



LITTLE ROCK  
CHRISTIAN  
ACADEMY

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**PROFESSIONAL  
EMPLOYMENT APPLICATION**

**Please return completed form to:**  
Employment Office  
Little Rock Christian Academy  
P.O. Box 17450  
Little Rock, AR 72222-7450

Date \_\_\_\_\_

Position Desired \_\_\_\_\_

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

## PERSONAL DATA:

Miss \_\_\_ Mrs. \_\_\_ Mr. \_\_\_ Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_ Yrs Email \_\_\_\_\_

Single \_\_\_ Engaged \_\_\_ Married \_\_\_ Separated \_\_\_ Divorced \_\_\_ Remarried \_\_\_ Widow(er) \_\_\_

Spouse's Name \_\_\_\_\_ Please attach explanation if separated, divorced or remarried.

**Desired Area:** \_\_\_ Kindergarten \_\_\_ Elementary \_\_\_ Middle School \_\_\_ High School

### Grade or subject in order of preference:

(1) \_\_\_\_\_

(3) \_\_\_\_\_

(2) \_\_\_\_\_

(4) \_\_\_\_\_

What would you like to be doing 5 years from now? \_\_\_\_\_

Please list activities or sports that you would be capable of and willing to direct, sponsor, advise, or coach. (Indicate grade or ability levels) \_\_\_\_\_

Have you ever been dismissed, resigned to avoid being dismissed, or been asked to resign from a position? Yes \_\_\_ No \_\_\_

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

Have you ever been convicted of any offense involving dishonesty, breach of trust, child abuse, moral turpitude or any felony? Yes \_\_\_ No \_\_\_

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

Have you had any courses in the Christian Philosophy of Education? If so, where and when? \_\_\_\_\_

If not, would you be willing to take such a course by correspondence or otherwise? \_\_\_\_\_

Have you had other courses giving specific training for Christian day schools? \_\_\_\_\_

List any conferences in which you have participated or seminars which you have led. \_\_\_\_\_

## REFERENCES:

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

Name	Address	Phone	Occupation
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

Name	Address	Phone	Occupation
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## PERSONAL INTEREST DATA: List memberships, offices, and honors obtained in:

High School \_\_\_\_\_

College \_\_\_\_\_

Currently \_\_\_\_\_

List your hobbies and personal interests \_\_\_\_\_

What periodicals do you read regularly \_\_\_\_\_

## CHRISTIAN BACKGROUND:

**Church** Denominational preference \_\_\_\_\_ 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 of regularity? \_\_\_\_\_

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

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

## Devotional Life

Describe your routine of personal Bible study and prayer. \_\_\_\_\_

What books have you read recently that have helped you spiritually? \_\_\_\_\_

# PROFESSIONAL QUALIFICATIONS:

Please attach photocopies of all your college transcripts. Please attach photocopies of any certificates held.

What degree or degrees do you hold?	Degree	Date Received	Issuing Institution
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Your Major(s) \_\_\_\_\_

Your Minor(s) \_\_\_\_\_

Cumulative grade point average: Undergraduate \_\_\_\_\_ Graduate \_\_\_\_\_

## Teaching Experience - Sequentially list your teaching experience with most recent first

Place	Grade/Subject	Dates
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Number of years teaching experience: Public \_\_\_\_\_ Private \_\_\_\_\_ Christian \_\_\_\_\_

Are you under contract for the coming year? \_\_\_\_\_ Yes \_\_\_\_\_ No Reason for leaving your most recent position? \_\_\_\_\_

List other work or military experiences that may have significance for the type of position for which you are applying.

Place	Type of Work/Experience	Dates
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List any other educational advantages that you have had including opportunities for travel. \_\_\_\_\_

List books or articles that you have read recently that have helped you grow professionally. \_\_\_\_\_

Do you have an ACSI Teaching Certificate? \_\_\_\_\_ Yes \_\_\_\_\_ No What level? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years

Do you have a state teaching certificate? \_\_\_\_\_ Yes \_\_\_\_\_ No State \_\_\_\_\_ What kind? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years

Endorsement(s) List semester hours in endorsement area(s) \_\_\_\_\_

If you do not hold a certificate, what requirements do you lack? \_\_\_\_\_

**Briefly answer the following with one or two paragraphs each**

1. Give your Christian testimony. \_\_\_\_\_  
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\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

2. Why do you wish to teach in a Christian School? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What are the main characteristics that distinguish a Christian school from a secular school, public or private? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. What do you consider to be the proper classroom atmosphere for learning? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# DOCTRINAL STATEMENT

Please carefully read our Doctrinal Statement and indicate below your degree of support.

1. I believe that the Bible, made up of 66 books, verbally inspired, and free from error in doctrine, fact and ethic, i.e. inerrant, is the Word of God and the only infallible and authoritative rule of faith and practice.
2. I believe in one Triune God, eternally existent in three co-equal persons - Father, Son and Holy Spirit.
3. I believe in the Deity of our Lord Jesus Christ, in His virgin birth, and in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal and physical return in power and glory.
4. I believe that man was created in the image of God but that through sin, he brought upon himself and his posterity not only physical death, but also spiritual death which is separation from God; that all human beings by physical birth possess a sinful nature and are therefore actual sinners in thought, word and deed; and that man, as such, is condemned to hell and utterly unable to remedy his lost condition by himself or by ecclesiastical rite.
5. I believe that the salvation of lost and sinful man is a free gift of God's grace apart from works, based solely upon Christ's vicarious and atoning death, effected by the regenerating work of the Holy Spirit, and received by trusting in Christ's finished work on the cross.
6. I believe in the present ministry of the Holy Spirit, by Whose indwelling the Christian is enabled to live a godly life.
7. I believe in the resurrection of both the saved and the lost - they that are saved to the resurrection of life and they that are lost to the resurrection of damnation.
8. I believe in the spiritual unity of all believers in the Lord Jesus Christ.

I fully support the Statement as written without mental reservations.

Signed \_\_\_\_\_ Date \_\_\_\_\_

I support the Statement except for the area(s) listed and explained below. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Signed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## APPLICANT'S CERTIFICATION AND AGREEMENT:

I understand that this school does not discriminate in its employment practices against any person because of age, race, color, national or ethnic origin, gender, or handicap. I further understand that any offer of employment is conditioned on the proof of legal authority to work in the U.S. as well as conditioned on the results of pre-employment drug screening.

I also recognize, understand, and adhere to the moral and ethical standards and mandates of this school. I further declare that with regard to my personal moral and ethical character and conduct as of this date, I am not, nor have been in the past engaged in inappropriate conduct toward minors, nor do I have inclinations toward such conduct. Inappropriate conduct includes the following: homosexuality; verbal, physical or sexual abuse as defined by scripture and state law.

I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or significant omission of fact during any phase of the hiring process may prevent me from being hired or if hired may subject me to immediate dismissal.

I authorize this school to inquire about my work and personal history and to verify all data given for employment, related papers, and my oral interviews. I authorize the release and giving of any information requested such as employment records, performance reviews, and personal references whether such information is favorable or unfavorable to me. Pursuant to this application only, I release any person, organization or company from liability, claims or damages that may directly or indirectly result from the use, disclosure, or release of any such information, whether this information is favorable or unfavorable to me. I further waive the right to ever personally view any references given.

I, the undersigned, affirm the accuracy of all responses set forth in this application.

\_\_\_\_\_



## AUTHORIZATION/CONSENT

During the application process and at any time during the tenure of my employment/service with Little Rock Christian Academy (LRCA), I hereby authorize ChoicePoint Services Inc., on behalf of LRCA to procure a consumer report (known as an investigative consumer report in California) which I understand may include information regarding my character, general reputation, or personal characteristics. This report may be compiled with information from courts record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification, to the extent such investigation includes information bearing on my character, general reputation, or personal characteristics.

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Social Security Number \*

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

Printed Name \_\_\_\_\_

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

City, State, Zip \_\_\_\_\_

\* For identification purposes only

## **BACKGROUND VERIFICATION DISCLOSURE**

This is used to inform you that a consumer report is being obtained from a consumer reporting agency for the purpose of evaluating you for employment, volunteer service or a contracted position, including retention as an employee, volunteer or independent contractor.

This report may contain information bearing on your character, general reputation, and personal characteristics from public or private record sources.

### California Notice:

You have the right under Section 1786.22 of the California Civil Code to contact ChoicePoint during normal business hours to obtain your file for your review. You may obtain such information as follows:

1. In person at ChoicePoint's office at the address listed above. You will need to furnish proper identification prior to receiving your file. You may have someone accompany you and should inform such person that they will also have to present reasonable identification. If you want ChoicePoint to disclose to or discuss your information with this third party, you may be required to provide a written statement granting ChoicePoint permission to do so.
2. By certified mail, if you make a written request (and provide proper identification) to have your file sent to a specified addressee.
3. By telephone, if you have previously made a written request and provided proper identification.

ChoicePoint has trained personnel to explain any information that is furnished to you and to explain any information that is coded.

Employer please note: If consumer checks "YES" regarding the full consumer report, and consumer resides in California, you will need to provide the individual with a copy of their consumer report.