



True Light Christian School  
601 E. College Dr., PO Box 751  
Marshall, MN 56258-0751  
**EMPLOYMENT APPLICATION**

\_\_\_\_\_  
Today's Date:

\_\_\_\_\_  
Date of Availability

Office Use Only:

Application Received \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Background Check

**PERSONAL INFORMATION (Application should be handwritten.)**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Drivers' License Number

\_\_\_\_\_  
Issuing State

\_\_\_\_\_  
Expiration

\_\_\_\_\_  
Home Phone Number

\_\_\_\_\_  
Cell Phone Number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Social Security Number

Are you legally eligible to work in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

If asked, could you provide proof of your citizenship? \_\_\_\_\_ Yes \_\_\_\_\_ No

Other than English, do you speak any other languages fluently? \_\_\_\_\_

**POSITION DESIRED**

Preschool Teacher \_\_\_\_\_ Preschool Assistant \_\_\_\_\_ Teacher's Aide \_\_\_\_\_

Lower Elementary (K, 1, 2, 3, 4) List grades in order of preference.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Upper Elementary/Middle School (Grades 5-8) List subjects in order of preference.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

I would prefer: \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Substitute position

How did you hear about this position? \_\_\_\_\_

**PROFESSIONAL EXPERIENCE AND EMPLOYMENT HISTORY**

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, make copies of this page and follow the same format. Indicate whether the position was full-time (FT) or part-time (PT) equivalency, and include the number of years credited in that position. DO NOT list substitute teaching experience. List student teaching only if in the last ten years.

_____ Employer			_____ Position		
_____ Employer Address			_____ City	_____ State	_____ Zip
_____ Supervisor's Name, Title & Position			_____ Supervisor's Phone		
_____ Number of Years FT/PT	_____ Start Date	_____ End Date	_____ Salary/Wage		
_____ Reason for leaving					

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_____ Employer			_____ Position		
_____ Employer Address			_____ City	_____ State	_____ Zip
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_____ Number of Years FT/PT	_____ Start Date	_____ End Date	_____ Salary/Wage		
_____ Reason for leaving					

True Light Christian School does not discriminate in employment on the basis of gender, race, national or ethnic origins, age, or disability; nor does True Light Christian School discriminate in enrollment or in the provision

of its programs and services on the basis of gender, race, or national or ethnic origins.

## REFERENCES

**Give three personal references who are qualified to speak to your character and Christian service. Please list your current pastor first, if possible.**

_____ Name and how you know this person	_____ Email	_____ Phone
_____ Name and how you know this person	_____ Email	_____ Phone
_____ Name and how you know this person	_____ Email	_____ Phone

**Give three professional references who are qualified to speak to your professional training and experience. Please list your most recent principal or supervisor first.**

_____ Name and position	_____ Email	_____ Phone
_____ Name and position	_____ Email	_____ Phone
_____ Name and position	_____ Email	_____ Phone

## EDUCATIONAL PREPARATION

List educational institutions attended.

Institution	Location	Degree	Major/Minor	Grad Year
_____ Institution	_____ Location	_____ Degree	_____ Major/Minor	_____ Grad Year
_____ Institution	_____ Location	_____ Degree	_____ Major/Minor	_____ Grad Year

Highest degree earned: \_\_\_\_\_

Number of graduate semester hours earned after highest degree: \_\_\_\_\_

Do you have a teaching certificate? \_\_\_\_\_ Yes \_\_\_\_\_ No

Type of certificate: \_\_\_\_\_ State/Expiration \_\_\_\_\_ ACSI/Expiration

If you do not hold a certificate, what requirements do you lack? Are you willing to attain certification?

\_\_\_\_\_

## CERTIFICATION

List any specific certificates/endorsements if applicable:

Title of Certificate/Endorsement	Date Issued	Expiration
_____	_____	_____
_____	_____	_____

Please check any extracurricular areas of interest:

_____ Band	_____ Basketball	_____ Flag Football	_____ Knowledge Bowl
_____ Speech	_____ Volleyball	_____ Yearbook	_____ Drama/Theater

## STATEMENT OF FAITH

True Light Christian School Statement of Faith

*Our statement of faith focuses upon core beliefs common to churches that honor Christ:*

- 1. We believe the Bible to be the only inerrant, authoritative Word of God. II Timothy 3:16*
- 2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. Matthew 28:19*
- 3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. 1John 1:3; Matthew 1:23-25; Hebrews 4:15; John 10:38; Romans 3:25; I Corinthians 15; Acts 1:9-11*
- 4. We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary. Titus 3:5*
- 5. We believe that salvation is by grace through faith alone. Ephesians 2:8-9*
- 6. We believe that faith without works is dead. James 2:14-22*
- 7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. Acts 1:8; 2:38-39; Romans 8:13-14*
- 8. We believe in the resurrection of both the saved and the lost; they who are saved to the resurrection of life, and they who are lost to the resurrection of damnation. Matthew 25:41; II Thessalonians 1:9*
- 9. We believe in the spiritual unity of all believers in our Lord Jesus Christ. John 17:20-23; Ephesians 4:4-6*

**CHRISTIAN BACKGROUND AND PERSONAL PHILOSOPHY**

Have you read the attached True Light Christian School Statement of Faith and are you in agreement?

\_\_\_\_\_ YES \_\_\_\_\_ NO

Do you believe the Bible to be the only inspired and inherent Word of God, our final authority in all matters of faith, truth, and conduct?

\_\_\_\_\_ YES \_\_\_\_\_ NO

What is your denominational preference?

\_\_\_\_\_

What is your local church affiliation?

\_\_\_\_\_

Please list any church activities in which you are currently involved.

\_\_\_\_\_

What other Christian service have you done since becoming a Christian?

\_\_\_\_\_

***In one or two paragraphs, describe your personal relationship with and commitment to Jesus Christ.***

***Briefly describe your philosophy of Christian education.***

***Why are you interested in a position at True Light Christian School?***

**Please list any additional information on a separate sheet of paper that you would like to present regarding your candidacy for this position.**

**APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that True Light Christian School does not discriminate in its employment practices against any person because of gender, race, national or ethnic origin, age, or 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 True Light Christian School 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 True Light Christian 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 True Light Christian 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 True Light Christian 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 True Light Christian School.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording fingerprints as necessary for such an investigation. I authorize True Light Christian School to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from True Light Christian School is conditioned upon the receipt of background information, including criminal background information. True Light Christian School may refuse employment or terminate conditional employment if it deems any background information unfavorable or that it could reflect adversely on True Light Christian 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.

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

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

## AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I am applying for a position to be employed by True Light Christian School. I have authorized True Light Christian 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 True Light Christian 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 True Light Christian 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 True Light Christian 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 True Light Christian School.

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 No.** \_\_\_\_\_



## GENERAL BACKGROUND INFORMATION

The following information is needed for all applicants and all employees:

Other names used: \_\_\_\_\_

Answer the following questions truthfully, even if the condition was reversed or set aside. If any of the answers are marked "YES," please attach an additional sheet with a letter of explanation.

Have you ever been convicted of any misdemeanor offense(s) other than traffic violation(s)?	YES	NO
Have you ever been convicted of a DUI offense?	YES	NO
Have you ever been convicted of a felony?	YES	NO
Have you ever been convicted of a sex or drug related offense?	YES	NO
Have you ever been accused, charged, or alleged to have committed any act of neglecting, abusing or sexually molesting a child?	YES	NO
Have you ever been arrested for any offense which has not yet been resolved?	YES	NO
Are you currently under charges for a criminal offense?	YES	NO
Within the last ten years, have you been fired from a job for any reason?	YES	NO
Have you ever been professionally disciplined in any state? (Including, but not limited to annulment revocation or suspension of your teaching license or having received a letter of reprimand from an agency, board or commission of state government?)	YES	NO
Are you subject to any visa or immigration status, which would prevent lawful employment?	YES	NO

### Authorization

I authorize True Light Christian School to verify the information on this form. True Light Christian School may contact my references and the appropriate government agencies.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## APPLICATION PROCESS AND CHECKLIST

Please include the following items when applying for employment at True Light Christian School:

- ✓ Cover Letter
- ✓ Completed Application
- ✓ Resume
- ✓ Teaching Certificate and/or License (copy)
- ✓ Transcripts (copy)
- ✓ Two Letters of Recommendation

**Position(s) will remain open until filled.  
Materials may be emailed or sent via USPS.**

### Employer Address:

True Light Christian School  
Attn: Laura Hibma, Administrator  
601 East College Drive  
PO Box 751  
Marshall MN 56258-0751

### Employer Email Address:

office@truelightchristianschool.org