



Living Word Academy

Initial Teacher Application Form

Your interest in Living Word 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 request that you have your placement file forwarded to our office. We may also contact your references. If we have continued interest in your candidacy, we will send you some follow up questions and arrange for a personal interview.

We realize that the key to a successful Christian school is its staff. We are grateful for those who are professionally qualified whom love children, and who, by the pattern of their lives, are Christian role models. Luke 6:40

We look forward to receiving your initial 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: _____ Soc. Sec. Number _____

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

Present Address: _____

Telephone: Days (____) _____ Evenings (____) _____

Permanent Address and Phone: _____

- ◆ On the reverse side, please list any additional addresses where you have lived at any time during the past five years.

B. Position Desired

Please indicate in the parenthesis your first and second choice. Then to the right please indicate the grade or subject in order of preference.

() Kindergarten

() Elementary _____

Please check your preference: Full- time Part- time Substitute

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

Please list activities or sports that you would be capable and be willing to direct, sponsor, advise or coach. _____

C. Professional Qualifications

Education

	Name	Location	Major	Degree	Dates Attended
High School					
College					
Post Graduate					
Other					

Teacher Certification

Do you have a state issued teaching license? ___ Yes ___ no

State: _____ License Area: _____

File Folder Number: _____ Expiration Date: ___/___/___

Do you have an ACSI Teaching Certificate? ___ Yes ___ no

Level: _____ Expiration Date: ___/___/___

Employment History

List the most recent employer first.

Employer	Address and Phone	Position Held	Dates of Employment	Reason for Leaving

◆ Please list any additional employment on a separated sheet of paper.

D. Christian Background

What is your denominational preference? _____

What church do you currently attend? _____

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

State briefly your personal relationship with God.

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

STATEMENT OF FAITH

We believe and confess the Bible to be the complete written Word of God, our only authentic, infallible, and inerrant source of God's revelation to all mankind. Through the Bible alone are we able to determine true Christian doctrine.

We believe and confess the fundamental teaching of the Christian and Apostolic faith confessed in the Apostles', Nicene, and Athanasian Creeds, as well as the expressions of Christian Faith contained in the Unaltered Augsburg Confession.

We believe and confess that Salvation comes only through the works and merits of our Lord Jesus Christ, by faith alone. The primary tasks of the local congregation are to present the saving Gospel of Christ, in order that the eternally lost might become eternally saved and to teach obedience to His word (Matthew 28:20).

We believe and confess that all Christians are enabled and equipped for ministry and life through the Holy Spirit and the Word of God; thus, each Christian has the responsibility to stand uncompromisingly in the truth, before a hostile and rebellious world, regardless of the cost.

We believe and confess the unity of all believers through our Lord Jesus Christ. Such unity is demonstrated in true obedience to His authoritative Word.

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

Signature: _____ **Date:** ____/____/____

I support the Statement of Faith except for the area(s) listed and explained on a separate sheet of paper.

Signature: _____ **Date:** ____/____/____

E. References

Personal References (Please do not use relatives as a reference.)

Give three references that are qualified to speak of you spiritually and personally. List your current pastor first.

	Name	Complete Address	Phone	Position
1.	_____	_____	_____	_____
	_____	_____	_____	_____
2.	_____	_____	_____	_____
	_____	_____	_____	_____
3.	_____	_____	_____	_____
	_____	_____	_____	_____

Professional References (Please do not use relatives as a reference.)

Give three references that are qualified to speak of you professionally. List your current or most recent principal or supervisor first.

	Name	Complete Address	Phone	Position and School
4.	_____	_____	_____	_____
	_____	_____	_____	_____
5.	_____	_____	_____	_____
	_____	_____	_____	_____
6.	_____	_____	_____	_____
	_____	_____	_____	_____

Thank you for filling out this application.

Remember to sign and return the Applicant’s Certification and Agreement form and the Authorization to Release Reference Information form.

If you have not already done so, please arrange have your credential file and official transcripts sent to

**Living Word Academy
4300 Nicols Rd.
Eagan, MN 55122**

Applicant's Certification and Agreement

I understand that LIVING WORD ACADEMY does not discriminate in its employment practices against any person because of race, color, national or 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 LIVING WORD 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 LIVING WORD 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 LIVING WORD 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 LIVING WORD ACADEMY to conduct a criminal records check.

I understand that this is an 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

Authorization to Release Reference Information

I have made application for a position as a _____ with LIVING WORD ACADEMY. I have authorized the school 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 LIVING WORD 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 LIVING WORD ACADEMY.

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

Applicant's Name (Print)

Applicant's Signature

Date

Applicant's Social Security Number

TEACHER HIRING PRACTICES

1. The Initial Teacher Application form is sent to an applicant upon request. Copies of the following items are also sent: Statement of Faith, school philosophy, salary schedule, job description, and a brochure about the school.
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. Part II of the Teacher Application form will be sent to the applicant to be filled out and returned. A Parent/Student Handbook will be sent.
4. If the administrator determines that the returned Supplemental Teacher Application is satisfactory, he/she will proceed to contact the applicant for an interview.
5. The next step is the oral interview with the 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 for a possible Board interview and to discuss a contract to teach. In some cases several semi-finalists for the position will be recommended to the Board for this final interview.
7. If approved by the Board, a contract will be issued to the applicant. It must be signed and returned within ten business days to become a valid contract. Final authority for hiring is vested in the Board of Elders upon recommendation of the Administrator and the School Board.
8. When the contract is signed and returned, an orientation appointment will be scheduled by the Administrator. This appointment will acquaint the teacher with the curriculum and staff policies. A Staff Handbook will be issued to the teacher at this time. The new teacher may also pick up any materials that he/she may wish to study and prepare for the fall term. If there are several new members joining the staff, portions of this orientation may be done as part of an in-service day.