



1101 Wesley Avenue
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Staff Application

Thank you for your interest in the ministry of Legacy Christian Academy (LCA). We realize that the key to a successful Christian school is its staff. We are grateful for those who are professionally qualified, who love children, and who, by the pattern of their lives, exemplify Christ. We invite you to fill out this application and return it to the school office. If an opening occurs for which it appears you may qualify, we will request further information. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

Personal Information:

Name: _____
First Middle Last

Present Address: _____
Street / Apt

_____ Phone: _____
City State Zip Code

Email: _____ Marital Status: _____

Position(s) Applying for: _____ Date Available: _____

Are you a US citizen or legally eligible to work in the US? Yes No

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

List any relatives or friends with Legacy Christian Academy:

What is your definition of a Christian?

Give a brief account of your salvation experience.

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

What church do you presently attend? _____

How are you involved in the life of your church?

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)

Education History:

School/Institution	Location	Degree

Licensure:

Type	Organization	State	Number	Expiration Date

Biblical Training:

Institution	Class	Credit Hours

Work History (most recent):

Previous Employer:	Previous Job Title:
Date Previous Job Started:	Date Previous Job Ended:
Previous Job Description:	
Reason for Leaving:	

Please attach a resume to this application with educational and work history. Include employer, position, dates of employment, address, supervisor's name and phone number, and your reason for leaving.

May we contact your previous employer? _____

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

Personal Philosophy:

Why do you wish to work in a Christian school?

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

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

What approach do you take toward integrating Scripture or scriptural truths into your work environment?

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 of Legacy Christian Academy.
- Must have a minimum of four references, including spiritual, professional, and friend.

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.
- Must enroll any qualified children in his/her family in an elementary/secondary Christian school or a Christian Homeschool program unless an exceptional circumstance applies.

After reading the above “Qualifications and Expectations of Legacy Christian Academy Employees,” please answer whether there is any reason why you might be unable to perform these job duties consistently and promptly.

____ Yes ____ No

If “yes,” please explain: _____

STATEMENT OF FAITH

The school's Statement of Faith defines the core Biblical doctrines and standards of the school. LCA is by choice a non-denominational school, enrolling students and hiring faculty and staff of varied Christian denominations. LCA recognizes that the responsibility for instructing students in denominational differences that are outside the Statement of Faith resides primarily with their parents, and secondarily with their local church.

The Bible

We believe the Bible to be the verbally inspired and only infallible, authoritative, inerrant Word of God. The sixty-six canonical books of the Old and New Testament alone are verbally inspired and inerrant and are the final authority for faith and practice. Since we believe that the Scriptures are the very Word of God, 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).

God

We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30, 37-38).

Jesus Christ

We believe in the deity of our Lord Jesus Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15, 7:26, 9:12); 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 men have sinned and fall short of the glory of God and that men are justified on the single ground of personal faith in Jesus Christ based on His all-sufficient substitutionary death for our sins. It is only by God's grace through faith we 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 man and of the entire space-time universe by the direct act of God (Genesis 1:26-28; 5:1-2).

Life after Death

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

The Unity of Believers

We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).

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 babies, 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).

Human Sexuality and Marriage

We believe that God has uniquely created us male and female, and we affirm that God's plan and benevolent intentions for human sexuality are realized within the context of marriage between one man and one woman. We affirm the goodness of sexuality in the context of marriage, the importance of purity, fidelity, and the sacredness of marriage (Genesis 1:26-27; Genesis 2:23-24; Matthew 19:4-5).

Christian Living

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

Do you fully support the Statement of Faith, as written, without reservation? _____

If no, please explain: _____

Personal Information:

I understand that any offer of employment is conditioned on the proof of legal authority to work in the United States and acceptable background report. ____ Yes ____ No

Have you even been convicted of a felony? _____ If yes, please explain.

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

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

References:

Pastoral or Spiritual – Pastor of the church you’re attending or a person that knows you spiritually.

Name: _____ Address: _____

Phone: () _____ Email: _____

Professional – Someone who has supervised your work, preferably in education.

Name: _____ Address: _____

Phone: () _____ Email: _____

Professional – Someone who has supervised your work, preferably in education.

Name: _____ Address: _____

Phone: () _____ Email: _____

Friend – A person who has known you for years (not a relative).

Name: _____ Address: _____

Phone: () _____ Email: _____

Applicant's Authorization to Release Reference Information and Certification and Agreement:

I have made application for a position with Legacy Christian Academy.

I understand that LCA does not discriminate in its employment practices against any person because of race, color, or national or ethnic origin, or handicap in the hiring of its certified or non-certified personnel.

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 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 received benefits only through the day of release.

I authorize LCA to thoroughly investigate my references, work records, evaluations, education, and other matters related to my suitability for employment.

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 whether such information is favorable or unfavorable to me, without giving me prior notice of such disclosure.

In addition, I hereby release Legacy Christian Academy, 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 Legacy Christian Academy.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possible other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as necessary for such an investigation. These examinations are at my expense. I authorize Legacy Christian Academy to conduct a criminal records check.

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

- Legacy Christian Academy position on Marriage, Divorce and Remarriage
- Teacher, Administrator and Support Staff Affirmation
- Declaration of Ethical and Moral Integrity

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

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

Signature of Applicant

Date

Applicant's Name (Print)