Application for Employment at Lafayette Christian School

Your interest in Lafayette Christian School 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.

1. APPLICANT’S NAME AND ADDRESS

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Application Date \_\_\_\_\_\_\_\_

Present Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Available \_\_\_\_\_\_\_\_\_

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

Phone: Days \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evenings \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Soc.Sec.No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ How long at above address \_\_\_\_\_\_\_\_\_\_

Permanent address and phone number if different than present address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Name, address, phone of emergency contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. POSITION DESIRED

Please indicate 1,2,3 choice in the parenthesis. Then to the right please indicate the grades or subjects in order of preference:

( ) Early Learning Center \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full Time \_\_\_\_

( ) K-4 , K-5 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Part Time \_\_\_\_

( ) Elementary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Substitute \_\_\_\_

( ) Middle School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

( ) High School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

( ) Staff Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Salary Requirement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Present salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Abilities: Please list activities or sports which you would be capable of and willing to direct, sponsor, advise, or coach. (Indicate grade or ability levels).

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

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

1. CHRISTIAN BACKGROUND

\*In your own handwriting on a separate paper briefly give your Christian testimony.

Bible: Do you believe the 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Statement of Faith: Please carefully read our Statement of Faith and indicate below your degree of support.

\_\_\_\_\_ I fully support the Statement of Faith as written without mental reservations.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Church Service:

Denominational preference? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your local church affiliation? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you presently a member in good standing? \_\_\_\_\_\_\_\_\_ Years? \_\_\_\_\_\_\_\_

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

What other Christian service have you done 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 subject preferences?

To what extent do you believe you should become involved in Sunday and other 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?

1. PROFESSIONAL QUALIFICATIONS

Please attach photocopies of all your postsecondary transcripts, training and certifications. Should you be offered a position, official copies of these documents must be provided to the school for inclusion in your personnel file.

FORMAL TRAINING:

High School Diploma: \_\_\_\_\_Yes \_\_\_\_\_ No School: Date:

G.E.D. \_\_\_\_\_ Yes \_\_\_\_\_ No School: Date:

Child Care training courses you have attended or completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Bachelors Degree: \_\_\_\_\_ Yes \_\_\_\_\_ No School: Date:

Major: Degree:

 Minor: GPA:

Additional Bachelors Degrees:

Post Graduate Degree: \_\_\_\_\_ Yes \_\_\_\_\_ No School: Date:

 Major: Degree:

Colleges, Technical school or other educational institutions attended:

EXPERIENCE WORKING WITH CHILDREN AND / OR TEACHING:

Sequentially list your experience working with children or teaching with most recent first.

Place of Employment / Volunteer Position Duties Dates Reference and phone #

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

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Tell about 1) any textbook series with which you are familiar 2) textbook series you prefer 3) educational advantages that you have had including opportunities for travel 4) any books or articles that you have read recently that have helped you to grow professionally

CHILDCARE / TEACHING CREDENTIALS :

Do you have CDA certificate? \_\_\_\_\_ (yes or no)

Do you have a TCC certificate? \_\_\_\_\_ (yes or no)

Have you had CPR training within the last 2 years? \_\_\_\_\_ (yes or no)

Have you had First Aid training within the last 2 years? \_\_\_\_\_ (yes or no)

Do you have a current Georgia Para Professional Certification ? \_\_\_\_\_ (yes or no)

Are you certified by the county to Substitute? \_\_\_\_\_ (yes or no)

Do you have a CDL? \_\_\_\_\_ (yes or no)

Do you have an ACSI Teaching Certificate? \_\_\_\_\_ (yes or no)

 Level: Area:

Do you have a State Teaching Certificate \_\_\_\_\_ (yes or no)

 Level: Area:

CHRISTIAN SCHOOL PREPARATION

Have you any courses in the Christian Philosophy of Education? \_\_\_\_\_\_ (yes or no)

From where and when?

Would you be willing to take such a course by correspondence or otherwise? \_\_\_\_\_ (yes or no)

Do you understand that you must be willing to participate in training and staff development as a condition of employment and continued employment? \_\_\_\_\_\_ (yes or no)

Have you had other courses giving specific training for Christian Day Care or Schools \_\_\_\_\_ (yes or no)

From where and when?

List any conferences or seminars which you have led or participated in recently:

1. PERSONAL REFERENCES

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

1. Give two references who are qualified to speak of your character, spiritual experience, and Christian service. LIST YOUR CURRENT PASTOR FIRST

Name / Complete Address Phone Position

1.

2.

B. Give three references who are qualified to speak of your professional training and experience. LIST YOUR CURRENT OR MOST RECENT PRINCIPAL OR SUPERVISOR FIRST.

Name / Complete Address Phone Position

1.

2.

3.

1. EMPLOYMENT HISTORY

Have you ever been involuntarily discharged from an employer? \_\_\_\_\_\_\_\_\_\_\_ (yes or no)

Total years of Teaching Experience: \_\_\_\_yrs in Christian Schools \_\_\_\_ yrs in Public Schools

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may follow the same format on the reverse side if more space is needed.

1. Employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates of Employment \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Supervisor’s name and phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates of Employment \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Supervisor’s name and phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Supervisor’s name and phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates of Employment \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Supervisor’s name and phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates of Employment \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Reason for Leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. APPLICANT’S CERTIFICATION AND AGREEMENT including AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I understand that Lafayette Christian School 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 initial 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 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 Lafayette Christian School to thoroughly interview the primary references which 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 other matters related to my suitability for the job.

I have made application for a position as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with Lafayette Christian School and 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 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. I waive the right to ever personally view any references given to the school.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly 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 school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or to reflect adversely on the school or on me as a Christian role model.

I understand that this is only an application for employment and that no employment contract is being offered at this time.

I am not suffering from any physical handicap or mental disorder, which would interfere with the ability to perform adequately the job duties of providing for the care and supervision of the children in my care.

I have never been shown by credible evidence, i.e., a court or jury, department investigation or other reliable evidence to have abused, neglected or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct as evidenced by an oral or written statement to this effect obtained at the time of this application.

I have read the job description for this position and am able in all respects to perform the duties as described.

I agree that a photocopy, facsimile copy or electronic copy of this document and any signature shall be considered for all purposes as the original signed release on file.

I am authorized to work in the United States.

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

Applicant’s Name (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Soc Num \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_