



## TEACHER/ADMINISTRATOR APPLICATION

### APPLICANT NAME AND ADDRESS

Name \_\_\_\_\_ Date Available \_\_\_\_\_  
Address (City, State, Zip) \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Social Security No \_\_\_\_\_ E-Mail \_\_\_\_\_

### PERSONAL DATA

Birth Place \_\_\_\_\_ Gender (M/F) \_\_\_\_\_  
Marial Status \_\_\_\_\_ Single \_\_\_\_\_ Married/Date \_\_\_\_\_ Divorced \_\_\_\_\_  
Spouse's Name \_\_\_\_\_ Spouse's Occupation \_\_\_\_\_  
Spouse's Work # \_\_\_\_\_ or Emergency # \_\_\_\_\_  
Number of Children \_\_\_\_\_ Ages \_\_\_\_\_  
Military Experience Branch \_\_\_\_\_ Length of Service \_\_\_\_\_  
Type of Discharge \_\_\_\_\_  
Are you a citizen of the U.S.? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_  
If you are not a U.S. citizen, give VISA type \_\_\_\_\_ Number \_\_\_\_\_ Work Permit \_\_\_\_\_  
Do you use alcoholic beverages? \_\_\_\_\_ Tobacco? \_\_\_\_\_  
Have you ever been under the care of a psychiatrist? \_\_\_\_\_  
Have you ever been accused of a crime of any nature whatsoever? \_\_\_\_\_  
Explain \_\_\_\_\_  
Would you object to Lakeland Christian Academy conducting a criminal background check on you? \_\_\_\_\_  
Would you object to Lakeland Christian Academy conducting a driving record check on you? \_\_\_\_\_  
Special talents and abilities (music, journalism, art, etc.) \_\_\_\_\_

For what type of work are you applying? \_\_\_\_\_ Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Substitute

## PROFESSIONAL DATA

### EDUCATION TRAINING

Issuing Institution	Date	Degree Earned
_____	_____	_____
_____	_____	_____
_____	_____	_____

Major Subject \_\_\_\_\_ Minor \_\_\_\_\_

Cumulative Grade Point Average BA \_\_\_\_\_

### TEACHING EXPERIENCE

Dates	School Address	Position
_____	_____	_____
_____	_____	_____
_____	_____	_____

Most recent Teaching Certificate State \_\_\_\_\_ Expiration \_\_\_\_\_ Type \_\_\_\_\_

Total years of experience in teaching \_\_\_\_\_

Type and class of certificate (please attach photocopies) \_\_\_\_\_

Expiration date for certification \_\_\_\_\_

Other experience working with children

\_\_\_\_\_

Have you had any training in the Christian Philosophy of Education?

\_\_\_\_\_

To what degree are you familiar with Christian textbooks such as Abeka or BJU Press?

Are you under contract for ensuing year? \_\_\_\_\_

Have you ever been dismissed from any position? \_\_\_\_\_

Explain \_\_\_\_\_

Present pay scale \_\_\_\_\_ Expected salary \_\_\_\_\_

Have you ever received benefits from Workman's Compensation for any injury or loss of time? (Y/N) \_\_\_\_\_

Claim Pending? (Y/N) \_\_\_\_\_

Reason for leaving last position?

\_\_\_\_\_

**WORK EXPERIENCE (outside the field of education)**

Dates	Employer	Address	Position
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**RELIGIOUS PROFILE**

Church Affiliation \_\_\_\_\_

Briefly write your own personal salvation experience

\_\_\_\_\_

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? (Y/N) \_\_\_\_\_

We believe a staff member of a Christian school has responsibility of Christian influence and example. Will you conduct yourself so that your life is a positive Christian testimony? (Y/N) \_\_\_\_\_

How often do you normally attend the following? (Check appropriate box)

	Weekly	Monthly	Seldom	Never
Sunday School (Bible Study)				
Sunday Morning Worship				
Sunday Evening Worship				

List other church Organization in which you have participated

Do you have a daily quiet time for reading your Bible and prayer?

Explain \_\_\_\_\_

Lakeland Christian Academy is a ministry of Lakeland Baptist Church of Lewisville, Tx. Teachers in our school must be born again Christian who will consider their work to be a part of supporting and fulfilling the ministry and purpose of Lakeland Baptist Church. Teachers must subscribe without reservation to the Statement of Faith and the Standard of Conduct.

Mission Statement of the school: The mission of Lakeland Christian Academy is to equip students so that they can impact their world for Jesus Christ and fulfill their own potential in scholarship, leadership, and service.

## PERSONAL PHILOSOPHY

Why do you wish to teach in a Christian School?

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

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What do you consider to be the proper classroom atmosphere for learning?

What is your philosophy of discipline? Your attitude toward physical punishment?

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What areas do you feel are your strengths? Weaknesses?

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What do you believe about the origin of the earth and mankind?

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Please summarize any additional information that you would like to present regarding our candidacy for this position.

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## PERSONAL

(If you answer "Yes" to any of the questions in this section, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition or other appropriate explanation).

	Yes/No
Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer or if you offered a resignation, your previous employer?	_____
Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?	_____
Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of sexual harassment or contact with another person, of mishandling of funds, or of criminal conduct?	_____
Have you ever been charged in civil or criminal proceedings with improprieties regarding children?	_____
Have you ever been convicted of any offense involving dishonesty, breach of trust, stealing, any type of moral impropriety, or any type of felony?	_____
Have you ever entered a court plea of guilty, a court plea or "no contest" (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense?	_____

## PERSONAL INTERESTS

Please indicate memberships, offices, and honors obtained.

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List your hobbies and personal interests

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What periodicals do you read regularly?

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## ABILITY TO PERFORM ESSENTIAL JOB FUNCTIONS

Is there any reasons why you might be unable to perform the duties and responsibilities of the position for which you are applying? (Y/N) \_\_\_\_\_

If yes, please explain \_\_\_\_\_

If you answered "yes" to above question, is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position?

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## CURRENT ISSUES

We live in a pluralistic society with many conflicting beliefs and values. As a teacher you may be asked specific questions about controversial issues by your students. Your answers will come from your personal convictions. We need to know the views of those that would be Christian role models for our children. Please share your personal convictions as a Christian toward:

Wine, beer, and other alcoholic beverages

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Smoking and chewing tobacco

---

Marijuana and other non-prescription drugs

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Pre-marital sex

---

Abortion

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Homosexuality

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Personal Debt

---

Gossip

---

Lying

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## REFERENCES

Give three references, unrelated to you, who are qualified to speak of your home background, Christian life, and professional experience. Include your Pastor, superintendents, and principals under whom you have taught. Please include their mailing addresses and phone number. Also, write these on the 3 references pages at the end of this document and date the forms.

Name

Address

Phone

Occupation

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## CIVIC AND ORGANIZATIONAL ACTIVITIES

Please list all civic, social, political, and professional clubs or organizations to which you belong

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## **HEALTH INFORMATION**

How would you describe your health? Excellent, good, fair, poor. Describe any health problems you may have, especially with the following: blood pressure, heart disease, diabetes, asthma, convulsions, epilepsy, kidney disorder, hearing loss, vision loss, etc.

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## **BIOGRAPHY**

In the space provided below, please write a brief biography, including experiences that would seem valuable and useful in your possible position here. If you are interested in a teaching position, include a brief, statement of your philosophy of Christian Education.



## STANDARD OF CONDUCT

Lakeland Christian Academy is a religious, non-profit Christian school organization representing Jesus Christ.

LCA requires its employees to be born-again Christians, living their lives as Christian role models (Romans 10:9-10). Members of this Christian faculty and staff must conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity and appropriate personal and family relationships, business conduct and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

The LCA Statement of Faith expects employees to maintain a lifestyle based on biblical standards. This includes all areas of conduct, judgment, and expression both in and outside of school.

Serving as a Christian role model requires, but is not limited to avoiding the use of tobacco, illicit drugs, vulgar and profane language, homosexuality, promiscuity, and any deviant sexual behavior. Sexual deviation from Biblical standards is grounds for termination. (Romans 1:21-27; 1 Cor. 6:9-20). LCA believes that biblical marriage is limited to a covenant relationship between a man and a woman.

## APPLICANTS 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.

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 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

## 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

## STATEMENT OF FAITH

- We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:15, II Peter 1:21).
- 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).
- 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 (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).
- 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).
- 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).
- 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).
- 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



# LAKELANDCHRISTIAN ACADEMY

397 South Stemmons Freeway, Lewisville, Texas 75067

Phone 972.219.3939 Fax 972.219.9601

LakelandChristianAcademy.org

## 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 \_\_\_\_\_

Address \_\_\_\_\_

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



# LAKELANDCHRISTIAN ACADEMY

397 South Stemmons Freeway, Lewisville, Texas 75067

Phone 972.219.3939 Fax 972.219.9601

LakelandChristianAcademy.org

## 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

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

**APPLICANT:** On the lines below clearly print the name and address of reference

Name \_\_\_\_\_

Address/phone \_\_\_\_\_

Request for reference: I hereby give you permissions to complete and release the information to Lakeland Christian Academy. I agree that the information will not be disclosed to me and will be confidential. I further agree to hold harmless all individuals giving the reference for any legal occurrence that might result from this information.

\_\_\_\_\_  
Applicant's Name (please print)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

**REFERENCE RESPONSE**

How long have you known the applicant? \_\_\_\_\_

Please comment on applicant's teaching/job performance

How does applicant relate to students/staff?                      exceedingly well                      well                      need improvement

Please explain

How does applicant manage discipline/classroom management?    exceedingly well    well    need improvement

Please explain

Would you re-hire this applicant? \_\_\_\_\_

Would you want this applicant to teach your own child? \_\_\_\_\_

Signature \_\_\_\_\_

Position \_\_\_\_\_

Phone number \_\_\_\_\_

Date \_\_\_\_\_