



“Little School, Big God”

505 West Lucas Road • Lucas, TX 75002 • 972-429-4362 • 972-429-4151 (Fax)
 Web Site: www.LucasChristianAcademy.com • E-mail: Office@LucasChristianAcademy.com

APPLICATION FOR EMPLOYMENT

Each inquiry on this application must be fully answered or completed. Otherwise, you will not be considered for employment.

PERSONAL INFORMATION:

| | | |
|---|--|---|
| Last Name | First Name | Middle Name |
| Present Address Street and Number City, State, Zip | How long have you lived there: Years _____ Months _____ | |
| Previous Address Street and Number City, State, Zip | How long have you lived there: Years _____ Months _____ | |
| Home Phone Number | Social Security Number | Are you 18 years of age or older: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Cellular Phone Number | Email Address | |
| Position Seeking: (Check all that apply) Teaching: ___ Substitute ___ Elementary ___ Middle School (7-8) ___ High School (9-12) Subject Area: _____ Other: _____ <p style="text-align:center;"><i>(please specify)</i></p> When are you available for work? _____ | | |

PREVIOUS EMPLOYMENT:

Please list the names of your present or previous employers in chronological order with present or last employer listed first. Include part-time and seasonal employment. If self-employed, give firm name and supply business references. DO NOT ANSWER “SEE RESUME.” Fill out this form **completely**.

| Employer 1 | | Dates Employed | | Work Performed |
|---------------------|-------------------------|--------------------|-----------|----------------|
| | | From (M/Yr) | To (M/Yr) | |
| Telephone Number(s) | | | | |
| Address | | | | |
| | | Hourly Rate/Salary | | |
| Job Title | Supervisor Name & Title | Starting | Final | |
| Reason for Leaving | | | | |

| | | | | |
|---------------------|-------------------------|--------------------|-----------|----------------|
| Employer 2 | | Dates Employed | | Work Performed |
| | | From (M/Yr) | To (M/Yr) | |
| Telephone Number(s) | | | | |
| Address | | Hourly Rate/Salary | | |
| Job Title | Supervisor Name & Title | Starting | Final | |
| Reason for Leaving | | | | |
| | | | | |
| Employer 3 | | Dates Employed | | Work Performed |
| | | From (M/Yr) | To (M/Yr) | |
| Telephone Number(s) | | | | |
| Address | | Hourly Rate/Salary | | |
| Job Title | Supervisor Name & Title | Starting | Final | |
| Reason for Leaving | | | | |
| | | | | |
| Employer 4 | | Dates Employed | | Work Performed |
| | | From (M/Yr) | To (M/Yr) | |
| Telephone Number(s) | | | | |
| Address | | Hourly Rate/Salary | | |
| Job Title | Supervisor Name & Title | Starting | Final | |
| Reason for Leaving | | | | |
| | | | | |

BACKGROUND INFORMATION:

Please explain fully any gaps in your employment history. Be sure to account for all periods of time and any period of unemployment.

List any other names which you may have used and which will be necessary to verify prior to your employment: _____

If hired, can you provide proof that you are legally entitled to work in the U.S.? Yes No

If not, what steps must be taken for you to begin employment lawfully? _____

Have you ever been terminated or asked to resign from any job? Yes No

If yes, please explain circumstances: _____

May we contact your current employer? Yes No

If no, please explain: _____

Have you ever worked for this School before? Yes No

If yes, please give dates and position: _____

Do you have any friends or relatives working here or for one of our other schools? Yes No

If yes, Name(s) and Relationship: _____

Have you ever plead guilty, or no contest to, or been convicted of any misdemeanor or felony? Yes No

If Yes, please give the date(s) and details: _____

Have you been arrested for any matters for which you are out on bail on your own recognizance pending trial? Yes No

If Yes, please give the date(s) and details: _____

NOTE: Answering "Yes" to these questions does not constitute an automatic bar to employment. The School will consider the nature of the crime, its seriousness, the substantial relation to the position's functions and qualifications, the number of occurrences, the applicant's age at the time of the crime, the time elapsed since the crime, the applicant's entire work and educational history, employment references and recommendations, and the business necessity of any exclusion when required by state, local, or federal law. (Do not include minor traffic citations and arrests or convictions which have been sealed or expunged in answering this question.)

Do you have any commitments to any other employer which may affect your employment? Yes No

If yes, explain: _____

EDUCATION:

| School | Years Completed (Circle) | Diploma/Degree | Describe Course of Study or Major | Describe Specialized Experience, Training, Skills, and Extra-Curricular Activities |
|-------------------------|--------------------------|----------------|-----------------------------------|--|
| Elementary | 4 5 6 7 8 | N/A | N/A | |
| High School | 9 10 11 12 | N/A | N/A | |
| College/University | 1 2 3 4 | | | |
| Graduate/Professional | 1 2 3 4 | | | |
| Trade or Correspondence | | | | |

For all colleges listed above, please include a copy of each college transcript for credits earned. (An official transcript(s) must be provided upon hire)

List any professional designations, certifications, licenses, or courses that may be applicable to the position for which you are applying: (If applicable, please include a copy of your Teacher Certification certificate.)

List number of years of formal classroom teaching experience _____ (Do not include student teaching, tutoring, co-op classes, etc.)

OTHER INFORMATION:

Please describe any other experience, training, research, and/or skills that you have which would be relevant to the job for which you are applying:

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| |
| |

REFERENCES: (Please list below the three references that you have asked to complete a reference form).

| Name | Address | Phone | How long have you known them? |
|-----------------------|---------|-------|-------------------------------|
| <i>Personal</i> | | | |
| <i>Church Related</i> | | | |
| <i>Professional</i> | | | |

CHURCH INVOLVEMENT:

Name and Address of Church: _____

Denomination: _____ Name of Pastor: _____ Attending how long? _____

Degree of involvement: _____

PERSONAL STATEMENTS: (Please answer these questions individually on separate paper.)

- Describe your reason for applying to our school and the contribution you will make.
- List what you feel are your strongest assets relative to the position for which you are making application.

If you are applying for a teaching/coaching position, also answer the following:

- Briefly state your thoughts concerning what instructional skills a competent teacher/coach should demonstrate.
- Describe the essential components of effective classroom/sport team management.
- Describe your philosophy on the parent-teacher relationship.
- How do you decide what should be taught in your class/gym/field?
- A parent comes to you and complains that what you are teaching/coaching his/her child is irrelevant to the child's needs. How would you respond?
- Do you like to teach/coach with an overall plan in mind for the year, or would you rather teach/coach some interesting things and let the process determine the results? Explain your position.
- What do you think will (does) provide you with the greatest pleasure in teaching/coaching?

If you wish, you may give us any additional information that you feel might help us become better acquainted with your professional qualifications.

DRIVING INFORMATION: (Complete only if driving is an essential function of the job for which you are applying).

Do you have a current valid driver's license? Yes No If yes, License No.: _____ State: _____ Expiration Date: _____

Do you hold a bus driver's license? Yes No

If you do not have a driver's license for the state in which you currently reside, why not? _____

Has your license ever been suspended or revoked? Yes No If yes, explain: _____

Do you have personal automobile insurance? Yes No If no, explain: _____

Have you ever been denied personal automobile insurance or has it ever been terminated or suspended? Yes No If yes, explain: _____

Have you ever been convicted, pled guilty, or pled nolo to a charge of DWI or DUI? Yes No

Are any such charges currently pending against you? If yes to either question, explain: _____

Please list all moving traffic violations in the last five (5) years, including offense, date, location, and other information: _____

APPLICANT'S STATEMENT

I understand that Lucas Christian Academy ("LCA" or "the School") is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, sex, religion, handicap or disability, or any other category protected by federal, state, or local law.

I authorize former and present employers, and professional, work, and personal references listed in the application and any other individuals I may name, to give the School or its designee any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release such parties from all liability for any damages that may result from furnishing same to the School. I also authorize the School to provide truthful information concerning my employment with it to future employers and I agree to hold it harmless for providing such information.

I also understand and authorize the School to conduct any legal background check on me, including assessing any information I have posted in the public domain on the Internet, and to use such information during the application process and/or during my employment, if any, with the School. I release the School and its designees from any and all liability and damages which may result or arise from the provision of any information received during the background check.

I understand that the School reserves the right, to the extent permitted by law, to require drug and alcohol screening tests of an applicant or an employee either prior to employment or any time during employment and I hereby give my consent to any such tests. I consent to the release of the results of any such tests to the School or its designee. I release the School and its designee from any and all liability and damages which may result or arise from any drug test or the provision of information in connection with such a test.

I understand that this employment application and any other School documents are not promises of employment. If I am hired and not employed pursuant to a contract of employment that contains a specific duration of employment, I understand that my employment will be on a trial period for ninety (90) days from the date of my hiring, and that I will remain an at-will employee thereafter. I further understand that, if I am employed, I can terminate my employment at any time with or without cause and with or without advance notice, and that the School has a similar right. I understand that no representative or agent of the School has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, except that the Administrator may do so in writing.

I also understand that in the event of my employment to a position in this School, I have read, understood, and am willing to comply with LCA's Mission Statement, Philosophy, Non-Denominational Position, Statement of Faith, Statement on Marriage and Human Sexuality, Statement of Affiliation, as well as all other rules and regulations of this School. I also acknowledge that the School promotes a system of alternative dispute resolution that involves binding arbitration to resolve all disputes that may arise out of the employment context. Because of the mutual benefits (such as reduced expense and increased efficiency) which private binding arbitration can provide both the School and myself, both the School and I agree that any controversy or claim arising under this application or in connection with Employee's application, hiring, or employment (whether such claim arises under contract, statute, regulation, local law, or common law) shall be settled by binding arbitration in accordance with the attached Mutual Agreement to Arbitrate Claims, which is incorporated herein, by reference. **I UNDERSTAND THAT BY VOLUNTARILY AGREEING TO THIS BINDING ARBITRATION PROVISION, BOTH I AND THE SCHOOL GIVE UP OUR RIGHTS TO TRIAL BY JURY OF ANY CLAIM I OR THE SCHOOL MAY HAVE AGAINST EACH OTHER.**

The information given by me on this application and during the interview process is true and complete in all respects, and I agree that if the information is found to be false, misleading, or unsatisfactory in any respect (in the School's judgment) that I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired.

I CERTIFY THAT I HAVE RECEIVED A SEPARATE WRITTEN NOTIFICATION THAT THE SCHOOL MAY OBTAIN A CONSUMER REPORT ON ME FOR USE IN CONNECTION WITH MY APPLICATION AND, IF I AM HIRED, MY EMPLOYMENT WITH THE SCHOOL. I AUTHORIZE THE SCHOOL TO OBTAIN THIS REPORT.

THIS APPLICATION WILL BE CONSIDERED "ACTIVE" FOR A MAXIMUM OF THIRTY (30) DAYS IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THESE STATEMENTS.

Date

Applicant's Signature