



Support Staff Application

Our school exists to provide a distinctive, biblically based education in a nurturing environment through which students are instilled with godly character, inspired to excel, and prepared for a life of enduring commitment to Christ. Your interest in being a part of such a ministry at Lanier Christian Academy (LCA) is appreciated. We invite you to fill out this application and return it to our school office or email it to emccoy@lanierchristian.org. If an opening occurs for which you may qualify, we will send you some follow-up questions and arrange for personal interview.

We realize that the key to a successful Christian school is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models (Luke 6:40).

We look forward to receiving your application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

A. Applicant's Name and Address

Last Name _____ First Name _____ Middle initial _____

Position applied for: _____

Application date ____ / ____ / ____ Date available ____ / ____ / ____

Current Address:

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: Days _____ Evenings: _____

Cell Phone: _____ Email: _____

Best time to call? _____ Length of time at this address? _____

Permanent address and phone number if different from current address _____

B. Christian Background

We at Lanier Christian Academy believe church membership and participation is essential to one's growth as a believer in the Lord Jesus Christ. We also desire that employees be active members in good standing with a church that teaches the Lordship of Jesus Christ and teaches the inerrant Word of God. ***"And let us consider how to stimulate one another to love and good deeds; not forsaking our own assembling together, as in the habit of some, but encouraging one another, and all the more, as you see the day drawing near." (Hebrews 10: 24-25)***

Because of the unique nature of our ministry, we are concerned that our staff be committed to our Christian perspective. Please take a moment to answer the following questions which will help us evaluate our compatibility. Thank you for sharing your thoughts with us.

Are you currently attending church? _____ Yes _____ No

If yes, what is the name and denomination of your church? _____

Name of pastor: _____ Phone: _____

How long have you attended this particular church? _____

Describe your involvement in church and other Christian services. _____

Are you a licensed minister? _____ Ordained? _____ When? _____ By Whom? _____

Please carefully read our statement of faith and indicate your degree of support.

- We believe the Bible to be the inspired, the only infallible, inerrant, authoritative word of God (2 Timothy 3:16; 2 Peter 1:21).
- We believe that there is only one God, eternally existent in three persons: Father, Son, and Holy Spirit (Genesis 1:1-3; John 1:1-3; Matthew 28:19; John 10:30).
- We believe in the deity of our Lord Jesus Christ (John 10:30,33); in His virgin birth (Matthew 1:23; Luke 1:35); in His sinless life (Hebrews 4:15; 7:26); in His miracles (John 2:11); in His vicarious and atoning death through His shed blood (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); in His bodily resurrection (John 11:25; 1 Corinthians 15:4); in His ascension to the right hand of the Father (Mark 16:19); and in 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 because of the exceeding sinfulness of human nature (Romans 3:23; 5:8-9; Titus 3:5).
- We believe that justification is by faith in the shed blood of Christ alone, apart from works. It is only by God's grace through faith that anybody is saved (Romans 1:17; Ephesians 2:8-10).
- We believe in the resurrection of both the saved and the lost: they that are saved unto 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; 6:19-20; Ephesians 4:30; 5:18).
 - We believe that life, created by God and for His glory, begins at conception and continues until natural death (Jeremiah 1:5; Psalm 139). God has created man in His image and values each life as sacred and holy (Genesis 1:26-27; 9:6).
 - We believe in the dignity of every human being, everyone made in the image and likeness of God. An individual's biological sex, either male or female, is sovereignly and irreversibly appointed by God and is an irreversible aspect of his or her nature (Genesis 1:26-27).
 - We believe human sexuality is regulated by Scripture, which declares that marriage is the union between one man and one woman (Genesis 2:24), and that sexual intimacy is reserved for marriage only (Hebrews 13:4). Therefore, any sexual expressions outside of that realm (including, but not limited to, sex before marriage, homosexuality, bisexuality, adultery, etc.) are immoral and against God's design (Exodus 20:14; Matthew 15:18-20; 1 Corinthians 6:9-11; Romans 1:24).
- I fully support the statement as written, without mental reservations.
- I support the statement except for any areas listed and explained on a separate paper. These areas represent either disagreements or items for which I have not yet formed an opinion or a conviction.

C. Position Desired

Position, or positions, applying for _____

Full time Part time Temporary Summer Available when? _____

How did you learn about our school? _____

Why do you wish to work here? _____

Application date ____/____/____

Application received by: Walk-in Mail E-mail Fax Internet

Referral source: Employee _____

Relative _____

Other _____

D. Educational and Professional Training

Name and location (city, state) of last high school attended	Diploma received?
Name and location (city, state) of business school, trade school, college, or university attended	Type of certificate, diploma, or degree: BA, MA, other

E. Personal Philosophy

If you become employed by our school, you are joining a ministry that has high expectations of all its employees. All staff members have a ministry position and must demonstrate the life of Christ in their everyday living to our students, their parents, and fellow employees. Since it is the school's mission to train and equip children to be followers of Jesus Christ, we require all of our employees to be Christian role models in their lives, both on and off the job (Luke 6:40)

Type your viewpoints on the following statements and questions, providing a one-to-two paragraph answer for each question.

1. Share your personal testimony of faith in Christ:

2. Why do you wish to serve in a Christian program?

3. What are the main characteristics that distinguish a Christian program from a secular program?

4. What areas in your professional life do you feel are your strengths? What areas are you working to improve?

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

F. Employment Experience

Please start with your current or most recent employer and work backward. Include self-employment, work as an independent contractor, and temporary positions going back at least *five* years. If necessary, use a separate paper and follow the same format for additional positions. Former employers *will* be contacted for references.

1. Job title _____

Dates of employment _____

Employer _____

Address _____

Supervisor's name and phone number _____

Reason for leaving _____

Hourly rate/salary _____

Work performed _____

What date may we contact current employer? _____

2. Job title _____

Dates of employment _____

Employer _____

Address _____

Supervisor's name and phone number (____) _____

Reason for leaving _____

Hourly rate/salary _____

Work performed _____

What date may we contact current employer? _____

3. Job title _____

Dates of employment _____

Employer _____

Address _____

Supervisor's name and phone number (____) _____

Reason for leaving _____

Hourly rate/salary _____

Work performed _____

What date may we contact current employer? _____

F. Personal References

List the names of five people who are not related to you and who have a definite knowledge of your qualifications and character. Please include at least two previous employers and your current pastor.

Name and complete address	Phone and Email	Position or relationship to you

G. Additional Helpful Information

Are you specifically trained or have you had experience in the following? Check all that are applicable.

- School secretary
- Filing clerk
- Teacher aide
- Bookkeeper
- Administrative assistant
- Custodian
- Maintaining existing computer/programs
- Receptionist
- Cafeteria worker
- Childcare worker
- Bus driver
- Clerk
- Other _____

Special skills

- Word processing: _____ wpm
- Desktop publishing
- Scheduling
- Proofreading
- Spreadsheet
- First aid certification
- CPR certification
- Other _____

If you desire, you may list any additional qualifications, skills, experiences, or interests:

H. Applicant's Certification and Agreement

The information provided in this application is true, correct, and complete to the best of my knowledge. If employed or engaged as an independent contractor, any misstatement or omission of the fact on this application may result in my dismissal.

I understand that acceptance of an offer of employment or contractual agreement does not create a contractual obligation upon Lanier Christian Academy to continue to employ or engage me in the future. I also understand that I have the right to terminate my employment or agreement at any time with or without notice and the company has the same right.

If applicable to a position, I authorize Lanier Christian Academy to investigate my driving record, my criminal record, and my credit history and I understand that an investigative consumer report may be prepared where by information is obtained through personal interviews with neighbors, friends and others with whom I am acquainted. This inquiry would include information as to my character, general reputation personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation.

I further understand that previous employers that I have given permission may be contacted by Lanier Christian Academy, and I authorize those employers to disclose all records and other information pertinent to my employment with them.

By signing this Statement, I indicate that I understand and accept the standards and guidelines established by this ministry. Implicit in accepting an offer of employment or contractual arrangement is agreement to abide by these standards.

DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THIS STATEMENT.

Signature _____ Date _____