



# LAKELAND CHRISTIAN ACADEMY

397 South Stemmons Freeway, Lewisville, Texas 75067  
Phone 972.219.3939 Fax 972.219.9601  
LakelandChristianAcademy.org

## STAFF (NON-TEACHER) APPLICATION

### A. APPLICANT'S NAME AND ADDRESS

Full name: \_\_\_\_\_

Available Date: \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_  
street, city, zip code

How long have you lived at the above address? \_\_\_\_\_

Permanent Address, if different than present address \_\_\_\_\_  
street, city, zip code

Marital Status      Married      Single      Divorced

Age of Children \_\_\_\_\_

Spouse Name \_\_\_\_\_

Spouse Occupaton \_\_\_\_\_

### B. POSITION DESIRED

Full-time      Part-time      Substitute

How did you learn about the position for which you are applying?  
\_\_\_\_\_

Special skills and talents (techology, art, music, photography, etc)

## C. CHRISTIAN BACKGROUND

Briefly give your Christian testimony

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### Bible

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth and conduct?

Yes

No

### Church Service

What is your local church affiliation? \_\_\_\_\_

Are you presently a member in good standing? \_\_\_\_\_ Years? \_\_\_\_\_

In what church activities are you involved and with what degree regularity?

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What other Christian service have you done since becoming a Christian?

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What is your attitude toward working with those of other races and those of other denominational beliefs?

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## E. PERSONAL PHILOSOPHY

Why do you wish to teach in a Christian

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What are the main characteristics that distinguish a Christian school from a public school?

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## F. EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, include them in your resume and submit with this application.

Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Have you already signed a contract for next year with any other educational institution?      Yes      No

**G. PERSONAL REFERENCES** - Do not list family members or relatives for references

Give two references who are qualified to speak of your spiritual experience and Christian service. List your current pastor first.

Name/Complete Address	Phone	Position
1.		
<hr/>		
2.		
<hr/>		

Give two references who are qualified to speak of your professional training and experience. List your current or most recent principal or supervisor first.

Name/Complete Address	Phone	Position
1.		
<hr/>		
2.		
<hr/>		

**H. APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that Lakeland Christian Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

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 a 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 receive benefits only through the day of release.

I authorize Lakeland Christian Academy to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals which know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the job.

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, without giving me prior notice of such disclosure. In addition, I hereby release the school, 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 the school.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or to reflect adversely on the school or on me as a Christian role model.

I understand that this is an 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

## I. AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as a \_\_\_\_\_ with Lakeland Christian Academy. I have authorized the school to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals which know me and have knowledge regarding my testimony and work record.

I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and all 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, without giving me prior notice of such disclosure.

In addition, I hereby release the Lakeland 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 Lakeland Christian Academy.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## J. STATEMENT OF FAITH

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:15, II Peter 1:21).
2. We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life
4. (Hebrews 4:15, Hebrews 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7, Hebrews 2:9); His 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).
5. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that people are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5).
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
7. 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).
8. 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, 1 Corinthians 3:16, 1 Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18).

**Motto/Verse:** *Celebrating God's greatest creation...a child.*

**Mission Statement:** Lakeland Christian Academy's mission is to provide a Biblically based, Christ-centered education to children through the pursuit of academic excellence.

*"Train up a child in the way that he should go; and when he is old, he will not depart from it."* Proverbs 22:6

**Vision:** Lakeland Christian Academy endeavors to complement the home and the church in promoting the student's spiritual growth, academic training, physical growth and social development. LCA teaches all truth is God's truth in each subject area studied and that Jesus Christ is the center of all learning and living.

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



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## PRE-EMPLOYMENT APPLICANT AFFIDAVIT

For purposes of this affidavit: Adjudication and conviction refer to a conviction, plea of guilty or no contest (nolo contendere), probation, suspension, or deferred adjudication. Charge refers to a formal criminal charge as documented by a primary charging instrument (a complaint, information, or indictment) under the Texas Code of Criminal Procedure. Inappropriate relationship refers to the crime of improper relationship between educator and student in Texas Penal Code section 21.12, and any other inappropriate relationship as determined by the State Board for Educator Certification.

**I declare the following (You will choose YES for one of these options):**

YES	I have NEVER been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor.
YES	I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be false. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction:
YES	I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be true. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction:

### Declaration of Applicant:

The following affidavit is offered to satisfy the requirement of Texas Education Code section 21.009 for a preemployment affidavit, in accordance with Texas Civil Practices and Remedies Code section 132.001. I declare under penalty of perjury that the foregoing is true and correct.

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
*First M.I. Last* *mm/dd/yyyy*

Address: \_\_\_\_\_  
\_\_\_\_\_  
*City State ZIP Code*

Signature of Declarant: \_\_\_\_\_ Date: \_\_\_\_\_

*(By typing your name, you are signing this affidavit electronically. You agree your electronic signature is the legal equivalent of your manual signature on this affidavit.)*

This form will be processed separately and not shared with the hiring manager.

Approved by the Texas Commissioner of Education, October 2017



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## Authorization for Criminal Records Check

I hereby authorize Lakeland Christian Academy to obtain any information which pertains to any records of convictions contained in its files or in any criminal file maintained on me whether local, state, or national. I hereby release Lakeland Christian Academy from any and all liability resulting from such a disclosure.

I understand LCA will run a Criminal Records Check at least one time in a twelve month period and reserves the right to run additional periodic checks as long as I am employed by LCA.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Place of Birth

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First (Other Names)

\_\_\_\_\_  
Middle

\_\_\_\_\_  
Last Name (Other Names, Maiden)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
County

\_\_\_\_\_  
State Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Age

\_\_\_\_\_  
Gender M/F

\_\_\_\_\_  
Texas Drivers License Number

\_\_\_\_\_  
List all other cities where there has been residency: