


LAKEWOOD CHRISTIAN PRESCHOOL

5336 ARBOR ROAD, LONG BEACH. CALIFORNIA. 90808.532-420-2833

Application for Employment

** All applicants must submit official transcripts & resume with the Application for Employment.

Section ONE: Personal Information			
First Name	Last Name	Middle Initial	Today's Date
Home Address, City, State, Zip			E-Mail Address
Home Number ()	Cell Number ()		
Position Applying For or Interested in			
<input type="checkbox"/> Preschool Teacher (12 ECE units required) <input type="checkbox"/> Preschool Director <input type="checkbox"/> Preschool Assistant (6 ECE units required) <input type="checkbox"/> Assistant Preschool Director <input type="checkbox"/> Preschool Aide <input type="checkbox"/> Administrative Assistance <input type="checkbox"/> Substitute Preschool Teacher <input type="checkbox"/> Seasonal (Summer Only)			
Are you currently legally entitled to work in the U.S.A.?	Are you currently employed? If yes, school name:		
Employment Desired: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Days Desired: M T W TH F Hours Desired:		What date can you start work?
Age Level Experience: YOUNG 3'S OLDER 3'S YOUNG 4'S OLDER 4'S TRANSITIONAL KINDERGARTEN			

Section TWO: Education			
Type of Institution/School	Name and Location of School	Course of Study	Diploma or Degree Received, or Number of Units Completed **
High School			
College (Undergraduate)			
Vocational or Trade School			
Graduate Work			
Credentials/Certificates/Additional Coursework:			

Section THREE: Early Education Units

Per the State of CA, Title 22, a minimum of 12 completed units with passing grades is required in order to fully qualify for a preschool position with LCSPS (3 units in each category below)**. Preschool support staff applicants qualify with only 6 completed units; however, they must be enrolled in the remaining units at the time of hire.

Please indicate how many units you have completed of the following:

Child Growth and Development	Child, Family and Community	Intro to Curriculum	Early Childhood Education elective
_____ units	_____ units	_____ units	_____ units

Section FOUR: Employment History

Use separate piece of paper if needed

Name and Address of Employer	Dates Employed	Position/Ages Taught	Supervisor Name/Number
1.			
Describe the work you perform(ed):			
2.			
Describe the work you perform(ed):			
3.			
Describe the work you perform(ed):			
4.			
Describe the work you perform(ed):			

Section FIVE: Experience & References

I have experience in the following areas: (circle all that apply)

BIBLE CREATIVE EXPRESSION MATH & SCIENCE SENSORY FINE MOTOR MUSIC & MOVEMENT COOKING
 LARGE MOTOR DEVELOPMENT PROFESSIONAL DEVELOPMENT OUTDOOR EXPLORATION GARDENING

Other Areas of Specialization or Practical Experience:

Hobbies, special interests or abilities?

Have you ever been convicted of any felony or misdemeanor? If yes, explain

How did you hear about our school?

List three references with full addresses and telephone numbers who know you and your work **PROFESSIONALLY**.

Name	Street Address, City, State, Zip	Telephone	Years Acquainted

List three **PERSONAL** references with full addresses and telephone numbers.

Name	Street Address, City, State, Zip	Telephone	Years Acquainted

Section SIX: All Applicants complete this section.

STATEMENT OF FAITH—Please write a statement of approximately 100 words as to the basic content of your own faith and relationship with Jesus Christ.

Why are you interested in working in a Christian School?

Name of the Church you attend _____

Attendance: _____Regular _____Occasional _____Seldom _____Are you a member? _____

Lakewood Christian Schools reserve the right of dismissal due to behavior or lifestyle considered by this organization to be unbecoming of Christians including the following: Co-Habitat living without marriage, Homosexual practices, Foul Language/Profanity, Use of Drugs beyond prescription. See Personnel Handbook for details.

Signature of Applicant _____ Date: _____

Lakewood Christian Schools welcome all applicants regardless of race, color, national or ethnic origin who meet desired job and spiritual qualifications.



LAKEWOOD

CHRISTIAN SCHOOLS

Long Beach California

Code of Ethics for Ministering in the Christian School Taken from the LCS Teacher Handbook

Having the unique opportunity of ministering to our students spiritually, as well as academically teaching them, we choose to hold ourselves to a higher standard of excellence, so as to not hinder one of God's children from coming to Him.

1. Commitment to the LORD

The Christian school teacher's first allegiance is to the Lord Jesus Christ. The lifestyle of the Christian teacher will be exemplary, demonstrating a "Christlikeness" and commitment to the Word of God. We will not engage in activity contrary to the Bible, including but not limited to, homosexuality, infidelity, unfaithfulness in marriage, cohabitation or intimate relations without marriage, public drinking, or drug or tobacco use.

2. Commitment to the LOCAL CHURCH

The Christian school teacher will be actively involved in a local Bible-teaching church.

3. Commitment to the PARENT

The Christian philosophy of education is unique in its view of parents. The Christian school teacher ought to always view the parent(s) as the primary authority in a child's life and strive to work together as partners in the educational process. The Christian teacher is committed to make every effort to keep communication with parents clear and consistent.

4. Commitment to the WHOLE CHILD

The Christian teacher sees the child as social, intellectual, and spiritual. He/She strives to develop all these areas in a student's life, being aware that each affects the other. The teacher will share the gospel with each student whenever an opportunity arises.

5. Commitment to THOSE OVER YOU IN THE LORD

The Christian school teacher views authority from a Biblical perspective. Respect, deference, and obedience are evidence of that commitment. Questions and concerns are addressed to the proper individual(s), following the Matthew 18 principle. Grumbling, complaining, and gossip have no part in a Christian school faculty.

Please sign and return this form to be placed in your school personnel file.

Signature

Date



CONFIDENTIAL: MINISTRY REFERENCE FORM

This portion is to be completed by the applicant:

Name of Applicant _____

Name of Pastor/Ministry Contact _____ Position _____

WAIVER OF RIGHT TO ACCESS: I, the undersigned, hereby voluntarily waive any right or privilege by Public Law 93-380 to inspect or challenge the content and comments expressed in this reference. I expect that the observations made shall remain confidential between the writer and Lakewood Christian Schools.

Signature of Applicant _____ Date _____

(The signing of this waiver is voluntary. It is not required as a condition for employment)

INSTRUCTIONS TO REFERENT: Thank you for taking time to fill out this application. We realize your time is valuable, and we appreciate your willingness to help us. The clearer and more factual you can be enables us to serve the applicant in the best way possible. The person named above is applying for employment at Lakewood Christian Schools, a Christian institution whose purpose is to teach students through a Biblical worldview. It is highly essential that you be frank, fair, and accurate in your remarks and estimation. Please note the provision in the Family Education Rights and Privacy Act of 1974 as shown above. Although the applicant may voluntarily waive the right to review this reference, it is hoped that a spirit of openness and candor will exist between the applicant and the referent regarding the contents of this reference. Applicants are required to submit Reference Forms (and other documents) with the application. This ensures that the applicant knows the application is complete when submitted.

After completing this form please return it to Lakewood Christian Schools.

1. How long have you known the applicant? _____ Years _____ Months
2. Are you acquainted with the applicant's spiritual life? _____
 Business life? _____
 Social life? _____
3. As far as you are aware, is the applicant saved? ___Yes ___No
 Please explain: _____
4. In what capacities has (s)he been active in your church? _____
5. Has (s)he any significant talents or special abilities? ___Yes ___No
 Please explain: _____
6. Have you noted any particular personality weaknesses?
 Please explain: _____
7. Have you noted any emotional problems that would hinder the applicant in guiding children?
 ___Yes ___No If yes, please explain: _____
8. Is the applicant living a consistent Christian life? ___Yes ___No
 If no, please explain: _____
9. Are you aware of any criminal or social problems? ___Yes ___No
 If yes, please explain: _____
10. Do you have any reservations about recommending this person? ___Yes ___No
 If yes, please explain: _____
11. Do you have any reason to doubt the applicant's integrity? ___Yes ___No
 If yes, please explain: _____

Mark the traits that best describe the applicant. (Please select **only one** for each trait.)

PERSONALITY TRAITS

1. Spiritual Life	___No interest in spiritual growth	___Small evidence of spiritual growth	___Average	___Shows growth and separated living	___Consistent mature
2. Purposefulness	___Aimless; no evident goals	___Vacillating in purpose	___Average	___Self-directed	___Strives to realize well-formed goals
3. Teachable	___Rigid; argumentative	___Highly opinionated	___Open minded	___Willing to receive instruction	___Eager to receive instruction
4. Teamwork (ability to work with others)	___Frequently causes friction	___Prefers to work alone	___Usually cooperative	___Able to work with those of a different personality or temperament	___Most effective in teamwork
5. Responsiveness (to feelings & needs of others)	___Indifferent to how others feel	___Slow to sense how others feel	___Reasonably responsive	___Understanding and thoughtful	___Responds with unusual insight and consideration
6. Leadership (ability to inspire others and maintain their confidence)	___Makes no effort to lead	___Tries, but lacks ability	___Has some leadership promise	___Good leadership ability	___Unusual ability to lead
7. Emotional Adjustment	___Downhearted, blue, depressed.	___Tense, fearful, worried	___Easily angered, easily frustrated	___Maintains balance, self-controlled.	___Emotionally healthy, secure, self-confident.
8. Achievement (ability to formulate, execute, and carry plans to conclusion)	___Does only what is assigned	___Starts but does not finish	___Meets average expectations	___Resourceful and effective	___Superior creative ability

Do you recommend this applicant? ___ No ___ Questionable ___ Yes ___ Strongly so

Please add any further comments you wish about the applicant's spirituality, cooperativeness, tactfulness, good judgment, and honesty.

Pastor/Ministry Person Name (please print) _____

Pastor/Ministry Person Signature _____ Date _____

Church and denominational affiliation _____

Address _____ City _____ State _____ ZIP _____

Phone (_____) _____ Email address _____

Please email or send this form to:

Lakewood Christian Schools

Attn: Melissa Clayton

5336 Arbor Rd.

Long Beach, California 90808

562.420.2833

mclayton@lcsbears.org