

LAKE MEAD CHRISTIAN ACADEMY EMPLOYMENT APPLICATION



P.O. BOX 90099 HENDERSON, NV 89009 ~ 702.565.5831

Your interest in Lake Mead 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 it appears you may qualify, we will contact you for an interview. We will also contact your references.

We realize that the key to a successful Christian school is its staff. We are grateful for those 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

Full name: _____

Application date: ___/___/___ Date available: ___/___/___ Soc. Sec. No. _____

Present Address _____

City _____ State _____ Zip _____

Best phone number(s) to reach you: (____) _____ (____) _____ Best time to call you? _____

How long have you lived at the above address? _____ E-mail address _____

B. POSITION DESIRED

Position Desired _____ Date Available _____

I am willing to work (check all that apply)
 Full time Part time Either

How did you learn about the position for which you are applying?

Future Plans

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

C. CHRISTIAN BACKGROUND

*** In your own handwriting on separate paper briefly give your Christian testimony.**

Bible 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

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

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

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

Signature: _____

Church Service Denominational preference? _____

What is your local church affiliation? _____

Are you presently a member in good standing? _____ Years? _____

Baptized by immersion after salvation? _____ Date of baptism _____

In what church activities are you currently involved? What other Christian service have you done since becoming a Christian?

How well do you work with other races and those of other denominational beliefs?

To what extent should a Christian school employee become involved in Sunday and other weekday ministries of their church?

Devotional Life Describe your routine of personal Bible study and prayer.

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

*** Please attach photocopies of all your college transcripts. Should you be offered a position, official copies of your college transcripts will be required to be submitted for inclusion in your**

D. EDUCATIONAL QUALIFICATIONS

Formal Training

What degree or degrees do you hold?

Degree Date Received Issuing Institution

Your Major(s)

Your Minor(s)

Cumulative grade point average BA _____ Graduate work _____

Other Training

List any other educational advantages that you have had including opportunities for travel.

List any conferences or seminars which you have led or participated in the past.

E. GENERAL INFORMATION

General

Are you physically and mentally able to perform the essential functions of the position for which you are applying? c Yes c No If no, please describe in full:

First Aid Training

Are you trained in First Aid? c No c Yes-Date completed _____

Are you CPR certified? c No c Yes-Date completed _____

F. PERSONAL PHILOSOPHY

*** On separate paper please label and succinctly answer in one or two paragraphs each of the questions below.**

Short Essays

A. Why do you wish to join this Christian school ministry?

B. What are the main characteristics that distinguish a Christian school from a public school?

C. What areas do you feel are your strengths? Weaknesses?

D. What do you believe about the origin of the earth and mankind?

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

G. EMPLOYMENT HISTORY

Work Background

Please start with your current or most recent employer and work backwards.

1. Employer _____

Title _____ Dates of Employment _____

Address _____

Supervisor's Name and Phone Number _____

Reason for leaving _____

2. Employer _____

Title _____ Dates of Employment _____

Address _____

Supervisor's Name and Phone Number _____

Reason for leaving _____

3. Employer _____

Title _____ Dates of Employment _____

Address _____

Supervisor's Name and Phone Number _____

Reason for leaving _____

4. Employer _____

Title _____ Dates of Employment _____

Address _____

Supervisor's Name and Phone Number _____

Reason for leaving _____

Have you already signed a contract for next year with any another institution? Yes No

History

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

History

Have you ever terminated your employment or had your employment terminated or has your employer ever reprimanded you for reasons relating to allegations of use of pornography, physical or sexual abuse or sexual harassment **by you**? Yes No

If yes, give a short explanation of the allegations (please indicate the date, nature and place of the allegations, the disposition of the allegations, and your employer at the time, including employer's name, address and telephone number.

Have you ever been convicted of, plead guilty or no contest (nolo contendere) to, or received probation, suspension, or deferred adjudication for a felony or offense involving moral turpitude (including, but not limited to, theft, rape, murder, swindling, and indecency with a minor)? Yes No
If yes, please state where, when and nature of the offense

H. 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.

Personal 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
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Professional References

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

Name	Complete Address	Phone	Position	Business/School
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Lake Mead Christian Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability of any kind.

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 Lake Mead Christian Academy to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

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 Lake Mead Christian Academy, 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 Lake Mead Christian Academy.

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 my fingerprints as are necessary for such an investigation. I authorize Lake Mead Christian Academy to conduct a criminal records check.

I understand that this is only an application for employment and that no employment contract is being offered at this time.

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

Signature of Applicant

Date

BACKGROUND CHECK

During the application process and at any time during the tenure of my employment with Lake Mead Christian Ministries, I hereby authorize Choice Point Service Inc. on behalf of Lake Mead Christian Ministries to procure a consumer report which I understand may include information regarding: fugitive files, Department of Corrections prison, parole and release files, Administrative Office of Courts records, state criminal record repositories, individual county our records, records from other state agencies, Sex Offender Registries.

Applicant Name _____

Applicant Signature _____

Date _____

FOR HUMAN RESOURCE USE ONLY

Application Received by: _____ Date Received _____

Interview Appointment Made by: _____

Interview Date: _____

Time: _____

Interviewed by: _____

Interviewed by: _____

ADMINISTRATIVE SKILLS ASSESSMENT

Check administrative skills and please indicate skill level (B=Basic, I=Intermediate, A=Advanced):

- | | |
|---------------------------------------|--------------------------------------|
| _____ Typing (words per minute _____) | _____ Conducting Oral Seminars |
| _____ Word Processing | _____ Filing |
| _____ Word for Windows Version _____ | _____ Letter Composition |
| _____ Other _____ | _____ Accounting Software |
| _____ Spreadsheets | _____ Other _____ |
| _____ Excel | _____ Bookkeeping |
| _____ Other _____ | _____ Database Driven Software |
| _____ Desktop Publishing Software | _____ Access |
| _____ Photoshop | _____ Other _____ |
| _____ InDesign | _____ Operating Systems |
| _____ Publisher | _____ PC-Windows |
| _____ Other _____ | _____ MAC |
| _____ Presentation Software | _____ 10-Key (keys per minute _____) |
| _____ PowerPoint | _____ Executive Assistant |
| _____ Keynote | |
| _____ Other _____ | |

Please give a brief description of your experience/skill level in the areas you've indicated above:

Please list special training in above areas:
