



LIBERTY CHRISTIAN ACADEMY

Application for Support Staff

402 North Service Road

Wright City, MO 63390

office@lcaeagles.com

Liberty Christian Academy

APPLICATION for SUPPORT STAFF

Your interest in Liberty Christian Academy is appreciated. For employment, we invite you to fill out this 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.

We realize that the key to a successful Christian School is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models. Luke 6:40. 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: _____ / _____ / _____

Present Address: _____

Home: () _____ Cell () _____

Best time to call you? _____ Text: Yes or No

Email Address: _____

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

B. POSITION DESIRED

Please indicate 1, 2, 3 choice in the parenthesis. Then to the right please indicate the grades or subjects in order of preference

() Support Position – Check all that apply.

_____ Kitchen

_____ Custodial

_____ Secretarial

_____ Bookkeeping

_____ Substitute Grades _____

_____ After Care

_____ Other: _____

C. EDUCATION:

High School: _____

Honors/Organizations: _____

Name and Locations of Colleges:

1. _____ Degree Earned _____

2. _____ Degree Earned _____

3. _____ Degree Earned _____

Do you hold a teaching certificate? _____ Valid in what state(s)? _____

Area(s) of certification: _____

D. EMPLOYMENT INFORMATION and RECORD:

Have you ever been dismissed from a position? _____ If yes, please give explanation: _____

Have you ever been convicted of a felony? _____ If yes, please give explanation: _____

Have you ever had a criminal record? _____ If yes, please give explanation: _____

Please list employment history beginning with current or most recent.

From	Date: To	Name & Address of Employer:	Position Held:	Reason you left:

E. PERSONAL REFERENCES:

Give three references. List your pastor first.

Name	Address/Phone Number
1. _____	_____

2. _____	_____

3. _____	_____

F. CHRISTIAN BACKGROUND

1. Do you have a personal assurance that you are a born again Christian? _____

2. 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 _____

3. Please carefully read our attached 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: _____

PERSONAL STATEMENT OF AGREEMENT

I hereby certify that I am in agreement with the purposes of Liberty Christian Academy and will promote both in my dealings with members, students and their families, and the general public. I understand and agree with the Tenets of Faith and subscribe to that without reservation. I certify that I faithfully attend and am actively involved in my church.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements, and misrepresentation, or omission on the application shall be grounds for dismissal.

I authorize investigation of all statements contained herein. I authorize the references listed, both personal and professional, to give Liberty Christian Academy any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise. I release all parties from all liability for any damage that may result from furnished same to LCA.

(Signature)

(Date)

For Office Use Only:

Rcvd: _____

Mtg: _____

BG: _____

Ref: _____

Statement of Faith

Liberty Christian Academy accepts the Scriptures as the revealed Will of God, the all sufficient rule of faith and practice, and for the purpose of maintaining general unity, adopts these Statements of Fundamental Truths and Doctrine. The teaching and activities of Liberty Christian Academy of East Central Missouri shall be based upon and consistent with these Fundamental Truths and Doctrine as listed below.

LCA is an interdenominational school which means our student body and staff attend different Christian churches. Bible classes and Biblical truths are the focus rather than denominational teachings or beliefs. It is not our intent to promote the doctrines of any one church or denomination. Matters of doctrinal differences or personal interpretation are to be left to the parents of the students and the churches they attend. We desire to remain united in the salvation and love of Christ while referring any other denominational questions to the wisdom of the parents.

Teachers do have the authority and the freedom to teach absolute moral principles, Christian heritage, creationism, stewardship, orderliness in science and mathematics, appreciation of the arts, and discipline in caring for God's temple.

Section 1. The Bible, composed of the sixty-six books of the Old and New Testaments, is the inspired and inerrant Word of God and is the supreme and final authority in faith and life (Psalm 19:7; Matthew 5:17-19, 22:37-40).

Section 2. There is one true God, eternally existing in three persons: Father, Son and Holy Spirit (Genesis 1:1, 17:1; Isaiah 40:28-29; Matthew 3:16-17; I Thessalonians 1:9-10).

Section 3. Jesus Christ is truly God, truly human; the only begotten Son of God in His virgin birth, the only means of salvation in His vicarious death; was resurrected in the flesh; ascended back to and is with the Father; and will come again as promised (Psalm 16:8-10; Matthew 1:21-23; John 1:1, 14, 18; Romans 5:10-18).

Section 4. The personality of the Holy Spirit and His ministry is to reveal Christ unto men and women; to seal and equip the Christian with His fruitfulness; to glorify the Son who glorifies the Father; to comfort each Christian; and to guide each Christian into all truth (Job 33:4; Matthew 28:19; Acts 5:3-4; Ephesians 1:13; Galatians 5:22,24; John 14:16, 16:12-15).

Section 5. God created the world and all life by the word of His mouth. He formed mankind by special personal action and the universe by special operation of divine power and continues to sustain all things by the power of His word (Genesis 1:1; John 1:1-3; Colossians 1:16-17; Hebrews 1:1-3).

Section 6. Man was created good and upright, for God said "Let Us make man in Our image, after Our Likeness." But, man, by voluntary transgression, fell and his only hope of redemption is through the shed blood of Jesus Christ (Genesis 1:26-31, 3:1-7; Romans 3:23-26, 5:12-21).

Section 7. (a) For by grace we are saved through faith, that if you confess with your mouth Jesus as Lord, and believe in your heart that God raised Him from the dead, you shall be saved; for with the heart man believes, resulting in righteousness, and with the mouth he confesses, resulting in salvation" (Romans 3:24; Ephesians 2:8; Romans 10:8-10).

(b) Justification by grace through faith and regeneration by the Holy Spirit make the penitent believer a new creature in Christ (Habakkuk 2:4; Galatians 3:6-14; John 1:12-13, 3:3, 5-8; II Corinthians 5:17).

(c) The inward evidence, to the believer of his salvation, is the direct witness of the Spirit. The outward evidence to all men is a life of righteousness and true holiness. “And this is His commandment, that we believe in the name of His Son Jesus Christ, and love one another, just as He commanded us” (Romans 8:16; 1 John 3:23).

(d) Salvation is by faith in Jesus Christ and not by human works; however; our works will determine the rewards in eternity (Romans 10:9-10; Ephesians 2:8-9; Titus 3:5-7; Romans 14:20-21; II Corinthians 5:10).

Section 8. God’s plan for believers is to follow Jesus into maturity and reach out to others with the good news of Jesus Christ as they are led and equipped by the Holy Spirit (Matthew 28:15-18; Ephesians 4; Acts 1:8).

Section 9. The Scriptures plainly teach the bodily resurrection of the just and the unjust, the everlasting and conscious suffering of the lost (those who reject Jesus as the Christ) and the everlasting happiness of the saved (those who accept Jesus as the Christ) (Job 19:25-27; Matthew 22:30-32; Mark 16:1-8; I Thessalonians 4:13-17).

Section 10. Morality Statement

(a) LCA believes that every person is created in the image of God. We believe God’s plan for man in regards to human sexuality is expressed in a monogamous relationship between one man and one woman within the framework of Biblical marriage. This is the divinely designed relationship for the birth and rearing of children, and is a union made in the sight of God, taking priority over every other human relationship (Gen. 1:27-28; 2:18, 20, 23-24; Isa. 54:4-8; Jer. 3:14; Matt. 19:4-6; John 2:1-2; 1 Cor. 9:5). Gender differentiation and male/female uniqueness are part of a divine design that God indelibly engraved upon creation. (Genesis 2:18)

(b) LCA stands firmly upon the moral foundations of Christianity which includes, but is not limited to the Biblical definition of marriage, the attendant boundaries of sexuality and moral conduct, and the clear Biblical teaching that gender is both sacred and established by God’s design. Parents or the legal guardians, who choose to enroll their children at LCA, are agreeing to support these and other basic Biblical values derived from historical Christianity.

(c) LCA is a religious institution, and therefore, reserves the right, within its sole discretion, to refuse admission of an application or discontinue enrollment of a current student. This includes, but is not necessarily limited to, sex outside of marriage, homosexual acts, bi-sexual acts; gender identity different than the birth sex; promoting of, acting of, or proclaiming of such practices; or otherwise the inability to support the moral principles of the school. (Lev. 20:13a; Romans 1:27; Matt. 19:4-6)

**Liberty Christian Academy
CONSUMER AUTHORIZATION AND RELEASE**

In connection with **Liberty Christian Academy** considering me for employment, continued employment, promotion or reassignment, I authorize **Liberty Christian Academy** and or its agent, ACCUFAX Div., Southvest Inc. to obtain a consumer report, criminal report, motor vehicle records or investigative consumer report which may include information on my character, general reputation, personal characteristics, and mode of living from public record sources or through personal interviews with previous employers or associates. When requested by an employer motor vehicle records or a driving history may be obtained. American Driving Records will provide motor vehicle records from the state of Louisiana.

I authorize, without reservation, any person or entity contacted by **Liberty Christian Academy**, or its agent, ACCUFAX Div., Southvest Inc. to furnish the above-stated information, and I release any such person or entity from any and all liability for furnishing such information. I further release **Liberty Christian Academy**, its affiliated companies, their officers, employees and agents, and specifically, ACCUFAX Div., Southvest Inc., their affiliated companies, their officers, employees and agents from any liability and responsibility arising from the preparation of said report. I understand that false or misleading statements made on this authorization, or made during the employment process, will disqualify me from consideration for employment or result in my immediate discharge if employed.

By my execution hereof I acknowledge I have been provided with a separate Consumer Disclosure advising me that a report will be requested and used for the purpose of evaluating me for employment, continued employment, promotion, or reassignment as an employee.

PLEASE PRINT Requested by: 636-745-0388

LEGAL NAME _____ DOB * _____ SS# _____

OTHER NAMES USED _____

CURR. ADDR. _____ DL # _____ STATE _____

CITY _____ ST _____ CO _____ ZIP _____ **HOW LONG** _____

PREV. ADDR. _____

CITY _____ ST _____ CO _____ ZIP _____ **HOW LONG** _____

PREV. ADDR. _____

CITY _____ ST _____ CO _____ ZIP _____ **HOW LONG** _____

Signature _____ Date _____

LIST ALL CITY/STATES RESIDED IN SINCE AGE 18 AND HOW LONG IN EACH CITY/STATE:

APPLICANT COMPLETE INFORMATION BELOW (MAY WE CONTACT YOUR CURRENT EMPLOYER ?) Y N

Employer	City	Tel	From Dates /	To
_____	_____	_____	_____ / _____	_____
_____	_____	_____	_____ / _____	_____
_____	_____	_____	_____ / _____	_____

EDUCATION

Name	City, St	Tel	Dates	From	To
_____	_____	_____	_____ / _____	_____	_____
Years attended _____	Most recent	Last year completed: 1 2 3 4	Degree(s)	_____	_____

Last name if different while in school _____

PLEASE PRINT

* "Date of Birth" (DOB) or "Age" will be used solely for the purpose of identification in doing background checks and will not be considered or used for any other purpose.

CONSUMER DISCLOSURE

(FCRA-1)

In connection with **Liberty Christian Academy** considering you for employment, continued employment, promotion or reassignment, **Liberty Christian Academy** may obtain a consumer report on you which may include information on character, general reputation, personal characteristics, and mode of living from public record sources or personal interviews with previous employers or associates. You have the right, upon written request, to receive a written description of the nature and scope of the investigation requested and a written summary of your rights under the Fair Credit Reporting Act.

I HEREBY ACKNOWLEDGE RECEIPT:

PRINT NAME

DATE

SIGNATURE

A SUMMARY OF YOUR RIGHTS
UNDER THE FAIR CREDIT REPORTING ACT

The Federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRA's are credit bureaus that gather and sell information about you – such as if you pay your bills on time or have filed bankruptcy – to creditors, employers, landlords and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission's web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn about those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you such as denying an application for credit, insurance or employment must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file. At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently.** There is no charge for the report if a person has taken action against you because of information supplied by the CRA, provided that you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRA's – to which it has provided the data – of any errors) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- **You can dispute inaccurate items with the source of the information.** If you tell anyone – such as a creditor who reports to a CRA – that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA – usually to consider an application with a creditor, insurer, employer, landlord or other business.
- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

A SUMMARY OF YOUR RIGHTS
UNDER THE FAIR CREDIT REPORTING ACT

The FCRA gives several different federal agencies (listed below) authority to enforce the FCRA:

**FOR QUESTIONS OR CONCERNS
REGARDING:**

PLEASE CONTACT:

CRA's creditors and others not listed below

Federal Trade Commission
Consumer Response Center – FCRA
Washington, DC 20580
202-326-3761

National banks federal branches/agencies of
foreign banks (word "National" or initials "N.A."
appear in or after bank's name)

Office of the Comptroller of the Currency
Compliance Management, MailStop 6-6
Washington, D.C. 20219
800-613-6743

Savings associations and federally chartered
savings banks (word "federal" or initials "F.S.B."
appear in federal institution's name)

Office of Thrift Supervision
Consumer Programs
Washington, D.C. 20552
800-842-6929

Federal Reserve system member banks (except
national banks, and federal branches/agencies
of foreign banks)

Federal Reserve Board
Division of Consumer & Community Affairs
Washington, D.C. 20551
202-452-3693

Federal Credit Unions (words "Federal Credit
Union" appear in institution's name)

National Credit Union Administration
1775 Duke Street
Alexandria, VA 22314
703-518-6360

State chartered banks that are not a member of the
Federal Reserve System

Federal Deposit Insurance Corporation
Division of Compliance & Consumer Affairs
Washington, D.C. 20429
800-934-FDIC

Air-surface, or rail common carriers regulated by
former Civil Aeronautics Board or Interstate
Commerce Commission.

Department of Transportation
Office of Financial Management
Washington, D.C. 20590

Activities subject to the Packers and Stockyards
Act, 1921

Department of Agriculture
Office of Deputy Administrator – GIPSA
Washington, D.C. 20250
202-720-7051