philosophy of education? ☐ Yes ☐ No

If yes, where and when? _____

If not, would you be willing to take a course by correspondence or otherwise? ☐ Yes ☐ No

Have you had other courses specifically training you for Christian schools?

Course Name

Description

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

PERSONAL PHILOSOPHY:

Short Essay

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

- A. What is your personal Christian philosophy of education?
- B. Why do you desire to teach in a Christian school?
- C. What are the main characteristics that distinguish a Christian school from a public school?
- D. What do you consider to be the proper classroom atmosphere for learning?
- E. What is your philosophy of discipline?
- F. 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?
- G. What do you believe about the origin of the earth and mankind?
- H. 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: _____

REFERENCES:

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

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

Name: _____

Phone: _____

Email: _____ Position: _____

Name: _____

Phone: _____

Email: _____ Position: _____

Name: _____

Phone: _____

Email: _____ Position: _____

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

Name: _____

Phone: _____

Email: _____ Position: _____

Name: _____

Phone: _____

Email: _____ Position: _____

Name: _____

Phone: _____

Email: _____ 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 documents, 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 of these personal references or documents given to Liberty Christian School.

I 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: _____

Administrator's Signature after discussing the statement with the applicant

_____ Date: _____

DOCTRINAL STATEMENT

The doctrinal statement for Liberty Christian School consists of the following eight statements.

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).

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).

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).

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).

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).

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).

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).

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)

I agree without reservation to the above doctrinal statement

I agree with all except _____

I believe _____

(Please state any beliefs that would be contrary to those listed above in the doctrinal)

Signature _____ Date _____

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



Criminal Background Check Authorization Form

TO BE COMPLETED BY CANDIDATE
PLEASE PRINT ALL REQUESTED INFORMATION

Name: _____
LAST FIRST MIDDLE

Have you ever used another name? (ie: nickname, maiden name, other last names; or alias) _____

Current Address: _____

City/State/Zip Code: _____

Home Phone #: _____ Cell Phone #: _____

Email Address: _____

Social Security #: _____ Date of Birth*: _____

Liberty Christian School is requesting your social security number (SSN) in order to expedite this check. Your SSN will not be disclosed to anyone except as mandated by law.

*Date of Birth is being requested in order to obtain accurate retrieval of records.

Driver's License #: _____ State of Issue: _____ Expiration Date: _____

Please answer the following questions:

1. Have you ever been convicted of any crime? YES No (circle one)

If YES, please explain: _____

2. Have you ever had findings made against you in any civil adjunctive proceeding? YES No (circle one)

If YES, please explain: _____

3. Have you ever had both a conviction and findings made against you? YES No (circle one)

If YES, please explain: _____

In connection with my employment/volunteer service at Liberty Christian School, I hereby give authorization to conduct a security background check on me. I understand that this security check will cover information such as criminal history, education, employment, sanctions/exclusions, and professional licensure/certifications. I understand that this background check may include information from previous employers relating to my work experience. I hereby release Liberty Christian School and its employees from all liability resulting from the furnishing of this information.

Background check results will be made available to you within 10 days of the report being run, consult our office for details. (RCW 45.43.834)

I certify that the statements made by me on this form are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that any false statements herein could void my consideration for employment or volunteering.

Signature: _____ Date: _____

This section to be completed by Liberty Christian School:

Date Performed: _____ Results Approved: YES No

