

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



# 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 \_\_\_\_\_

Current Licensure & Accreditations \_\_\_\_\_ (include expiration dates)

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, 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 is 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*).

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 08/2021

[www.libertyonline.org](http://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

# LIBERTY CHRISTIAN SCHOOL

2323 Columbus Avenue  
Anderson, IN 46016  
Phone: (765) 644-7774

[www.libertyonline.org](http://www.libertyonline.org)

## PASTORAL REFERENCE

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



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 \_\_\_\_\_

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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



## 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.

- How long have you known this applicant? \_\_\_\_\_
- In what capacity do you know this applicant? \_\_\_\_\_
- What words could you use to describe this applicant? \_\_\_\_\_
- What positive contributions would this applicant be likely to make at our school? \_\_\_\_\_  
\_\_\_\_\_
- Would you hire (or rehire) this person? \_\_\_\_ Yes \_\_\_\_ No

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

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 \_\_\_\_\_