



Application for Employment

Position applying for: _____

Personal Data

Name:		Date:	
Street Address:			
City:		State:	
Email:		Zip Code:	
		Phone:	

Additional Information

Do you have the legal right to work in the U.S.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever plead "no contest" or "guilty" to or been convicted of a crime other than a routine traffic offense (including misdemeanor or felony)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, when, where and nature of the offense?		
Are there any felony charges pending against you?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, please explain:		

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

School or Institution	Major	Minor	Degree	Dates	GPA
Other course work beyond highest degree:					
Distinctions (i.e. awards, scholarships, honors):					
College activities (i.e. offices, music, art, drama, journalism, sports):					

Work History

WORK EXPERIENCE

Begin with your current or most recent position; attach additional sheet if necessary.

School or Company Name:							
Mailing Address:							
Grade/ Subject Taught or Position Held:							
Dates Employed:		To:		Supervisor's Name:			
Phone:				Email:			
Responsibilities or Accomplishments:							
Reason for Leaving:							
May we contact your current employer?		<input type="checkbox"/> Yes		<input type="checkbox"/> No		If no, please state reason:	
School or Company Name:							
Mailing Address:							
Grade/ Subject Taught or Position Held:							
Dates Employed:		To:		Supervisor's Name:			
Phone:				Email:			
Responsibilities or Accomplishments:							
Reason for Leaving:							
May we contact your current employer?		<input type="checkbox"/> Yes		<input type="checkbox"/> No		If no, please state reason:	
School or Company Name:							
Mailing Address:							
Grade/ Subject Taught or Position Held:							
Dates Employed:		To:		Supervisor's Name:			
Phone:				Email:			
Responsibilities or Accomplishments:							
Reason for Leaving:							
May we contact your current employer?		<input type="checkbox"/> Yes		<input type="checkbox"/> No		If no, please state reason:	
School or Company Name:							
Mailing Address:							
Grade/ Subject Taught or Position Held:							
Dates Employed:		To:		Supervisor's Name:			
Phone:				Email:			
Responsibilities or Accomplishments:							
Reason for Leaving:							
May we contact your current employer?		<input type="checkbox"/> Yes		<input type="checkbox"/> No		If no, please state reason:	

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 attending			
Church office held and dates			
Other church activities and dates			
Do you subscribe to Lansing Christian School's Statement of Faith? (see below)			

Lansing Christian School 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.



EQUAL OPPORTUNITY EMPLOYER

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, AGREEMENT & AUTHORIZATION

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 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 Signature: _____ Date: _____

Applicant's Name-- Print: _____



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: _____

Applicant's Name-- Print: _____

THIS SECTION FOR TEACHING FACULTY APPLICANTS ONLY:										
Total years teaching experience:		Christian Schools:		Public/ Private Schools:						
Are you presently teaching?	<input type="checkbox"/> Yes		<input type="checkbox"/> No		Are you under contract for the coming year?	<input type="checkbox"/> Yes		<input type="checkbox"/> No		
Current Teaching License:	<input type="checkbox"/> Yes		<input type="checkbox"/> No		In Process (please explain):					
STUDENT TEACHING EXPERIENCE:										
School Name:					Dates:		To			
Mailing Address:										
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 any school activities (i.e. athletics, student organizations, music, drama, journalism, etc.) you are prepared to supervise.										
Activity				Years of Experience				Activity		

Teaching Faculty Application Checklist

A complete application will include the following:

- ❖ Application form
- ❖ At least 3 letters of recommendation (copies sent by applicant's placement service to 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.

