



## Application for Employment

Your interest in employment 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 arrange for a personal interview.

We realize that an important part of a successful Christian school is its staff. We are seeking applicants who are professionally qualified, who really love students, 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: \_\_\_\_\_

Email address: \_\_\_\_\_

Application date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date available: \_\_\_\_/\_\_\_\_/\_\_\_\_

Present address: \_\_\_\_\_

Phone: Days (\_\_\_\_) \_\_\_\_\_ Evenings (\_\_\_\_) \_\_\_\_\_

Best time to call you? \_\_\_\_\_ Length of time at this address? \_\_\_\_\_

Permanent address and phone number if different than present address

\_\_\_\_\_

\_\_\_\_\_

Please list any additional addresses where you have resided at any time during the past five years:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### B. POSITION DESIRED

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**C. CHRISTIAN BACKGROUND**

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

Please carefully read our Statement of Faith and indicate 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.

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?

Describe your routine of personal Bible study and prayer.

**D. PROFESSIONAL QUALIFICATIONS**

**Lighthouse Preparatory Academy will utilize instructors with both formal training and practical experience. Our instructors will come from a myriad of backgrounds, including former private or public school instructors, as well as homeschool parents or graduates.**

School	Name/City/State	Course Study	Last Year Attended	Date Graduated	Degree/Diploma earned
High School					
College					
College					
Graduate					

**TEACHING / WORK EXPERIENCE:** *(begin with most recent) If no teaching experience, list other employment.*

School/Location	Dates on staff	Position/Grades/Job	Reason for leaving	Name& Phone # supervisor

**OTHER CREDENTIALS or CERTIFICATES:** *(Please attach copies)*

Certificate	Type	Expiration	Endorsement	Level
State				
ACSI				
Other				

**\* Please attach photocopies of all your postsecondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.**

**PERSONAL REFERENCES:** *(No relatives, please.)*

Type of reference:	Reference Name	Address	Phone
Spiritual			
Professional			
Personal			

**E. EMPLOYMENT HISTORY**

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may follow the same format on another page.

1. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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Have you served in the military? Yes \_\_\_ No \_\_\_. If yes, what type of training or education did you receive?

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Are you holding or have you already signed a contract for next year with any other educational institution? Yes \_\_\_ No \_\_\_

**F. APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that **Lighthouse Preparatory Academy** does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability.

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that 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 and agree that I will be paid and receive benefits only through the day of release.

I authorize **Lighthouse Preparatory Academy** to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. 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 position.

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.

I understand that a criminal records check (possibly including a fingerprint check) will be conducted on me, and I consent to any such check. I understand and agree that any offer of employment that I may receive from the 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 that it could 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 contract is being offered at this time.

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

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Signature of Applicant

Date

## **Our Mission Statement**

Lighthouse Preparatory Academy's Mission is to strengthen families by partnering with parents to develop witnesses for Christ through academic excellence and character development.

## **Our Statement of Faith**

1. We believe the Bible to be the inspired, infallible, authoritative, inerrant Word of God. (*2 Timothy 3:15; 2 Peter 1:21*)
2. We believe there is only one God, eternally existent in three persons – Father, Son and Holy Spirit. (*Genesis 1:1; Matthew 28:19, John 10:30*)
3. We believe in the deity of Christ (*John 10:33*), His virgin birth (*Isaiah 7:14; Matthew 1:23; Luke 1:35*); His sinless life (*Hebrews 4:15; 7:26*); His miracles (*John 2:11*); His vicarious and atoning death (*1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9*); His resurrection (*John 11:25; 1 Corinthians 15:4*); His ascension to the right hand of the Father (*Mark 16:19*); His personal return in power and glory (*Acts 1:11; Revelation 19:11*).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. It is not something we earn or deserve. It is offered in grace and received by faith in Jesus Christ alone. (*John 3:16, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5*).
5. We believe the Biblical definition of marriage as the covenant relationship between one naturally-born man and one naturally-born woman. (*Genesis 2:23-24*)

## **Non-Denominational Position**

These statements are based on essential Christian beliefs that we strongly support as the primary doctrine for teaching. Lighthouse Preparatory Academy does not promote or endorse any particular denomination. It is our desire to maintain this position for the purpose of unity and fairness to each student. Other doctrinal issues upon which this ministry has no official stance will be considered secondary doctrine and will not be taught. In the event secondary doctrine is brought up, students will be referred back to the family and church for final authority. We desire to remain united in the salvation and love of Christ, avoiding any dissension that may be caused by denominational distinctives.

## **Mailing Address:**

**Lighthouse Preparatory Academy**

**Attn: Human Resources**

**216 El Mercado Plaza**

**Jefferson City, MO 65109**

**lighthouse@lpajc.com**

**[www.lpajc.com](http://www.lpajc.com)**