

APPLICANT'S NAME: _____

DATE: _____



EMPLOYMENT APPLICATION

Legacy Christian Academy is committed to providing a comprehensive, rigorous, and well-rounded preparatory education to students in kindergarten through eighth grade within a Christian, family-oriented, safe learning environment. We are dedicated to the pursuit of academic excellence and the development of Christian character in our students.

LEGACY CHRISTIAN ACADEMY

27680 DICKASON DRIVE

VALENCIA, CA 91355

(661) 257-7377

Sharpening Minds, Shepherding Hearts

Dear Applicant,

Thank you so much for your interest in working at Legacy Christian Academy. Your application is important to us. Please complete the information requested below. If you have attached a resume that duplicates information requested in the education and employment portions, you may indicate "See resume" in those sections.

We consider applicants for all positions without regard to race, color, gender, ancestry, national origin, age, marital status, veteran status, or the presence of a non-job-related medical condition or handicap.

APPLICANT'S NAME AND ADDRESS

Name: _____ Social Security Number: _____
Last First M.I.

Current Address: _____
Street City State Zip

Mailing Address (if different): _____
Street City State Zip

Permanent Address (if different): _____
Street City State Zip

Home Phone: (_____) _____ Cell Phone: (_____) _____

Driver's License Number: _____ Issuing State: _____ Exp Date: _____

POSITION DESIRED

What position are you applying for? _____

What days and hours are you available to work? _____

Are you available : Full Time Part Time Will you accept substitute work? _____

Date available: _____ Have you applied to Legacy before? Yes No If so, when? _____

Who referred you to Legacy? _____ What salary would you expect? _____

Please write a paragraph explaining why you want to work at Legacy Christian Academy?

EMPLOYMENT HISTORY

Number of years of full-time teaching experience: _____

Sequentially list your experience with the most recent position first. You may exclude organizations which indicate race, color, gender, national origin, or handicap status. If you need additional space, attach another sheet.

School Name and Address	Subject(s) and Grade(s) Taught	Dates Employed	Supervisor's Name and Phone Number	Salary Start/End

Reason for leaving (or desiring to leave) last job: _____

May we contact your present employer? Yes No

Please list any other pertinent work experience:

What methodology courses have you taken? _____

In order of preference, list the grades/subjects you are prepared to teach:

Check the following subjects which you are prepared to teach or in which you have interest and ability:

- | | | |
|---------|-----------------------------|------------------|
| Art | Computer Science/Technology | Foreign Language |
| Music | Physical Education | Robotics |
| Science | Speech/Drama | Sports/Coaching |

What experience or training have you had that indicates ability to teach in any of the above? _____

What languages besides English do you speak and write fluently? _____

PERSONAL DATA

Please list special talents, hobbies, skills, interests, etc.

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Have you the legal right to work in the United States? Yes No

(Hiring is subject to verification that applicant meets legal age and U.S. work permit requirement)

Have you received Christ as your Savior and Lord? Yes No When? _____

Where do you attend church? _____ Are you a member? Yes No

How often do you attend church? _____

Are you presently active in Christian work (church or other ministry)? Yes No Explain: _____

Please give a statement of your faith and convictions:

EDUCATIONAL DATA

Please list all educational institutions above high school you have attended. You must request that an official transcript be sent to Legacy Christian Academy from each school which has conferred a degree upon you. Have it mailed to Office Manager, Legacy Christian Academy, 27680 Dickason Drive, Valencia, CA, 91355.

School Name and Address	Mo/Yr to Mo/Yr	Major/Minor	Degree/Diploma

Special recognition/honors received: _____

Please list any current teaching credentials which you hold (including credentials from other states or ACSI). You must attach a copy of each current credential to this application.

Credential	Granting State	Expiration Date

If you have not yet received your credential, how many units are you lacking? _____

REFERENCES

TEACHING SUPERVISOR OR COLLEGE PROFESSOR (OR OTHER IF NOT APPLICABLE)

First Name *Last Name* *Phone Number*

Current Employer *Address (Street, City, State, Zip)*

CURRENT EMPLOYER (OR OTHER IF NOT APPLICABLE)

First Name *Last Name* *Phone Number*

Current Employer *Address (Street, City, State, Zip)*

PASTOR OR SPIRITUAL MENTOR

First Name *Last Name* *Phone Number*

Current Employer *Address (Street, City, State, Zip)*

CRIMINAL BACKGROUND CHECK AND FINGERPRINTING

Have you ever been convicted of a felony? Yes No

If yes, please explain: _____

All persons employed by Legacy Christian School must submit to a criminal background check prior to employment.

ACKNOWLEDGEMENT

All applicants are considered for positions without regard to race, color, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

I acknowledge that consideration for employment is contingent on the results of a reference and background check. Therefore, I hereby authorize Legacy Christian Academy to (1) investigate the truthfulness of all statements made on the application; (2) contact my formal employers and other listed references or any other persons who can verify information; (3) discuss the results of any investigation with other employees of Legacy Christian Academy involved in the hiring process; (4) check my driving record if applicable for the target job; and (5) check my criminal record. In addition, I give my consent for all contacted persons including former employers to provide the information concerning this application, and I release each such person from liability for providing information to Legacy Christian Academy.

I certify that the information contained in this application is correct to the best of my knowledge, and understand that falsification of this application in any detail is grounds for disqualification from further consideration or dismissal from employment in accordance with Legacy Christian Academy policy.

Signature of Applicant: _____ Date: _____

FOR LEGACY USE ONLY

REFERENCES

Person Contacted	Results

REFERENCES

Interviewer: _____ Date: _____ Time: _____

ACTION

RECOMMENDATION:

- Hire
- Do Not Hire
- Save Application for possible future hire

Grade/Subject: _____

Credential: _____

Number of Years Teaching: _____

Salary: _____

Signature of Interviewer: _____

Date: _____