

Application for Employment

Position Applying For _____

Biographical Information

Name: _____

Address: _____

Phone: _____ **E-mail address:** _____

Date: _____

Do you have the legal right to work in the U.S.? YES NO

Have you ever plead “no contest” or “guilty” to or been convicted of a crime other than a routine traffic offense?

YES NO If yes, when, where and nature of offense? _____

Are there any felony charges pending against you? YES NO

If yes, please explain _____

Have you ever been fired	<input type="checkbox"/> YES <input type="checkbox"/> NO
dismissed	<input type="checkbox"/> YES <input type="checkbox"/> NO
asked to resign by mutual agreement	<input type="checkbox"/> YES <input type="checkbox"/> NO
otherwise terminated from employment	<input type="checkbox"/> YES <input type="checkbox"/> NO
refused re-employment	<input type="checkbox"/> YES <input type="checkbox"/> NO

If you answered yes to any of the above statements, please explain _____

Are you able to do the essential functions of the job(s) for which you are applying? YES NO

If no, please explain _____

Record of Education (include applicable High School information if no college degree)

School or Institution	Major(s)	Minor(s)	Degree	Date	GPA

Other course work beyond highest degree: _____

Distinctions (i.e. awards, scholarships, honors): _____

College activities (i.e. offices, music, art, drama, journalism, sports): _____

THIS SECTION FOR TEACHING FACULTY APPLICANTS ONLY:

Total years teaching experience: Christian Schools _____ Public/Private Schools _____

Are you presently teaching? Yes No Are you under contract for the coming year? Yes No

Current Teaching License: Yes No In Process (please explain): _____

STUDENT TEACHING EXPERIENCE:

School Name: _____ Dates: _____ to _____

Address: _____
Street City State Zip

Principal: _____ Teacher: _____

Phone Number: _____ Email: _____

Grades/Subjects Taught: _____ Semesters Taught: _____

Certification for teaching:

Type	State	Expiration Date

Courses Or Grades Qualified To Teach	Years Of Experience
Courses Or Grades You Prefer To Teach	Years Of Experience

List school activities (i.e. athletics, student organizations, music, drama, journalism, etc.) you are prepared to supervise.

Activity	Years Of Experience	Activity	Years Of Experience

TEACHING, COACHING and OTHER PROFESSIONAL WORK EXPERIENCE – ALL APPLICANTS:
Begin with your current or most recent position; attach additional sheet if necessary.

Please check one: **Teaching Position** **Non-Teaching**

School or Company Name: _____

Address : _____
Street City State Zip

Grade/Subject Taught or Position Held: _____

Dates Employed: _____ To: _____ Principal or Supervisor's Name: _____

Phone: (____) _____ Email Address: _____

Responsibilities/Accomplishments: _____

Reason for Leaving: _____

May we contact your current employer? YES NO If no, please state reason: _____

Please check one: **Teaching Position** **Non-Teaching**

School or Company Name: _____

Address : _____
Street City State Zip

Grade/Subject Taught or Position Held: _____

Dates Employed: _____ To: _____ Principal or Supervisor's Name: _____

Phone: (____) _____ Email Address: _____

Responsibilities/Accomplishments: _____

Reason for Leaving: _____

Please check one: **Teaching Position** **Non-Teaching**

School or Company Name: _____

Address : _____
Street City State Zip

Grade/Subject Taught or Position Held: _____

Dates Employed: _____ To: _____ Principal or Supervisor's Name: _____

Phone: (____) _____ Email Address: _____

Responsibilities/Accomplishments: _____

Reason for Leaving: _____

References

List at least three people, other than a family member who are qualified to speak of your character and your work experience.

Name	Position	Address	Phone

Spiritual Life

Church Membership _____

Church office held and dates _____

Other church activities and dates _____

Do you subscribe to the Lansing Christian School's Statement of Faith? _____ (see below)

Attach a statement of any significant exceptions or reservations.

Statement of Faith

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God
- We believe that there is one God; the source, support and end of all things; eternally existent in three persons: Father, Son and Holy Spirit
- We believe in the deity of our Lord Jesus Christ; in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential.
- 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.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life.

Teaching Faculty Application Checklist

A complete application will include the following:

- Application form.
- At least three letters of recommendation (copies sent by applicant's placement service meet this requirement).
- Transcripts (or copies thereof) of all college and university course work.

In case you do not have a placement file available, please feel free to append any pertinent information or material that you want to bring to our attention.

Lansing Christian School is an equal opportunity employer and does not discriminate on the basis of sex, race, color, age, national origin, disability, marital status, genetic information, height, weight or veteran status. The Lansing Christian School student body is ethnically and racially diverse. We seek to employ a faculty/staff that is similarly diverse.

APPLICANT’S CERTIFICATION AND AGREEMENT

I understand that Lansing Christian School does not discriminate in its employment practices against any person because of sex, race, color, age, national or ethnic origin, marital status, genetic information, height, weight, gender, veteran status 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 of 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 Lansing Christian School to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews. I authorize the release and giving of any information requested by Lansing 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 references given to Lansing Christian School.

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

Signature of Applicant

Date

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position with Lansing Christian School. I authorize Lansing Christian School to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interview.

I authorize the release of any information requested by Lansing Christian School such as employment records, performance reviews, and personal references whether such information is favorable or unfavorable to me.

I release any person, organization, or company from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or part, whether such information is favorable or unfavorable to me.

I understand and agree that the employer will conduct a criminal conviction record check in connection with my application for employment and I hereby consent to such records checks.

I further waive the right to ever personally view any references given to Lansing Christian School. I am willing that a true copy of this authorization be accepted with the same authority as the original.

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

Applicant's Name – Print

Applicant's Signature

Date

Applicant's Social Security Number

AUTHORIZATION, RELEASE, AND WAIVER OF RECORDS

I have applied for employment at Lansing Christian School. Pursuant to the requirements of Michigan law, I make the following authorization release and waiver:

I authorize all prior and current employers to disclose any and all information Lansing Christian School believes is pertinent to my application for employment, including any unprofessional conduct in which I engaged while in their employ and to make available to Lansing Christian School, copies of all documents in my personnel record relating to my employment.

I release and hold harmless all prior and current employees, and the below stated organization, their agents and employees from and civil or criminal liability for providing such information. I waive any rights I may have under the Bullard-Plawecki Employee Right-to-Know Act to written notification from all prior and current employers regarding the release of information described above.

For purposed of this Authorization, Release and Waiver, the term "unprofessional conduct" means one or more acts of misconduct; one or more acts of immorality, moral turpitude, or inappropriate behavior involving a minor; or the commission of a crime involving a minor. A criminal conviction is not an essential element of determining whether or not a particular act constitutes unprofessional conduct.

I understand Lansing Christian School will not hire me if I refuse to sign this Authorization, Release, and Waiver. I further understand that Lansing Christian School may require me to provide additional information not described in this Authorization, Release and Waiver.

Lansing Christian School will use any information it receives pursuant to this Authorization, Release, and Waiver only for the purpose of evaluating my qualifications for employments in the position for which I have applied. Lansing Christian School will not disclose any information it receives to any person, other than myself, who is not directly involved in the process of evaluating my qualifications for employment.

Applicant Signature: _____ Date: _____

Print Name of Applicant: _____ Social Security# _____

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This form must be returned to our office.
Lansing Christian School will submit this form to the employer listed below for completion.

Lansing Christian School
3405 Belle Chase Way
Lansing, MI 48911
Fax: 517.882.5779
Email: lhornberger@lansingchristianschool.org

Please complete this section, providing us with the name and complete address of a present or immediate past employer. Please print legibly.

Name of Company/School: _____

Address: _____

City: _____ State: _____ Zip: _____

TO BE COMPLETED BY EMPLOYER:

Please us the following checklist to indicate your response:

_____ I cannot present any evidence of unprofessional conduct shown by the above candidate while under my supervision.

_____ I offer the attached documentation of unprofessional conduct as described in the Authorization, Release, and Waive form signed by the candidate.

Supervisor Signature: _____ Date: _____

Agency/Company/School District: _____