

Lighthouse Christian Academy

Teacher Hiring Practices

1. The initial teacher application form is sent to an applicant upon request.
2. When a completed application is returned, the Administrator will determine whether or not to continue with the processing. Applicants will be notified by mail if their application is not being given further consideration.
3. If the Administrator determines to proceed, the references listed on the initial application will be contacted. A Parent / Student handbook will be sent.
4. If the Administrator determines that all is satisfactory, he / she will proceed to contact the applicant for an interview.
5. The next step is the oral interview with the Principal and / or Administrator. The applicant should come prepared to be candid during the interview. At the same time, come relaxed! We certainly don't intend this to be a difficult experience for you.
6. When the interview is completed, the Administrator will prayerfully consider how to proceed with the hiring process. Applicants will be notified and either thanked or asked back to proceed further. Further interviews may be requested.
7. A contract will be issued to the applicant. It must be signed and returned within three business days to become a valid contract.
8. When the contract is signed and returned, the Administrator will schedule an orientation appointment. This appointment will acquaint the teacher with the curriculum and staff policies. The new teacher may also pick up any materials that he / she may wish to study and prepare for the fall term.

Teacher Application

Your interest in Lighthouse Christian Academy is appreciated. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which you may qualify, we will notify you. We will also contact your references. If we have continued interest in your candidacy, we will send you some follow up questions and arrange a personal interview.

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

Applicants Name and Address

Full name: _____

Application Date ____/____/____ Date available: ____/____/____

Present Address: _____

Phone: (____) _____ Evenings (____) _____

Best time to call you? _____ Soc. Sec. No. _____

How long have you lived at your current address? _____

Please list your permanent address if different than present address and any additional addresses where you have resided at any time in the last five years.

Please list the grades and subjects you would prefer to teach.

What would you like to be doing five years from now?

In your own handwriting, briefly give your Christian testimony.

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** _____ **Signature:** _____

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

_____ I fully support the Statement of Faith as written without mental reservations.

Signature: _____

_____ I support the Statement of Faith 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.

Signature: _____

Denominational preference: _____

What Christian service have you done since becoming a Christian?

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

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

Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.

What degree or degrees do you hold? Include date received and name of institution.

Your Major? Minor?

Sequentially list your teaching experience with the most recent first.

School's Name	Grades or Subjects	Dates
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To what degree are you familiar with the A Beka, Alpha Omega or Saxon curriculum?

List any books or articles that you have read recently that have helped you to grow professionally.

Do you have an ACSI Teaching Certificate? _____

Please attach photocopies of any certificates held.

List any conferences or seminars, which you have led or participated in recently.

Describe how teacher evaluation has been helpful to you.

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

What areas do you feel are your strengths? Weaknesses?

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

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

Employment History *Start with your current or most recent employer*

Employer: _____
Position: _____
Dates of Employment : _____
Address: _____
Starting salary: \$ _____ per _____
Ending salary: \$ _____ per _____
Supervisor's name and phone number: _____
Reason for leaving? _____

Employer: _____
Position: _____
Dates of Employment : _____
Address: _____
Starting salary: \$ _____ per _____
Ending salary: \$ _____ per _____
Supervisor's name and phone number: _____
Reason for leaving? _____

Employer: _____
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Employer: _____
Position: _____
Dates of Employment : _____
Address: _____
Starting salary: \$ _____ per _____
Ending salary: \$ _____ per _____
Supervisor's name and phone number: _____
Reason for leaving? _____

Employer: _____
Position: _____
Dates of Employment : _____
Address: _____
Starting salary: \$ _____ per _____
Ending salary: \$ _____ per _____
Supervisor's name and phone number: _____
Reason for leaving? _____

If necessary, you may photocopy this page to list more job references.

Have you ever worked under a different name for any of the employees you have listed? If so, what was the name or names?

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

Personal References

You will need to sign the **Reference Release Form** that is attached and return it with this application. Do NOT list family members or relatives for references.

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

Name / Complete Address	Phone	Position

Give *three* 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

Applicant's Certification and Agreement

I understand that Lighthouse Christian Academy does not discriminate in its employment practices against any person because of race, color, national 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 Lighthouse 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 history. 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 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 this 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 is being offered at this time.

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

Signature

Date