

Your interest in **The Christian Academy of Lawrenceburg** is appreciated. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which you may qualify, we will notify and ask you to send your placement file to our office. We will also contact your references. If we have continued interest in your candidacy, we will send you some follow up questions and arrange for a personal interview.

We realize that the key to a successful Christian School is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models. Luke 6:40.

We look forward to receiving your initial application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

Applicants Name and Address:

Full Name: _____

Application Date: _____ Date Available: _____

Present Address: _____

_____ How Long? _____

Phone: Days: () _____ Evenings: () _____

Email: _____

Social Security Number: _____

Position Desired:

Administrative: _____ Headmaster _____ Principal _____ Secretary

Teaching: _____ Preschool _____ Elementary _____ Jr./Sr. High

Grade Level Subject Preferred: _____

Other: _____ Instructional Assistant _____ Extended/After Care

_____ Summer Care

Full Time: _____ Part-time: _____

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

Future Plans – What would you like to be doing five years from now?

The Christian Academy of Lawrenceburg is an equal opportunity employer. All individuals will be treated without regard to race, color, national origin, sex, age, marital status, or veteran's status, as it relates to all aspects of their employment, compensation, training and advancement with the school.

Christian Background:

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

Yes _____ No _____ Signature: _____

Philosophy: Please carefully read our Philosophy Statement, Statement of Faith, and Objectives (attached) and indicate below your degree of support.

_____ I fully support the statements as written, without reservations.

_____ I support the statements except of: (list and explain on a separate paper)

Signature: _____

Church: How long have you known Jesus Christ as your Lord and Savior? _____

Denominational Preference: _____

What is your church affiliation? _____

How long have you been a member? _____

Pastor's Name: _____ Pastor's Number: _____

Are you active in your church? _____ In what capacity? _____

Provide your definition of a Christian: _____

Have you every led a child to Christ? _____

If married, please have your spouse his/her feelings about you working in a Christian school? _____

What other Christian Service have you done since becoming a Christian? _____

Since we enroll children from more than one evangelical denomination, how would you handle a child's question if you knew it was theologically controversial and the family's church held to a different viewpoint than your own? _____

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

Devotional Life: Describe your personal Bible study and prayer routine: _____

Which books have you read recently that have helped you grow spiritually? _____

Professional Qualifications:

Please attach copies of all your college transcripts, if applicable. Should you be offered a position, official copies of your college transcripts will be required for inclusion in your personnel file.

High School Graduate:___ Date:_____Place:_____

College/University Attended	Dates Attended	Date Graduated	Degree Earned
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Your Major(s):_____

Your minor(s):_____

Cumulative GPA: Undergraduate:_____ Graduate:_____

Do you hold a valid teaching certificate? _____

In what state? _____

(A copy must be included with this application)

Ability to Perform Essential Job Functions:

Is there any reason why you might be unable to perform the duties and responsibilities of the position for which you are applying? _____Yes _____No

If yes, please explain: _____

If you answered "yes" to the above question, is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position? _____

If you are offered a position, will you be able to verify that you are legally permitted to be employed in the United States? _____

Teaching Experience:

Begin with the most recent experience. Attach a separate page if more space is needed.

Name of school: _____

Address: _____

Grade/Subject taught:_____ Dates Employed:_____

Supervisor's Name & Phone Number: _____

Reason for Leaving: _____

Name of school: _____

Address: _____

Grade/Subject taught:_____ Dates Employed:_____

Supervisor's Name & Phone Number: _____

Reason for Leaving: _____

Marital:

Being a Christian role model in all aspects of life is a major requirement for this position. The Bible is our standard for marriage and sexual conduct. It is a bona fide occupation requirement for staff to live by those standards. Please indicate your current marital status.

Single____ Married____ Separated____ Divorced____ Widower____

Spouse's Name: _____

Spouse's Employer: _____

Names & Ages of Children: _____

Personal:

(If you answer "yes" to any of the questions in this section, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition or other appropriate explanation.)

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer or have you offered to resign to avoid a discharge? Yes_____ No _____

Have you ever been reprimanded, disciplined, discharge, or asked to resign from a prior position? Yes_____ No _____

Have you ever resigned from a position without being asked, but under circumstances involving your employer's investigation of sexual harassment, mishandling of funds, or funds, or for criminal conduct? Yes_____ No_____

Have you ever been charged in civil or criminal proceedings with improprieties concerning children? Yes_____ No _____

Have you ever been convicted of any offense involving dishonesty, breach of trust, stealing, any type of moral impropriety, or any type of felony? Yes_____ No _____

Have you ever entered a court plea of guilty, a court plea of "no contest" or has any court ever deferred further proceedings without entering a finding of guilt and placed you on probation or in a public service or education program for any crime other than a minor traffic offense? Yes_____ No _____

Current Issues:

Since we live in a pluralistic society with many conflicting beliefs and values, we need for you to share your personal Christian convictions concerning the following areas:

Wine, beer, and other alcoholic beverages: _____

Smoking and chewing tobacco: _____

Marijuana and other non-prescription drugs: _____

Entertainment (dancing/music): _____

Pre-marital sex: _____

Divorce and remarriage: _____

Abortion: _____
Homosexuality: _____
Personal Debt: _____
Gossip: _____
Lying/Cheating: _____
Stealing: _____

There are certain expectations for faculty and students governing personal habits and behavior while a member of the school community: Do you smoke? _____ Do you drink alcoholic beverages? _____ Are you willing to abstain from smoking and drinking alcoholic beverages while employed by the Christian Academy of Lawrenceburg? _____

Personal Philosophy

Short Essays On a separate paper, please answer in one or two paragraphs each of the following questions:
A. Why do you wish to work at the Christian Academy of Lawrenceburg?
B. What are the main characteristics that distinguish a Christian school from a public school?
C. What is your philosophy of discipline?
D. What areas do you feel are your strengths? Weaknesses?
E. What do you believe about the origin of earth and mankind?
F. Summarize any additional information that you would like to present regarding your candidacy for this position.

Employment History (Other than teaching experience)

Please start with your current or most recent employer and work backwards.

Employer: _____
Position: _____ Dates of Employment: _____
Address: _____
Supervisor's Name and Phone Number: _____
Reasons for leaving: _____

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Employer: _____
Position: _____ Dates of Employment: _____
Address: _____
Supervisor's Name and Phone Number: _____
Reasons for leaving: _____

References

You will need to sign the Reference Release Form and return it with this application.

Professional

Give three references that are qualified to testify as to your teaching ability and work ethics.

<u>Name</u>	<u>Complete Address</u>	<u>Phone</u>	<u>Position</u>
1.	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
2.	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
3.	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Applicant's Certification and Agreement

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

I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge. I understand that discovery of 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 the discovery. If I am released under these circumstances, I further understand that I will be paid and receive benefits only through the day of release.,

I authorize the Christian Academy of Lawrenceburg to thoroughly investigate references, work records, evaluation, and 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 Christian Academy of Lawrenceburg, my former employers, reference, 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 personally view any reference given to the Christian Academy of Lawrenceburg.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and 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 Christian Academy of Lawrenceburg to conduct a criminal records check.

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.

Applicant's Signature

Date

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I am applying for the _____ position with the Christian Academy of Lawrenceburg. I have authorized the school to thoroughly investigate references, work records, evaluation, education, and 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 Christian Academy of Lawrenceburg, 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 reference given to the Christian Academy of Lawrenceburg.

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

Applicant's Name

Applicant's Signature

Date

Declaration of Moral Integrity

As an applicant for employment with unsupervised access to children at the Christian Academy of Lawrenceburg and its ministries, I (print name) _____ recognize, understand, and agree to live by the moral standards of the school.

I further declare that with regard to my personal moral character and conduct as of this date, I am not engaged in inappropriate conduct, nor do I have inclinations toward such conduct.

In appropriate conduct includes, but is not limited to, such behaviors as the following: Heterosexual relations outside of marriage; homosexual or lesbian inclinations or actions; or sexual abuse or improprieties toward minors in the past or currently as defined by Scriptures 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 integrity standards and Christian role model lifestyle requirements of Christian Academy of Lawrenceburg.

Applicant's Signature

Date

PHILOSOPHY STATEMENT

The Christian Academy of Lawrenceburg shall provide each student the opportunity to study and to develop his mind, body, and spirit in a wholesome, Christian environment. It shall strive to provide the best education possible in preparation for high levels of education and to contribute to the establishment of Christian values for a happy and creative life, while working in the Lord' Kingdom. Being non-discriminatory and Christian in nature, the school shall be directed toward instruction concerning God's will for person and shall teach that all the truth if divine origin. Knowledge to choose between good and evil, based upon God's Holy Word, shall be imparted to each child.

Statement of Faith

WE BELIEVE the Bible is the inspired, infallible, authoritative, inerrant Word of God. (II Timothy 3:16; II Peter 1:12)

WE BELIEVE there is one God eternally existent in three persons – Father, Son, and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30, 14:15-17)

WE BELIEVE in the deity of Christ (Matthew 16:16), His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35), His vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:10) His 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; Hebrews 9:28).

WE BELIEVE in the necessity of salvation for the sinful man, by grace, through faith in Jesus Christ, His shed blood and atoning death upon the cross; the only means to the forgiveness of sin and eternal redemption. This grace engenders love, and out of this love grows a desire to serve both God and our neighbor. (Acts 4:12; Romans 3:21-26, 5:8-10; Ephesians 2:4-10)

WE BELIEVE in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation. (John 5:28-29)

WE BELIEVE in the spiritual unity of believers in our Lord Jesus Christ. (I Corinthians 12:12-13; Galatians 3:26-29)

WE BELIEVE in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life. (Romans 8:13-14; I Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18)

OBJECTIVES

1. We shall endeavor to insure that every student comes to an understanding of basic Christian theology.
2. We shall unify academic preparation and spiritual training from a Christian worldview perspective.
3. The curriculum shall include the non-doctrinal study of the Bible for every student each year he/she is enrolled at the Christian Academy of Lawrenceburg.
4. The curriculum shall meet or exceed the graduation requirements established by the Kentucky State Department of Education.
5. We shall strive to meet or surpass the standards of the highest accrediting agencies.
6. We shall seek, and seek to maintain, accreditation of its elementary and secondary programs and facilities with accrediting organizations chosen by the Statement of Faith, Theological Stance, Philosophy, and the other Basic Goals and Objectives of Christian Academy of Lawrenceburg as set out in the Bylaws.
7. The teachers, Administrators, committees, and Board shall work closely with the parents or guardians for the benefit of the student.