



## 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 (including misdemeanor or felony)?

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



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.

<b>Name</b>	<b>Position</b>	<b>Address</b>	<b>Phone</b>

### ***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.

**LANSING CHRISTIAN SCHOOL**

**PRE-EMPLOYMENT INVESTIGATION, APPLICANT ACKNOWLEDGEMENT, AUTHORIZATION, CONSENT, AND  
RELEASE**

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I, the undersigned Applicant for employment with Lansing Christian School, do hereby acknowledge, authorize, and consent to a pre-employment investigation to be conducted by agents of Lansing Christian School for the purpose of confirming and verifying the contents of my application for employment, resume, and/or letter of interest submitted by me and/or to confirm or verify any verbal representations made or to be made by me with respect to my consideration for employment with Lansing Christian School.

Further, I authorize and consent to the employees or agents of Lansing Christian School to contact any or all of my personal references, former or current employers, current or previous educational institutions attended and any other persons and organizations deemed necessary by the investigating employees or agents for the purpose of making pre-employment inquiries and obtaining information concerning my character, reputation, certification, licensure, academic and/or work record and experience.

Also, I authorize and consent to the employees or agents of Lansing Christian School to contact any child protection agencies or registries, law enforcement authorities, and/or judicial authorities and to make pre-employment inquiries and to obtain any information and/or records related to me to determine if I have committed or have been convicted of any crimes and if there are any felony charges pending against me, including the nature of the crimes committed and/or the pending felony charges.

I also authorize and consent to the employees or agents of Lansing Christian School to contact the Michigan Department of Education and any other licensing or regulatory agencies to verify the existence and validity of any teaching certificates, licenses and/or approvals possessed by me and required in the assignment for which I am making application. This consent shall be inclusive of authorization to receive copies of any such certificates, licenses and/or approvals as well as any documents relating to previous, current or pending proceedings pertaining to the limitation, suspension, and/or revocation of such teaching certificate(s), license(s) or approvals.

Further, I understand that according to Michigan law, a criminal history background check is required and hereby give my voluntary consent to Lansing Christian School and its agents to conduct this check in cooperation with state and federal law enforcement agencies. I also consent and agree that Lansing Christian School is authorized to obtain or receive copies of any criminal background check previously obtained regarding me in connection with my application for employment with any other Michigan public school or non-public school. I release the Lansing Christian School and the sources of such criminal history background reports regarding me from any liability in connection with the disclosure or receipt of such information for purposes of processing my application for employment.

I understand that any offer of employment I may receive is contingent upon the review and evaluation by Lansing Christian School of this criminal background information.

I also authorize and consent to the disclosure of any information, written or verbal, and/or any documentation regarding my character, reputation, work record, any records of unprofessional conduct, disciplinary record, academic record, and records of work experience from any entity or person, including my present and/or former employers and educational institutions attended, upon the request of the employees or agents of Lansing Christian School conducting the pre-employment investigation.

I hereby waive written notice of disclosure of any disciplinary reports, reprimands, and/or personnel actions from my current or former employers. This waiver shall be inclusive of a waiver of rights under Section 6 (3) of the Bullard-Plawecki Employee Right to Know Act.

Also, I release any person or entity providing information and/or documents concerning my character, reputation, disciplinary record (including, but not limited to, records of unprofessional conduct), academic and/or work record and experience to employees or agents of Lansing Christian School pursuant to the pre-employment investigation, from any and all claims and/or liability whatsoever for any damages and/or consequences which may result.

I acknowledge and understand that if I should be employed by Lansing Christian School, my application for employment and other related information, as deemed appropriate for retention, will become a permanent part of my personnel file. I further acknowledge and agree any representation, omissions, or statements made by me during the pre-employment application and screening process which are subsequently discovered to be false or misleading, upon the discovery thereof will result in my discharge.

In making this application for employment I also understand that an investigation may be made whereby information is obtained through personal interviews or other contacts with my neighbors, friends, or others with whom I am or have been associated or acquainted or who may have knowledge of the above information regarding me. These inquiries may include, as appropriate,

information as to my character, general reputation, personal characteristics, and mode of living. I understand that I have a right to make a written request of Lansing Christian School, within a reasonable period of time, to receive additional and detailed information about the nature and scope of such investigation.

I understand that according to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and their legal authorization to work in the United States. As a consequence, I understand that any offer of employment to me is contingent on my ability to produce the required documentation within the time period required by law.

I release Lansing Christian School, its individual Board members, administrators, other employees, and/or agents from any and all claims and/or liability whatsoever for any damages or consequences which may result from the pre-employment investigation related to my consideration for employment with Lansing Christian School which I authorize by my signature below.

**READ CAREFULLY, THIS DOCUMENT CONTAINS A RELEASE.**

**Date:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_  
(Please Print Full Name)

**Signature of Applicant:** \_\_\_\_\_

**Witness:** \_\_\_\_\_  
(School Official)

**Current Employer:** \_\_\_\_\_

**Name of Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Employed: From** \_\_\_\_\_ **To** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Previous Employer:** \_\_\_\_\_

**Name of Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Employed: From** \_\_\_\_\_ **To** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_