



Non-Instructional Employment Application



Lake Country Christian School is an equal opportunity employer. All employment decisions will be made without regard to race, color, sex, national origin, age, disability, or veteran status. However, within its legal capacity as a nonprofit religious education institution with a curriculum directed toward the propagation of evangelical, born-again Christianity, Lake Country Christian School reserves the right to carefully and fully explore the religious values, faith, and convictions (including personal conduct) of all applicants and employees to employ those individuals who support, advance, and live in a manner consistent with Lake Country Christian School's Statement of Faith.

This application must be completed in full. Please print or write legibly and answer every question. Please include copies of transcripts (college level and above) and a current resume if available. If you are applying for a teaching or administrative position, also include a copy of your **state teaching/administrative certificate(s)**.



Non-Instructional Staff Employment Application

<i>Position</i>	<i>Date Submitted</i>	<i>How or by whom were you referred to LCCS?</i>	<i>Date Available for Employment</i>	<i>Annual Salary Desired</i>
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The Immigration Reform and Control Act of 1986 prohibits the employment of unauthorized aliens, and requires employers to verify the employment eligibility of all new employees. An offer of employment made by Lake Country Christian School will be conditioned upon your providing the documentation required by law as evidence of your personal identity and your authorization to work in the United States. Any offer of employment is also conditional upon the successful completion of a background investigation.

Are you a U.S. citizen or national, permanent resident, temporary resident, legalization applicant, or refugee?

Yes No

Temporary residence does not include those with non-immigrant work authorization (F, J, or L visas). A legalization applicant is one who is eligible and who has made a naturalization application within the regulatory time requirements of the INS. Exceptions to these requirements will be determined based on shortage of qualified candidates with a particular skill.

Personal Information			
<i>Name (Last, First, M)</i>			<i>Social Security No.</i>
<i>Marital Status</i>		<i>Previous/Different last name(s) used in past 7 years (please indicate N/A if you have no other names)</i>	
<i>Present Address</i>		<i>City</i>	<i>State</i>
<i>How long have you lived at this address?</i>		<i>Contact Phone</i>	<i>Zip</i>
<i>How long have you lived at this address?</i>		<i>Drivers License No.</i>	<i>State Issued:</i>
<i>Email address:</i>			
<i>Are you Currently Employed?</i>	<i>If so, may we inquire of your present employer?</i>		
<i>Have you ever applied to LCCS before?</i>		<i>If so, when?</i>	<i>Are you a former employee?</i>

Education and Training							
<i>Name and Location of High School & Post High School Educational Experience</i>				<i>Month & Year Attended</i>		<i>Type of Degree (B.A., M.A.)</i>	<i>Year of Degree</i>
<i>Name</i>	<i>City</i>	<i>State</i>	<i>From</i>	<i>To</i>			
1)							
2)							
3)							
4)							



Special Skills, Accomplishments, and Awards

Give the title and year of any honors, awards, or fellowships you have received. List your special qualifications, skills or accomplishments that may apply to this position. Some examples are: skills with computers or other machines; coaching skills; public speaking and writing experience, articles published, membership in professional societies; etc.

Description of Skill, Honor, Award, Etc.	Years of Experience with Skill	Date of Honor, Award, etc.

Clerical Skills: software, office equipment, etc.....	Version	No Knowledge	Basic Knowledge	Proficient	Able to Train others
Microsoft Products:					
Microsoft Outlook:					
Multi-Line Phone systems:					
Copiers/Faxes:					

Other:

Maintenance Applicants Only: Please indicate the amount and level of experience you have in the following areas:

Carpentry:
Electrical:
HVAC:
Plumbing:
Sheetrock:
Other relevant maintenance skills:



Employment History

ATTACH RESUME HIGHLIGHTING RELEVANT WORK EXPERIENCE.

Account for all time for the past ten years. Give all employment experience, starting with your present or most recent employer and working back ten years. Include full and part-time work, self-employment, military service, unemployment, and full-time education. Use additional sheet if necessary. These employers may be contacted for references.

From MM/YYYY		To MM/YYYY				
				Employer Name	City/State	Position Held
				Contact Name	Contact Phone Contact Email	Reason for Leaving
				Employer Name	City/State	Position Held
				Contact Name	Contact Phone Contact Email	Reason for Leaving
				Employer Name	City/State	Position Held
				Contact Name	Contact Phone Contact Email	Reason for Leaving
				Employer Name	City/State	Position Held
				Contact Name	Contact Phone Contact Email	Reason for Leaving

Last Annual Salary _____

References

List four (4) people other than your church pastor or family members who know your qualifications and fitness for the position for which you are applying. Please contact these references and inform them an authorized LCCS staff member will be contacting them.

Full Name of Reference	Telephone Number	Email Address	Present Business or Home Address	State	Zip Code
1)					
2)					
3)					
4)					



Christian Background

Briefly answer the following questions:

1. Why are you seeking a position in a Christian school?

2. Give a brief account of your Christian experience.

3. How long have you know Christ as your Lord and Savior?

4. What is your local church affiliation? What is the name of your Pastor? What is his/her phone and email address for use in the Pastoral Recommendation?

5. Are you active in your church? If yes, in what capacity?

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

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

Pastoral Recommendation Form

At the end of this application is a Pastoral Recommendation Form that must be filled out and completed by a pastor from your home church. It can be mailed to the school or emailed directly to Mark Earwood at mearwood@lccs.org.

Statement of Faith and Honor Code Agreement and Signatures

On the following pages are the Statement of Faith and Honor Code agreement for Lake Country Christian School. Applicants should read these carefully and sign if they agree.



STATEMENT OF FAITH

We believe the Bible is the inspired, only infallible and authoritative written Word of God.

We believe there is one God manifested in three persons: the Father, the Son and Holy Spirit.

We believe in the reality of Satan and that his present control over unregenerate man does exist.

We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death on the cross, His bodily resurrection and ascension to the right hand of the Father, and His personal return in power and glory.

We believe in the resurrection of believers into everlasting life and unbelievers into the everlasting punishment of hell.

We believe in the present supernatural ministry of the Holy Spirit by whose indwelling enables the Christian to live a Godly life.

We believe that the ministry of the Holy Spirit enables the Christian to live a godly life and the ministry, the infilling, and the manifestations of the Holy Spirit are available to every believer. The school is open to the fullness of God's power in its programs and policies.

The school believes in the spiritual unity of the Body of Believers in our Lord Jesus Christ, no matter to which Bible-believing denomination or church they belong, ever seeking to become "more and more in every way like Christ, who is the head of His Body, the Church" (Ephesians 4:16).

Priority will be given to drawing all students to a personal salvation experience with Jesus Christ and to training them to live a selfless life that is pleasing to God, as revealed in His Word. (John 12:32; Matthew 5:16)

As a teacher/staff member, I have read the above and agree to be guided by these statements while employed at Lake Country Christian School.

Teacher/Staff Signature

Date



LCCS HONOR CODE

The purpose of the honor code is to provide a Biblical framework for personal conduct. In order to realize fully the unique plan that God has for me, I will seek to honor Him by making appropriate choices.

Twenty-four hours a day, twelve months a year, as long as I am a student at Lake Country Christian School I will commit to the following goals:

- 1. I will respect and honor administrators, teachers, faculty staff, parents, and adults in general. Respect by definition is courteous expression by word or deed of esteem or regard for the feelings and rights of others.**
- 2. I will show respect, care, and concern for other students. Respect by definition is courteous expression by word or deed of esteem or regard for the feelings and rights of others. I will refrain from physical or verbal harassment of any kind (e.g. "initiation" of other students), putting down fellow students, sexual innuendo (sexual harassment), or gossip. Such behaviors are cruel, hurtful, and indicate a lack of character. I acknowledge that, though my intent may not be to cause harm with my words or actions, the perception of the recipient defines harassment.**
- 3. I will maintain a lifestyle of sexual purity. In order to remain sexually pure, I will refrain from participation in sex acts or looking at, listening to, or sharing sexually explicit material. I understand that sexual intimacy is biblically set aside for marriage. Marriage is biblically defined as a covenant relationship between a man and a woman.**
- 4. I will refrain from profanity, vulgar behavior, sexual perverse conversation or behaviors. I will refrain from any communication or actions which represent behaviors condemned by the Word of God.**
- 5. I will not use illegal drugs. I will not abuse prescription drugs. I will not use any mood altering substances, legal or illegal. I will not use alcohol or tobacco. I will not be associated with the illegal use of alcohol and tobacco.**
- 6. I will refrain from lying, cheating, or stealing. In addition to the commonly understood meanings of these words, I understand that stealing the ideas of others is plagiarism and using the work of others is cheating. I will refrain from any appearance of stealing, cheating, or lying.**
- 7. I will hold my fellow students accountable for the principles held in this Honor Code. I will insist others do what is honoring to God. At the same time, I will not judge my fellow students or consider myself better than others.**

The honor code is signed by all students entering grades 5-12.

As a teacher/staff member at LCCS, I understand that I am to model behaviors that support the Honor Code. Like my students I acknowledge that it is through the abiding presence of the Holy Spirit in my life that I am free to make right choices.

Signature

Date



BACKGROUND INVESTIGATION CONSENT

I, _____, hereby authorize **Lake Country Christian School** and/or its agents to make an independent investigation which may include information regarding background, references, criminal or police records, and Department of Motor Vehicle records, as part of the employment and/or volunteer process. At any time during the tenure of my employment or volunteer service, this report may be compiled by any source required to verify information that I have voluntarily supplies. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification, to the extent such an investigation includes information bearing on my character, general reputation, personal characteristics or mode of living.

I release Lake Country Christian School and/or its agents and any person or entity, which provides *information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to* the information obtained from any and all of the above references or sources used.

The following is my true and complete legal name and all information contained herein is true and correct to the best of my knowledge:

Full Name (First, Middle, Last)

Maiden or Other Names

Street Address

City, State, Zip

Phone Number

Driver License #:

Issuing State of License:

Copy of Driver's License needed.

*Social Security Number

*Date of Birth

Applicant Signature

Date

Parent or Legal Guardian (if under age 18)

Date

*NOTE: The above information is required for identification purposes only, and is in no manner used as qualification for employment. **LAKE COUNTRY CHRISTIAN SCHOOL** is an Equal Opportunity Employer and does not discriminate on the basis of Sex, Race, Age (40 and over), Handicap or National Origin.



Legal History

For any "yes" answers to the following questions, please attach a detailed explanation in writing.

Yes	No	
		Have you ever plead guilty, or no contest to, or been convicted of any misdemeanor or felony other than a traffic or parking citation? If Yes, please give the date(s) and details.
		Have you been arrested for any matters for which you are out on bail on your own recognizance pending trial? If Yes, please give the date(s) and details.
		Have you ever been charged with a sexual offense, offense relating to children, or crime of violence?
		Do you have any disciplinary action or investigation pending by an employer, other organization, professional association, or licensing body, for violence, sexual misconduct, or misconduct involving children?
		Have you ever been terminated or requested to resign from a former position? If yes, please explain.

NOTE: Answering "YES" to these questions does not constitute an automatic bar to employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. (Do not include traffic citations and arrests or convictions which have been sealed or expunged in answering these questions).

Signature, Certification, and Release of Information

You must sign this application to be considered.

Read the following carefully before you sign.

- I understand that a false statement on any part of this application may be grounds for not hiring me or for terminating my employment after I begin work. I will provide additional information, if requested, or provide verification of any information that I have given on this application.
- I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by LCCS that such employment may be terminated by either the school or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of LCCS or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of the school except the Head Administrator or his/her delegate has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the Head Administrator or his/her delegate.
- I consent to the release of information about my qualifications, ability, and fitness for employment by former or current employers, schools, law enforcement agencies, and other individuals and organizations, to investigators, personnel staffing specialists, and other authorized employees of LCCS.
- I understand that if offered a position with LCCS, I may be required to submit to a pre-employment medical examination, drug screening, and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.
- I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith.

Signature (Sign application in ink)

Date Signed (Month, Day, Year)



Authorization to Release Information

(Please read the following statements and sign below.)

I, _____, hereby authorize any investigator or duly accredited representative of Lake Country Christian School (LCCS) bearing this release to obtain any information from schools, residential management agents, employers, criminal justice agencies, or individuals, relating to my activities. This information may include, but is not limited to, academic, residential, achievement, performance, attendance, personal history, disciplinary, arrest, and conviction records. I hereby direct you to release such information upon request of the bearer. I understand that the information released is for official use by LCCS and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities.

I hereby release any individual, including record custodians, from any and all liability for damages of whatever kind or nature, which may at any time result to me on account of compliance, or any attempts to comply, with this authorization.

Applicant's Name (Print)

Applicant's Signature

Date



Pastoral Recommendation		
Part I: (To be filled out by applicant)		
Name:		
Address:		
Position Sought:		
Part II: (To be filled out by the Pastor) Your recommendation is important to us as we consider the applicant(s) for employment at Lake Country Christian School. The mission of Lake Country Christian School is to educate, equip, and encourage Christian leaders to fulfill their God-given purpose in a changing culture. Please email the completed form to mearwood@lccs.org .		
Is the applicant in active fellowship with your church?	Yes	No
What is your understanding of their relationship to God?		
In what areas of service and/or activities of the church is the applicant involved?		
Do you know of any reason this applicant should not be considered for a position in the ministry of Lake Country Christian School?		
Do you recommend this individual for employment to Lake Country Christian School?	Yes	No
Pastor's Name:		
Pastor's Signature:		
Church Name:		
Church Address:		
Church Phone:		
Date:		

On behalf of Lake Country Christian School, thank you for taking time to fill out this form.