



# Application for Employment

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

Phone: \_\_\_\_\_

## Position Desired (check one)

- Preschool
- Elementary (K-5)    Grade (s) \_\_\_\_\_ (1<sup>st</sup> choice)  
  Grade (s) \_\_\_\_\_ (2<sup>nd</sup> choice)
- Middle & High School    Grade or subject \_\_\_\_\_ (1<sup>st</sup> choice)  
  Grade or subject \_\_\_\_\_ (2<sup>nd</sup> choice)
- Substitute    Grade or subject \_\_\_\_\_ (1<sup>st</sup> choice)  
  Grade or subject \_\_\_\_\_ (2<sup>nd</sup> choice)
- Other \_\_\_\_\_

Date available for employment: \_\_\_\_\_

## A. Education

College (most recent first)	Location	Hours	Degree rec'd and date	Major	Minor

## B. Certification

State(s) \_\_\_\_\_

Kind \_\_\_\_\_ Area \_\_\_\_\_ Number \_\_\_\_\_

Kind \_\_\_\_\_ Area \_\_\_\_\_ Number \_\_\_\_\_

Kind \_\_\_\_\_ Area \_\_\_\_\_ Number \_\_\_\_\_

**C. Bible Training**

1. Bible and Theology

Credits earned \_\_\_\_\_ sem. \_\_\_\_\_ qtr.  
Institution(s) \_\_\_\_\_  
\_\_\_\_\_

2. Christian Philosophy of Education

Credits earned \_\_\_\_\_ sem. \_\_\_\_\_ qtr.  
Institution(s) \_\_\_\_\_  
\_\_\_\_\_

3. Other formal or informal Bible training:

\_\_\_\_\_  
\_\_\_\_\_

4. Specific training for teaching in Christian schools:

\_\_\_\_\_  
\_\_\_\_\_

**D. Formal Teaching Experience**

School	Location	Grade / Subject	Year(s)	Principal / Supervisor

Total full-time teaching experience: \_\_\_\_\_ years

**E. Student Teaching Experience**

School	Location	Grade / Subject	Teacher	Grade Rec'd

Comments:

\_\_\_\_\_  
\_\_\_\_\_

Are you presently employed ? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, where?

\_\_\_\_\_  
School Name

\_\_\_\_\_  
Address

How has the Lord led you to apply for this position?

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**F. General Teaching Information**

1. How do you feel about teaching a Bible class at your preferred grade level?

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2. Are you interested in or do you have training or experience in any of these areas?

	List	Experience/Training
___ Sports	_____ _____	_____ _____
___ Drama or Music	_____ _____	_____ _____
___ Library		___ Photography
___ Technology/Computer		___ Community Outreach
___ Newspaper		___ Other _____
___ Art		

**G. Personal Views**

1. Do you have a personal assurance that Christ is your Lord and Savior? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, how long have you had this assurance? \_\_\_\_\_

2. Describe your present relationship with the Lord.

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3. Describe your personal devotions (methods, regularity, etc.).

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4. Denominational preference \_\_\_\_\_

5. Church home \_\_\_\_\_

6. What is the frequency of your church attendance?

\_\_\_\_\_ Weekly \_\_\_\_\_ Frequently \_\_\_\_\_ Infrequently

7. Church activities involved in (please indicate degree of regularity)

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8. Have you been involved with the charismatic movement or had a charismatic experience (e.g. speaking in tongues)?  Yes  No  
If yes, please briefly explain.

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9. State what you consider to be the important functions of the Christian school and the distinctive characteristics of its educational practice.

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10. If married, what is your spouse's attitude toward your service in a Christian school?

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11. As a teacher in a Christian school, on what basis would you require obedience of your students?

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12. What do you understand to be the proper relationship of a teacher to the moral and spiritual lives of his/her students?

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13. As a Christian, what is your responsibility to those in the world who are "lost"?

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Is this the definition of your Christian life? \_\_\_\_\_

14. How would you lead an elementary student to the Lord? \_\_\_\_\_

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15. Attached is a copy of the school's Statement of Faith. Please read this carefully and consider the scriptural texts cited. Are you in complete agreement with these statements?  Yes  No  
If no, please explain.

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Please state your view regarding the following:

1. Man's basic nature

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2. The Bible

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3. Basis for salvation

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4. Baptism

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5. Second Coming

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6. Role of husband and wife

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7. Role of teacher

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8. Role of the family in educating children

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Should you be hired, will you do all you can to bring honor and glory to the Lord Jesus Christ, and to promote the mission and philosophy of Legacy Christian School? Yes \_\_\_\_\_ No \_\_\_\_\_

I certify that all of the above information is accurate to the best of my knowledge. I understand that withholding or falsifying information on this form is grounds for immediate dismissal.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

**H. References:** Send the enclosed reference forms to the 3 individuals whom you list below.  
They will then need to mail or fax the completed form directly to LCS.

Pastor's name: \_\_\_\_\_ Church: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Current or Recent Employer's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Personal Reference's name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Please send the completed application to the address listed below.

Legacy Christian School  
attn: Employment Dept.  
470 Lakeview Drive  
Noblesville, IN 46060

Fax: 317-776-4189

You may e-mail your application to [employment@LCSmail.org](mailto:employment@LCSmail.org).

**\*IMPORTANT\*** Documents must be e-mailed in **PDF format**. This mailbox is only checked for PDF applications. You will not receive a reply via this e-mail, and school office staff members are not able to answer application status inquiries, etc.



## Statement of Faith

We believe that Jesus Christ is the one and only Son of God who died for our sins and arose from the dead. (*1 Corinthians 15:1-8*)

We believe that the Bible is the inspired word of God - a lamp unto our feet and a light unto our path. (*2 Timothy 3:16*)

We believe that every person has worth as a creation of God, but that all have sinned and fall short of the glory of God. (*Romans 3:23*)

We believe that forgiveness of sins and the promise of eternal life are available for those who trust Christ as Savior and Lord. (*John 3:16*)

We believe that those accepting Christ should repent of sin, confess their faith, and be baptized into Him. (*Romans 10:9; Acts 2:38*)

We believe that the church is the body of Christ on earth, empowered by the Holy Spirit, and exists to save the lost and edify the saved. (*Ephesians 4:1-16*)

We believe that Jesus Christ will one day return to earth and reign forever as King of Kings and Lord of Lords. (*1 Thessalonians 4:13-18*)



## Prospective Staff Member Recommendation Form

to be completed by a character reference of your choice

Prospective LCS employee, please complete the information on the top section of this form, and then ask a person of your choice to complete the rest of the form. This person should be able to attest to your Christian character. Once completed, that person will mail, fax, or e-mail this form directly to LCS.

**Applicant's Name:** \_\_\_\_\_ **Date** \_\_\_\_\_

**CHARACTER REFERENCE**, Thank you for completing the lower portion of this form on behalf of the person listed above who has applied for employment at Legacy Christian School. This information will be kept confidential and will assist the administration in determining if this person would be a good fit to join our staff.

1. Do you personally know the applicant named above? \_\_\_\_ Yes \_\_\_\_ No

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

3. In what capacity do you know him/her?  
\_\_\_\_\_

4. Are you related to the applicant named above? \_\_\_\_ Yes \_\_\_\_ No

5. Is it your personal opinion that this applicant would be a good teacher at Legacy Christian School? \_\_\_\_\_

Please note reservations, if any. \_\_\_\_\_

6. Please seriously consider each trait below in light of your actual knowledge of the applicant's experiences.

Check the description which is closest to your estimate of his/her performance in each case.

Again, this information will be kept confidential.

	Outstanding	Strong	Average	Fair	Poor	No Knowledge
People Skills / Personality						
Honesty & Integrity						
Emotional Stability						
Problem Solving						
Organizational Skills						
Conflict Resolution Skills						
Cooperative Attitude						
Communication Skills						

7. Please describe the applicant's spiritual maturity and how it is displayed.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name (printed) \_\_\_\_\_

Signature \_\_\_\_\_

Best way to contact you with questions? (phone or e-mail address) \_\_\_\_\_

**Please return completed form directly to Legacy Christian School by mail, fax, or e-mail.**

470 Lakeview Drive, Noblesville, IN 46060 • Phone 317.776.4186 Fax 317.776.4189 • [employment@LCSmail.org](mailto:employment@LCSmail.org)





## Prospective Staff Member Recommendation Form

to be completed by your most recent employer

Prospective LCS employee, please complete the information on the top section of this form, and then ask your most recent employer to complete the rest of the form. Once completed, that person will mail, fax, or e-mail this form directly to LCS.

**Applicant's Name:** \_\_\_\_\_ **Date** \_\_\_\_\_

**1. Place of recent employment** \_\_\_\_\_ **Position** \_\_\_\_\_

**2. When were you employed there?** \_\_\_\_\_ **to** \_\_\_\_\_

**FORMER EMPLOYER,** Thank you for completing the lower portion of this form on behalf of the person listed above who has applied for employment at Legacy Christian School. This information will be kept confidential and will assist the administration in determining if this person would be a good fit to join our staff.

**1. Do you personally know the applicant named above?** \_\_\_\_ Yes \_\_\_\_ No

**2. Are you related to the applicant named above?** \_\_\_\_ Yes \_\_\_\_ No

**3. How long have you known the applicant?** \_\_\_\_\_

**4. Does the applicant demonstrate a respect for the authority of his/her administration?**

Generally Yes      Somewhat      Comments \_\_\_\_\_

**5. Would you hire the applicant again?** \_\_\_\_\_

Please note reservations, if any. \_\_\_\_\_

**6. Please seriously consider each trait below in light of your actual knowledge of the applicant's experiences.**

**Check the description which is closest to your estimate of his/her performance in each case.**

**Again, this information will be kept confidential.**

	Outstanding	Strong	Average	Fair	Poor	No Knowledge
People Skills						
Relationship with Co-workers						
Classroom Management						
Ability to Plan						
Teaching Skills						
Honesty & Integrity						
Emotional Stability						
Problem Solving						
Organizational Skills						
Cooperative Attitude						
Communication with Families						

**Name (printed)** \_\_\_\_\_

**Position** \_\_\_\_\_

**Organization** \_\_\_\_\_

**Best way to contact you with questions? (phone or e-mail address)** \_\_\_\_\_

**Please return completed form directly to Legacy Christian School by mail, fax, or e-mail.**

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## Prospective Staff Member Recommendation Form

to be completed by your pastor, small group or ministry leader

Prospective LCS employee, please complete the information on the top section of this form, and then ask your pastor, small group or ministry leader to complete the rest of the form. This form should be given to someone who can attest to your spiritual growth and godly character. Once completed, that person will mail, fax, or e-mail this form directly to LCS.

**Applicant's Name:** \_\_\_\_\_ **Date** \_\_\_\_\_

1. Name of your church \_\_\_\_\_ How long have you attended? \_\_\_\_\_

2. Please answer below to indicate how active are you in your church?

Attend:	Weekly	3 times a month	1 or 2 times a month	Rarely
Saturday/Sunday Church Service				
Bible Study or Small Group				
Mid-week Church Service				
Other:				

3. Name areas in which you teach or serve at your church.

**PASTOR or MINISTRY LEADER**, Thank you for completing the lower portion of this form on behalf of the person listed above who has applied for employment at Legacy Christian School. This information will be kept confidential and will assist the administration in determining if this person would be a good fit to join our staff.

1. Do you personally know the applicant named above? \_\_\_\_ Yes \_\_\_\_ No

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

3. Does the applicant and his/her family demonstrate a respect for the authority of your church and biblical principles?

Generally Yes      Somewhat      Comments \_\_\_\_\_

4. Would you hire the applicant? \_\_\_\_\_

Please note reservations, if any. \_\_\_\_\_

5. Please seriously consider each trait below in light of your actual knowledge of the applicant's experiences.

Check the description which is closest to your estimate of his/her performance in each case.

Again, this information will be kept confidential.

	Outstanding	Strong	Average	Fair	Poor	No Knowledge
Involvement in Ministry						
Cooperative Attitude						
Punctuality						
Honesty & Integrity						
Emotional Stability						
Problem Solving						
Organizational Skills						

**Pastor Name (printed)** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Church Name & Address** \_\_\_\_\_

**Please return completed form directly to Legacy Christian School by mail, fax, or e-mail.**

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