

Pastor Reference _____	_____ Date Received
Personal Reference _____	_____ Criminal Bkgd Check
Admin 1 _____	_____ Admin 2



SUBSTITUTE APPLICATION

Please print or type. Complete all information on this application and return it by mail to **Office of the Superintendent, Liberty Christian School, 2323 Columbus Avenue, Anderson, IN 46016** or by fax to (765) 644-7779.

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 the traits necessary to be an effective minister for Christ as well as the professional 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; a person whose lifestyle, convictions, and beliefs are in line with Biblical mandates and the Holy Spirit of God.
2. Faithful in attendance and actively involved in his/her local evangelical church.
3. Able to clearly articulate the Biblical components of salvation, citing appropriate passages of scripture, to be able to lead a child to a saving knowledge of Jesus Christ.
4. In agreement and support of the school's Mission, Vision, Statement of Faith, and Code of Conduct.
5. Committed to the philosophy of Christian school education.
5. Able to obtain favorable personal references from his/her pastor and another individual.
6. Willing to submit to a state police criminal background check.
7. Possesses experience dealing with children and experience/training in the area of application.

If you believe you meet the Substitute Employee 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.

OUR CODE OF CONDUCT:

The personal conduct of any LCS employee should always be consistent with Biblical standards. Actions that could bring dishonor or disgrace to the Lord Jesus Christ or to the school are not acceptable and may be grounds for termination. While an employee of the school, I will demonstrate a willingness to limit my personal freedom out of love for others. *Romans 14* and *I Corinthians 8*

Substitute positions for which you are available: Classroom: ☐ Elem ☐ MS/HS

☐ Lunchroom ☐ Instructional Aide ☐ Kids' Club ☐ Clerical

Name _____ Home phone _____

Cell phone _____ E-mail address _____

Present address _____

Social Security Number _____ Date of birth _____

Spouse's name _____ Total years working with children _____

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

How long have you had this assurance? _____ Denominational affiliation _____

Name of church you currently attend _____ For how long? _____

Do you currently attend regularly? _____ Name of Pastor _____

Have you ever been ☐ discharged/disciplined in previous job? ☐ convicted of a felony?
(If you checked either box, please explain the circumstances on separate paper.)

If selected for employment, when would you be available to begin work? _____

REFERENCES

Attached to this application are two reference forms. **Please provide one to your pastor and one to another person** who can comment on your ability to be successful at Liberty Christian School. Liberty is unable to consider any application until both references are returned to the Office of the Superintendent.

PERSONAL STATEMENTS

Using additional paper, please briefly respond (in two or three sentences) to the following statements or questions:

1. Give a brief account of your Christian conversion and describe your plan for continued spiritual growth.
2. Why do you want to be a part of the Liberty Christian ministry team?
3. Paul, in Romans 14 and I Corinthians 8, taught about limiting one's individual freedom out of love for others. How would this principle impact your ministry at Liberty Christian School?
4. State any additional information you believe might be helpful to us in considering your application.

www.libertyonline.org

PREPARATION & EXPERIENCE

College/University/Trade School Name & Location	Dates of attendance	Degree, diploma or certification

EMPLOYMENT FOR PRIOR 5 YEARS

Employer name & location	Dates of employment	Position held

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, eternally 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 atoning, substitutionary 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 that every person has sinned and has fallen short of the glory of God which leads to death and eternal separation from God. (*Romans 3:23, 5:12*).
- ☐ We believe that God loves each person and desires the salvation of all which leads to eternal life. (*II Peter 3:9, Romans 5:8, 6:23*).
- ☐ We believe that salvation is the gift of God by His Grace through faith in Jesus Christ alone. (*Romans 10:9, John 3:16, Romans 6:23, Ephesians 2:8-9, John 5:28-29*).
- ☐ We believe that the Holy Spirit is absolutely essential for salvation of the lost whereby sinful man becomes a new and transformed creation (*John 3:16-19, 5:24, Romans 3:23, 5:8-9, II Corinthians 5:17, Titus 3:5*).
- ☐ We believe in the on-going ministry of the Holy Spirit, by who's in-dwelling 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 that all human life is sacred and created by God in His image. We are therefore called to defend, protect, and value all human life. (*Genesis 1:26-27, Psalms 139:13-16*).
- ☐ We believe that God has uniquely caused us to be born male and female, and we affirm that God's plan and benevolent intentions for human sexuality are found 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 2:23-24, Deuteronomy 6:6-7, Matthew 19:4-5, Mark 10:6-9*).
- ☐ We believe in the spiritual unity of believers as the body of Christ in the world today. (*Acts 2:42-47, Ephesians 4:3, Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28*).

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 policies.

I certify that the answers I have provided are true and complete to the best of my knowledge. I understand that failure to fully complete or sign this application will result in rejection of my application. I authorize investigation of all statements contained in this application as may be necessary to arrive at an employment decision. I understand that this application is not, nor is it intended to be, a contract for employment. I subscribe without reservation to the LCS Mission, Vision, Statement of Faith, and Code of Conduct, and I agree to do my part to keep sectarianism and denominationalism out of the school at all times because I understand and agree with the school's non-denominational position.

Applicant signature: _____ Date _____

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)

For Office Use Only

_____ Criminal Background Check completed

Keeper of Records' Signature _____ Date _____