

# LIBERTY BIBLE ACADEMY

## NON-TEACHING APPLICATION FOR EMPLOYMENT

Your interest in Liberty Bible 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 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 the key to a successful Christian School is its employees. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models.

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.

### Position Applied For

Position Title _____	Full time <input type="checkbox"/> Part Time <input type="checkbox"/>	Substitute <input type="checkbox"/>
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### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last
First
M.I.

Address: \_\_\_\_\_  
Street Address
Apartment/Unit #

\_\_\_\_\_

City
State
ZIP Code

Phone: (\_\_\_\_) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Have you ever worked under a different name for any of the employers you have listed?      YES      NO

If so, what was the name or names? \_\_\_\_\_

Are you a citizen of the United States?      YES      NO      If no, are you authorized to work in the U.S.?      YES      NO

Have you ever worked for this company?      YES      NO      If so, when? \_\_\_\_\_

Have you ever been convicted of a felony?      YES      NO

If yes, explain: \_\_\_\_\_

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

**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.

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 \_\_\_

Describe your routine of personal Bible study and prayer: \_\_\_\_\_

Denominational preference? \_\_\_\_\_

Where do you attend church currently? \_\_\_\_\_

Are you presently a member in good standing? \_\_\_\_\_ Years? \_\_\_\_\_ Pastor: \_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

## Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

# Employment History

List all employment including military and volunteer service **starting with the most current position held**. Show employment history for at least 10 years or from the time you left school. Explain gaps in employment history. You may attach a resume, **but you must complete the employment section**. This information will be used in **reference** checks. Failure to answer all items in the following section may eliminate you from further consideration.

Dates Employed (month/year)		Position Title
From:	To:	
Salary		Organization Name/Address
Start: \$ /Month	Final: \$ /Month	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time, hrs/wk _____		Supervisor's Name/Title/Phone:      Reason For Leaving:
May we contact for references <input type="checkbox"/> Yes <input type="checkbox"/> No		
Duties:		
Dates Employed (month/year)		Position Title
From:	To:	
Salary		Organization Name/Address
Start: \$ /Month	Final: \$ /Month	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time, hrs/wk _____		Supervisor's Name/Title/Phone:      Reason For Leaving:
May we contact for references <input type="checkbox"/> Yes <input type="checkbox"/> No		
Duties:		
Dates Employed (month/year)		Position Title
From:	To:	
Salary		Organization Name/Address
Start: \$ /Month	Final: \$ /Month	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time, hrs/wk _____		Supervisor's Name/Title/Phone:      Reason For Leaving:
May we contact for references <input type="checkbox"/> Yes <input type="checkbox"/> No		
Duties:		
Dates Employed (month/year)		Position Title
From:	To:	
Salary		Organization Name/Address
Start: \$ /Month	Final: \$ /Month	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time, hrs/wk _____		Supervisor's Name/Title/Phone:      Reason For Leaving:
May we contact for references <input type="checkbox"/> Yes <input type="checkbox"/> No		
Duties:		

## Applicant's Certification and Agreement

I understand that Liberty Bible 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 Liberty Bible 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.

Since I will be working with children, I understand that I may be required to 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 the school to conduct a criminal records 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

Per Ohio Revised Code and Liberty Bible Academy policy, background checks and criminal convictions will be conducted on the final candidate for any full-time or part-time position.

**Mail, email or fax the signed application, letter of intent, current résumé and copies of academic coursework to:**

**Mrs. Christine Hackler  
Liberty Bible Academy  
4900 Old Irwin Simpson Road  
Mason, OH 45040**

**Fax: (513) 754-1237**

**For more information, contact us:**

**Telephone: (513) 754-1234**

**Email: [chackler@ibatoday.org](mailto:chackler@ibatoday.org)**



## Statement of Faith

**We believe** the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:16, 2 Peter 1:21)

**We believe** there is one God, eternally existent in three persons—Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)

**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, Hebrews 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 God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11)

**We believe** in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that we 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. (John 3:16–19, John 5:24, Romans 3:23, Romans 5:8–9, Ephesians 2:8–10, Titus 3:5)

**We believe** in the resurrection of both the saved and the lost—the saved to the resurrection of life, and the lost to the resurrection of condemnation. (John 5:28–29)

**We believe** in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, 1 Corinthians 12:12–13, Galatians 3:26–28)

**We believe** in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13–14, 1 Corinthians 3:16, 1 Corinthians 6:19–20, Ephesians 4:30, Ephesians 5:18)



### **AUTHORIZATION TO RELEASE REFERENCE INFORMATION**

I have made application for a position as a \_\_\_\_\_ with Liberty Bible Academy. I have authorized the school to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals that 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 all 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 Liberty Bible 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 Liberty Bible Academy.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

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

\_\_\_\_\_  
Applicant's Name (Print) Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Social Security Number