



1101 Wesley Avenue  
Xenia, Ohio 45385  
legacyknights.org  
p: 937-352-1640  
f: 937-352-1641

**APPLICATION FOR EMPLOYMENT**

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

**CHECK TYPE(S) OF POSITION DESIRED:**

- Administrative    Teaching    Coaching    Co-Curricular Sponsor    Facilities/Custodial    Coaching
- Other Support Staff, Substitute Teaching, Other: \_\_\_\_\_

**Grade Level(s) Desired:**  Elementary    Middle    High School   **Date Available:** \_\_\_\_\_

**Subject Preference:** \_\_\_\_\_ **Coaching Position Desired:** \_\_\_\_\_

**Personal Information:**

Name: \_\_\_\_\_  
First Middle Last

Present Address: \_\_\_\_\_  
Street / Apt

\_\_\_\_\_ **Cell Phone:** \_\_\_\_\_  
City State Zip Code

Email: \_\_\_\_\_ **Marital Status:** \_\_\_\_\_

The Ohio Administrative Code, Sections 3301-39-01 to 3301-39-04, requires all schools to keep records on the racial composition of its student body, employees, and potential employees. In addition, Legacy Christian Academy values diversity and the role that it plays in the lives of our students and employees.

- Ethnicity (optional):
- American Indian/Alaskan Native
  - Asian/Pacific Islander
  - Black/African American
  - Caucasian/Non-Hispanic
  - Hispanic
  - Multi-Racial

Do you feel there are any accommodations needed to allow you to perform the duties of the position for which you are applying?  Yes  No   If yes, please provide additional information: \_\_\_\_\_

Have you previously been employed by Legacy Christian Academy?    Yes    No

List any relatives or friends with Legacy Christian Academy:  
\_\_\_\_\_

What church do you presently attend? \_\_\_\_\_ Are you a member?    Yes    No

How are you involved in the life of your church?  
\_\_\_\_\_  
\_\_\_\_\_

Why do you wish to teach/work/coach in a Christian school?

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Describe your present relationship with the Lord, including your personal devotional life.

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Are you aware of anything in your life which would hinder your ability to be a spiritual (godly) role model to students?  
(James 3:1, Luke 6:40)

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LCA is non-denominational, yet our students come from a variety of denominational and non-denominational churches.  
May we count on you to promote a non-sectarian spirit? \_\_\_\_\_

Do you believe that Genesis 1:3-2:3 refers to seven literal 24-hour days? If not, please state your personal views regarding creation.

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Describe your biblical understanding of the personal usage of alcohol, tobacco, drugs, matters of recreation, and entertainment.

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**PASTORAL AND PERSONAL REFERENCES:** Include two references who are qualified to speak of your spiritual life and Christian service. List your current pastor or shepherd-leader/elder first. Your second reference should be someone who has known you for years, not a relative.

NAME	RELATIONSHIP	PHONE	EMAIL

**Please write out your personal Christian testimony (with scriptural support) and attach it to this document.** If you have experienced marital separation, divorce, dissolution, annulment and/or remarriage, you must disclose the circumstances and date of each event within your written personal Christian testimony at the time of application per the Employment Policy: Human Sexuality and Marriage located on the Employment page of the Legacy Christian Academy website.

**Additionally, all employees at LCA work together to fulfill our mission of *Equipping Leaders for Christ*. Please attach a written statement explaining what that mission statement means to you and how you will help achieve it in the position for which you are applying. Be as specific and complete in your answer as possible.**

**EDUCATIONAL TRAINING:**

HIGH SCHOOL	LOCATION	DIPLOMA EARNED?	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
COLLEGE AND POSTGRADUATE	LOCATION	DEGREE	SEMESTER HOURS

List any skill sets and software you have been specifically trained for or have experience in:

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**PREVIOUS EMPLOYMENT HISTORY:** Begin with most recent.

Company Name:	Telephone #:
Address:	Date of Employment (Month and Year): From: _____ To: _____
Name of Supervisor:	Weekly or Monthly Pay:
State Job Title and Describe Your Work:	Reason for Leaving:

Company Name:	Telephone #:
Address:	Date of Employment (Month and Year): From: _____ To: _____
Name of Supervisor:	Weekly or Monthly Pay:
State Job Title and Describe Your Work:	Reason for Leaving:

May we contact your previous employers?  Yes  No

If no, please explain:

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**Please additionally attach a resume to this application including your complete educational and work history.**

This page is REQUIRED for all ADMINISTRATIVE, TEACHING, and SUBSTITUTE TEACHING applicants. All other applicants may leave this page blank.

**TEACHING and EDUCATIONAL ADMINISTRATIVE EXPERIENCE:** Leave blank if none.

YEARS / DATES	NAME OF SCHOOL	ADDRESS	GRADES / SUBJECTS

Total number years of experience in education? \_\_\_\_\_

CERTIFICATION / LICENSE	AREA(S) (Include grades, areas of concentration, field, etc.)	EXPIRATION DATE	CERTIFICATE / LICENSE VALID IN WHICH STATE(S)

**PROFESSIONAL TEACHING/ADMINISTRATIVE REFERENCES:** Include at least two professional references who can speak to your teaching and/or educational administrative experience.

NAME	ORGANIZATION / TITLE	PROFESSIONAL RELATIONSHIP	PHONE	EMAIL

Please write your philosophy of Christian education and attach it to this application.

**ATHLETIC AND OTHER CO-CURRICULAR ACTIVITIES:** List *your* high school and collegiate co-curricular involvement. Include specific sports, cheerleading, drama/musical theatre, speech/debate, intramurals, academic teams/competitions, summer camp work, etc. where your personal experience might make you qualified to coach or sponsor at LCA. Please attach another sheet if additional space is need. Leave blank if none.

SPORT / ACTIVITY	SCHOOL	# OF YEARS	LEVEL	HONORS	WILLING TO SPONSOR AT LCA (Y OR N)

**COACHING AND CO-CURRICULAR LEADERSHIP EXPERIENCE:** Leave blank if none.

NAME OF SCHOOL / ORGANIZATION	POSITION / GRADE LEVEL	YEARS OF EXPERIENCE	HONORS

**LICENSURE (PAP, CPR, other)**

CERTIFICATION / LICENSE	NUMBER	EXPIRATION DATE	CERTIFICATE / LICENSE VALID IN WHICH STATE(S)

**COACHING AND CO-CURRICULAR LEADERSHIP – PROFESSIONAL REFERENCES:** Include at least two professional references who can speak to your coaching experience and/or your experience leading athletes/students/children in an organized co-curricular context. Applicants *only* applying for a coaching or co-curricular sponsor position MUST complete this section. This section is optional but encouraged for all other applicants.

NAME	ORGANIZATION / TITLE	PROFESSIONAL RELATIONSHIP	PHONE	EMAIL

**Qualifications and Expectations of Legacy Christian Academy Employees: *Please read carefully.***

**Qualifications** – To be eligible for employment at Legacy Christian Academy, an applicant must possess the following qualifications:

- Must have a personal relationship with Jesus Christ.
- Must be a member in good standing at an evangelical church.
- Must have strong academic qualifications.
- Must be able to meet the minimum qualifications of the position.
- Must be supportive of the Statement of Faith, Mission, Vision, Philosophy of Christian Education, Core Values and Expected Student Outcomes of Legacy Christian Academy.
- Must have a minimum of four references, including spiritual, professional, and personal.
- Must be able to obtain an Ohio Department of Education issued certificate to work in an Ohio nonpublic school prior to employment start date.

Additional Qualifications for Faculty positions:

- Must hold or be able to obtain within a reasonable period of time, a valid teaching certificate in the subject area in which employment is sought, (if classroom teaching/oversight is part of job responsibilities).
- Must be willing to sponsor or assist in sponsoring reasonable extracurricular activities.

**Expectations** – The employee must possess and fulfill the following attributes and expectations in accordance with the LCA employee handbook that will be provided at point of hire:

- Must have a strong Christian commitment.
- Must believe in the inerrancy of the Bible.
- Must believe in God as Creator of all.
- Must maintain Christian growth through consistent prayer, Bible study, and active involvement in a Bible-believing, evangelical local church.
- Must agree with and abide by Biblical standards regarding sexual behavior, including promiscuity, homosexuality, or other forms of sexual immorality.
- Must communicate thoughts clearly and precisely, using correct pronunciation, grammar, and word usage.
- Must produce legible, neat, and error-free correspondence.
- Must exhibit in-depth knowledge of subject area.
- Must continue professional growth through educational opportunities.
- Must have appropriate, professional appearance.
- Must be punctual in attendance and completion of assignments.
- Must develop a positive rapport with students.
- Must project authority and maintain student discipline.
- Must work well with colleagues.
- Must work with people of other races, nationalities, and denominational beliefs.
- Must develop positive school-home and school community relationships.
- Must adhere to administrative directives and to school policies and procedures.

After reading the above “Qualifications and Expectations of Legacy Christian Academy Employees,” is there any reason why you might be unable to perform these job duties consistently and promptly?  Yes  No

If “yes,” please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## STATEMENT OF FAITH

*Legacy Christian Academy's Statement of Faith defines the core Biblical doctrines and standards of the school. LCA is a non-denominational school, approaching doctrinal matters from a broadly evangelical protestant perspective. Additionally, Legacy approaches the doctrine of Creation from a six-day literal interpretation of the scriptures. LCA recognizes that the responsibility for instructing students in denominational differences that are outside its Statement of Faith resides primarily with parents and secondarily with the local church.*

### **GOD**

We believe there is one God (Deuteronomy 6:4), eternally existent in three persons: Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30, 37-38), and God alone is worthy of worship (Luke 4:8).

### **THE BIBLE**

We believe the Bible, comprised of the sixty-six canonical books of the Old and New Testament alone, is the only verbally inspired Word of God, infallible, authoritative, and inerrant in its original writings. Since we believe that the Scriptures are the very Word of God and the final authority for faith and practice, the Bible is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises (2 Timothy 3:16; 2 Peter 1:20-21).

### **JESUS CHRIST**

We believe Jesus Christ is both fully human and fully divine (John 10:33, Philippians 2:6-11). We believe in His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:34-35); His sinless life (Hebrews 4:15, 7:26, 9:14); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Colossians 1:14; Hebrews 2:9); His bodily resurrection (John 11:25; 1 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 19:11-16).

### **HUMAN CONDITION**

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because all humans have sinned and have fallen short of the glory of God. Those who repent and believe in Jesus Christ are justified based on His all-sufficient substitutionary atonement for their sins, yet it is only by God's grace, through faith, that people are saved (Romans 3:10, 23; John 3:16-19, 5:24; Ephesians 2:8-10; Titus 3:5-6; 2 Corinthians 5:21).

### **CREATION**

We believe in the creation of the entire space-time universe, the creation of all kinds of living things, and the creation of humans in God's image – all by the direct act of God as described in the Bible (Genesis 1-2).

**Human Sexuality and Marriage:** We believe that God has uniquely created humans male and female, two distinct, complementary genders that together reflect the image and nature of God. We consider rejection of one's biological sex as a rejection of the image of God in that person. We affirm that God's plan and benevolent intentions for human sexuality are realized within the context of marriage between one genetic man and one genetic woman. We affirm the goodness of sexuality in the context of marriage, as well as the importance of purity, fidelity, and the sacredness of marriage (Genesis 1:26-27; Genesis 2:23-24; Matthew 19:4-5).

**Sanctity of Life:** We believe that all human life is sacred, created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born children, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Genesis 1:26-28; Psalm 139:13-16).

### **CHRISTIAN LIVING**

We believe in the continuing ministry of the Holy Spirit, by Whose indwelling Christians are enabled to live a godly life (Ephesians 4:30, 5:18; 1 Corinthians 3:16, 6:19-20).

### **UNITY OF BELIEVERS**

We believe in the spiritual unity of believers in the Lord Jesus Christ. We believe the universal church is composed of all Christians, those who have salvation through faith in Jesus Christ's substitutionary atonement for their sins, and we believe regularly gathering with a local body of believers for accountability and encouragement is essential for the Christian life (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28, Hebrews 10:24-25).

### **LIFE AFTER DEATH**

We believe in the resurrection of both the saved and the lost: those who are saved to eternal life and those who are lost to eternal damnation (John 5:28-29).

Do you fully support the Statement of Faith, as written, without reservation?  Yes  No

If no, please explain: \_\_\_\_\_

\_\_\_\_\_

**APPLICANT'S STATEMENT/RELEASE FORM (All Applicants)**

- Are you a United States citizen or legally eligible to work in the United States?  Yes  No
- Have you ever been convicted of, found guilty of, or pled guilty to any misdemeanor other than traffic offenses?  Yes  No
- Have you ever been convicted of, found guilty of, or pled guilty to any felony?  Yes  No
- Have you ever had a criminal conviction sealed or expunged?  Yes  No
- Have you ever surrendered or had revoked, suspended, limited, or denied any certificate, license or permit (professional or otherwise)?  Yes  No
- Have you ever been indicted for, convicted of, plead guilty or no contest to child abuse or a crime involving actual or attempted sexual molestation of a minor?  Yes  No

I also understand and agree to the following:

In compliance with the provisions of O.R.C. 109.57, verification of the response to these questions may be obtained from the Ohio Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation. The verification process will require that fingerprints be taken. I authorize Legacy Christian Academy to conduct a criminal records check.

Legacy Christian Academy does not discriminate on the basis of race, color, national origin, gender, age, or disability. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

In the event of a legal, or equitable, claim rising out of, or relating in any way to an unresolved dispute, including, but not limited to, any dispute arising out of LCA's consideration of my application of employment, all stakeholders agree to waive any right to a jury or any right to file a lawsuit in any civil court against LCA or any of its officers, trustees, employees, agents or volunteers, and, instead, agrees to solely and exclusively resolve any such legal, or equitable, claim through a mutually-agreeable Christian dispute resolution process that will include, if necessary, final and binding arbitration. If the parties fail to agree on a dispute resolution process or are otherwise unable to resolve any dispute involving a legal or equitable claim against LCA or any of its officers, trustees, employees, agents or volunteers, the applicant agrees that any such claim shall be fully and finally settled by mediation and, if necessary, legally binding and final arbitration in accordance with the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation (iccpeace.com). Judgement enforcing an arbitration decision may be entered in any court otherwise having jurisdiction.

Nothing herein precludes the administration of LCA from maintaining and operating its school in accordance with its Statement of Faith.

I certify that all information given throughout the application process herein is true and complete to the best of my knowledge.

I understand that this application is not and nor is intended to be a contract of employment; if hired, the employment relationship between myself and Legacy Christian Academy is terminable at will, with or without cause, by either myself or LCA. In the event of my employment with LCA, I will comply with all rules and regulations.

I give LCA my permission to conduct any investigation regarding the information contained in my employment application which LCA deems necessary to determine my qualifications for employment with LCA. I also give LCA my permission to contact any former employer, school, college or university, utility company, credit or finance bureau or office, any personal or professional reference, or any other appropriate source or individual for the purpose of gathering any information, person or otherwise, that such sources may have about my character, general reputation, credit, education, or employment record. Furthermore, I give my consent to any such source to release to LCA whatever relevant information they have about me. I also unconditionally release all named and unnamed sources from any and all liability that might result from furnishing any information about me.

I further certify that I have carefully read and agree with the following documents available on the school website:

- Mission, Vision, Philosophy of Christian Education
- Core Values and Expected Student Outcomes
- Policy on Marriage and Human Sexuality
- Declaration of Ethical and Moral Integrity

My signature attests to the fact that the information I have provided herein which includes my written personal Christian testimony, written understanding of the LCA mission and my role in fulfilling it, resume, and philosophy of Christian Education (if applying for a administrative or teaching position) is correct and understand that if incomplete, false, or misleading information is given in my application or interview(s) it shall be grounds for not considering this application or for dismissal if employed.

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Signature of Applicant

Date

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Applicant's Name (Print)