

Date Received _____	_____	Transcripts
Pastor Reference _____	_____	Résumé
Supervisor Ref. _____	_____	Secondary References
Colleague Ref. _____	_____	Criminal Background Check
Personal Reference _____	_____	Admin 2
Admin 1 _____	_____	



FACULTY APPLICATION

Please print or type. Complete all information on this application and return it to the attention of the
Superintendent, Liberty Christian School, 2323 Columbus Avenue, Anderson, IN 46016.

Name _____ Date of Application _____

EMPLOYEE PROFILE

Liberty Christian School is both a Christian ministry and a school. As such, individuals who work at Liberty must possess all the traits necessary to be an effective minister for Christ as well as the technical skills of an educator. The following are minimum standards of employment at Liberty Christian School:

1. A born-again Christian with a mature walk of faith, whose lifestyle, convictions, and beliefs are in line with Biblical mandates, and the Holy Spirit of God.
2. One who is faithful in attendance and is actively involved in their own local, evangelical church.
3. Is able to clearly articulate the Biblical components of salvation, citing appropriate scripture passages, to be able to lead a child to a saving knowledge of Jesus Christ.
4. Is in agreement and support of the school's Statement of Faith and Code of Conduct (see last page).
5. One who is committed to the tenets of the philosophy of Christian school education.
6. A person who can implement the school's Mission Statement through their work (see below).
7. Can obtain four favorable personal references—one each from their pastor, most recent supervisor, a recent colleague, and another individual.
8. One who will enroll ALL eligible children at Liberty Christian School.
9. Is willing to submit to a state police criminal background check.
10. One who recognizes their personal calling of God into ministry.
11. Has a minimum of a bachelor's degree in education.
12. Currently holds, or is eligible to receive, an ACSI Teaching Certificate.
13. An individual naturally gifted in teaching, who possesses Christ-like qualities of a teacher.

If you believe you meet the specifications of the above employment profile for Liberty Christian School, please complete the remainder of this application.

OUR MISSION:

Liberty Christian School is a Christ-centered community where students receive an excellent education based on biblical truth.

OUR VISION:

Liberty Christian School will equip every student to passionately impact the world for Christ.

Position Applying For (check appropriate boxes)

☐ Early Childhood ☐ Elementary ☐ Middle School ☐ High School (Content Area _____)

☐ Other _____

Name _____ Home Phone _____
Last First MI

Cell Phone _____ E-mail Address _____

Present Address _____
Street City State Zip

Social Security Number _____

Spouse's Name _____

Spouse's Employment _____ Is spouse a born-again Christian? _____

Names and current grades of children and/or dependents:

_____	_____
_____	_____
_____	_____

Do you have a personal assurance that you are a born-again Christian? _____

Denominational affiliation _____

Name of church where attending _____ How long? _____

Are you currently attend regularly? _____ Name of Pastor _____

Have you ever been:

Divorced? _____ Discharged/disciplined in a previous job? _____ Convicted of a felony? _____

(If you answered "yes" to any of the above three questions, please explain on separate paper.)

If selected for employment, when would you be available to begin at Liberty Christian School?

PROFESSIONAL PREPARATION & EXPERIENCE

Please include a résumé with this application including a list of the following information:

1. All colleges, universities, or trade schools attended including name and location, dates attended, major, any minors, degrees earned.
2. All professional experiences beginning with your most recent full- or part-time jobs including name and location, dates of employment, position held, immediate supervisor's name, and telephone number(s). List your total years working in the field of Education and your total years of classroom experience.
3. Any special courses or training including Bible training.
4. Any awards, achievements, or recognition.
5. Any professional educational organization memberships, past and present.
6. All teaching certificates/licenses, their types (standard, CDL, etc.), and expiration dates.
7. Any special skills or talents including hobbies.

REFERENCES

Included in this application are four reference forms. These forms need to be given to your pastor, most recent supervisor, a recent colleague, and another individual who could comment on your ability to be successful at Liberty Christian School. It is the responsibility of the applicant to disseminate all reference forms to these individuals. No application will be considered without receipt of all four reference forms. Please note that a waiver has been offered to you at the top of each reference form.












Please initial here indicating your awareness of this waiver information. _____

PERSONAL STATEMENTS

Using additional paper, please respond to the following statements/questions:

1. Give a brief account of your Christian conversion and describe your personal plan for continued spiritual growth.
2. How would you respond to a student asking the question, "How do I become a Christian?"
3. Why do you want to be a teacher? What do you believe are the qualities of an effective teacher? What evidence do you have that would make you believe that you possess these qualities?
4. Provide a statement of your Philosophy of Christian Education including its main tenets and distinct characteristics of its educational practices. Give evidence of your commitment to Christian education.
5. How has the Lord led you to Christian education? State why you are interested in becoming a member of this ministry team and give specifics of how you would implement the school's Mission Statement through your teaching.
6. Where do your children currently attend school? What criteria did you use for this decision?
7. What do you believe concerning homosexuality?
8. Please describe what it means to limit your individual freedom out of love of others as described by Paul in Romans 14 and I Corinthians 8. As an employee in a Christian school explain how you would apply this principle during your time of service at Liberty Christian School.
9. State any additional information you believe may be helpful to us in considering your application.

STATEMENT OF FAITH

-  We believe the Bible to be the inspired and only infallible, authoritative Word of God (*II Timothy 3:16, II Peter 1:21*).
-  We believe that there is one God, externally existent in three persons, Father, Son, and Holy Spirit, and that God is the Creator of Heaven and Earth (*Genesis 1:1, Matthew 28:19, John 10:30*).
-  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*); His miracles (*John 2:11*); His vicarious and atoning death through His shed blood (*I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9*); His bodily resurrection (*John 11:25, I 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*).
-  We believe in the resurrection of both the saved and the lost, them that are saved unto the resurrection of life and them that are lost unto the resurrection of damnation (*John 5:28, 29*).
-  We believe that God loves each person and desires the salvation of all (*II Peter 3:9, Romans 5:8*).
-  We believe that salvation is through faith in Jesus Christ alone (*Romans 10:9, John 3:16*).
-  We believe that regeneration by the Holy Spirit is absolutely essential for salvation of the lost and sinful man and results in the new birth whereby sinful man becomes a new and different creature (*John 3:16-19, 5:24, Romans 3:23, 5:8, 9; Ephesians 2:8-10, Titus 3:5*).
-  We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (*Romans 8:13, 14, I Corinthians 3:16, 6:19, 20, Ephesians 4:30, 5:18*).
-  We believe the family is the basic unit of society established by God, Who intends for it to consist of one man woman legally married to each other in a permanent relationship. They are responsible to train and teach their children in biblical principles. Any sexual activity outside of the bond of marriage as defined above is contrary to God's will and design (*Genesis 2:24; Deuteronomy 6:6-7; Romans 7:2; I Corinthians 7:10; Ephesians 5:22-23; Genesis 2:24, 19:5, 13, 26:8-9; Leviticus 18:1-30; Romans 1:26-29; I Corinthians 5:1, 6:9; I Thessalonians 4:1-8; Hebrews 13:4*).
-  We believe in the spiritual unity of believers in our Lord Jesus Christ (*Romans 8:9, I Corinthians 12:12, 13, Galatians 3:26-28*).
-  We believe all of the law and the prophets depend on the commandments to "Love the Lord your God with all your heart, with all your soul, and with all your mind" and to "Love your neighbor as yourself" (*Matthew 22:34-40*).

I certify that the answers given herein are true and complete to the best of my knowledge. I understand that failure to complete any portion of this application or to sign this application will result in rejection of my application.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract of employment.

I agree to do my part to keep sectarianism and denominationalism out of the school at all times because I understand the school's non-denominational position.

CODE OF CONDUCT: The personal conduct of any Liberty Christian School employee should always be consistent with biblical standards. Actions that could bring dishonor or disgrace to the Lord Jesus Christ or the school will not be acceptable and may be grounds for termination. While an employee of the school, I will demonstrate a willingness to limit my personal freedoms **out of love** for others (*Romans 14 and I Corinthians 8*).

I subscribe without reservation to the *Statement of Faith, Code of Conduct, and statements* listed above:

Signed _____ Date _____

Liberty Christian School does not discriminate on the basis of race, color, gender, national or ethnic origin, age, or veteran status in all its employment practices and activities.

Revised 7/2010

faculty app

www.libertyonline.org

Elementary Hillcrest Campus: 2025 Hillcrest Drive * Anderson, IN 46012 * (765) 644-7773 Fax 644-7778
Secondary Washington Campus: 2323 Columbus Avenue * Anderson, IN 46016 * (765) 644-7774 Fax 644-7779



BACKGROUND CHECK FOR PROSPECTIVE EMPLOYEES

To provide for the safety of and godly examples to our students, Liberty Christian School requires all employees, to submit to a background investigation at the school's expense. The Criminal Records Section of the Indiana State Police performs the criminal background check. Please complete the "Criminal History Affidavit" below and sign the authorization for the school to perform a criminal background check.

Criminal History Affidavit and Authorization to Conduct a Limited Criminal History Background Check

1. I affirm that I am not now, and have never been,
 - a. Found by any court, including a military tribunal, to be a "sex offender" as defined by Indiana Code 11-8-8-4.5 .
[available for review online at <http://www.in.gov/legislative/ic/2010/title11/ar8/ch8.pdf>]
 - b. Required to register as a sex offender in any state.
 - c. Adjudicated as a juvenile for an act that would be a sex offense, as defined by Indiana Code 11-8-8-4.5, if the act were committed by an adult.
2. I also affirm that I have never been charged with any of the crimes noted above and later had the charge reduced by negotiation to a conviction for an offense not listed in Indiana Code 11-8-8-4.5.

3. Finally, I affirm [check the applicable box]

- ☐ that I have no criminal convictions or pending charges; or
☐ that at least one (1) year has passed after I successfully completed a sentence for a misdemeanor offense; or
☐ that at least two (2) years have passed after I successfully completed a sentence for a Class D/ Level 6 Felony offense;
or
☐ that at least three (3) years have passed after I successfully completed a sentence for a Class A, B or C/ Levels 1-5 Felony offense.

_____ (initial here) I give my consent for LCS to initiate a criminal background check with the Indiana State Police.
I affirm, under the penalty for perjury, that the foregoing information is accurate.

(Applicant's Signature)

(Date)

(Applicant's Legal Name, printed)

(Applicant's Date of Birth)

rev 04/21/2015

For Office Use Only _____ Criminal Background Check completed

Keeper of Records' Signature _____ Date _____

LIBERTY CHRISTIAN SCHOOL

2323 Columbus Avenue
Anderson, IN 46016
Phone: (765) 644-7774
Fax: (765) 644-7779
www.libertyonline.org

Applicant: Please check one box and sign before disseminating this form.

- ☐ I waive my right to view this completed form.
☐ I do not waive my right to view this completed form.

Signature _____

Date _____



PASTORAL REFERENCE

Pastor, the individual named below has applied for a position in our school. Please fill out this Pastoral Reference Form and mail or fax it to the attention of the Superintendent of Liberty Christian School. Feel free to attach an additional paper if needed.

_____ is applying for a position in our school.
(Applicant's Name)

1. How long have you known the applicant? _____
2. Are you currently his/her pastor or associate pastor? _____ How long? _____
3. How would you evaluate him/her in the following areas:
 - a) Their personal relationship with Christ? _____
 - b) Their involvement in ministry opportunities? _____
 - c) Does the applicant attend services weekly? ☐ Yes ☐ No ☐ Unsure

Please check the appropriate boxes	Excellent	Good	Average	Poor	Unknown
Actively involved/serving in church					
Completes given or accepted tasks					
Interacts well with others					
Demonstrates spiritual maturity in judgments					
Maintains confidentiality					
Uses diplomacy and tact					
Controls demeanor under stress					
Is appropriate in their dress and appearance					
Exhibits compassion with hurting people					
Demonstrates Christian commitment					
Demonstrates Spiritual leadership					

Is this applicant a member in good standing at your church? ☐ Yes ☐ No If no, please explain: _____

Is the applicant a regular or faithful attendee? _____

Additional Comments _____

Your printed name _____ Your signature _____

Address _____ City _____ State _____ Zip _____

Telephone _____ Date _____

Please list another individual who knows this applicant well and could serve as a secondary reference.

Print name _____ Telephone _____

LIBERTY CHRISTIAN SCHOOL

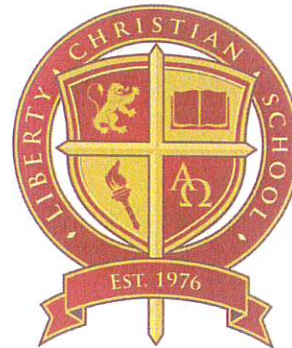
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Date _____



PROFESSIONAL REFERENCE

Name of Applicant _____ Position Desired _____

The individual named above has completed an application for a position with Liberty Christian School and included your name as a reference. In the interest of providing the best education for the children of this school, please provide your frank and honest opinion of the applicant. Please fax or mail it to the attention of the Superintendent of Liberty Christian School.

1. How long have you known this applicant? _____
2. In what capacity do you know this applicant? _____
3. What words could you use to describe this applicant? _____
4. What positive contributions would this applicant be likely to make at our school? _____
5. Would you hire (or rehire) this person? ____ Yes ____ No

Please check appropriate boxes	Excellent	Good	Average	Poor	No Basis for Judgment
INTEGRITY: Honest, truthful, above reproach					
JUDGMENT: Common sense, clear thinking, ability to draw sound conclusions, tactful					
DEPENDABILITY: Responsible, prompt, reliable					
WORK HABITS: Mannerly, neat, organized, courteous					
COMPETENCE: Effective, proficient, qualified to perform in position desired					
CONFIDENTIALITY: Trustworthy, appropriate with sensitive information, non-gossip					
PEER RELATIONS: Works well with others, team player, cooperative, not domineering					
DEMEANOR: Works well under pressure, positive attitude					
COMMUNICATION: Can effectively communicate in oral and written forms					
LEADERSHIP: Has leadership ability with students and parents; demonstrates initiative					

Additional Comments _____

Your printed name _____ Your signature _____

Address: _____ City _____ State _____ Zip _____

Telephone _____ Date _____

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LIBERTY CHRISTIAN SCHOOL

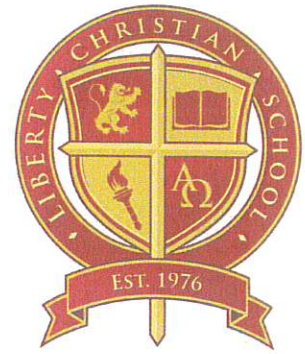
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