



LEGACY

**LEGACY COMMUNITY CHRISTIAN
SCHOOL**

EMPLOYMENT APPLICATION

Instructions and Positions Requirements

Dear Applicant,

I truly appreciate your interest in Legacy Community Christian School. Legacy is looking for dedicated employees to join our school family who

1. are committed Christians, active in their local church, and growing in their personal walk with Christ.
2. desire to work in an independent, conservative, University-Model Christian school.
3. see their role as an opportunity to disciple and nurture children and help them develop godly character.
4. have a passion for teaching and the ability to communicate effectively to students.
5. and are above reproach in personal lifestyle and character.

Sincerely,

Diane Keller
Chairman,
Legacy School Board

All Applicants

Legacy Community Christian School (Legacy) is an equal opportunity employer that maintains a policy of non-discrimination with respect to race, color, sex, national origin, age, disability of otherwise qualified individuals, or affiliation with any uniformed military service. However, Legacy is a primarily religious entity. Our curriculum is grounded in biblical, Christian principles and our principle mission is to develop, support, and strengthen the Christian faith and character of our students, faculty, staff, and families. As such, Legacy requires all candidates and employees to affirm, agree, and adhere to its **Statement of Faith**.

This application must be completed in full. Please print, type, or write. Answer every question. Please include copies of official transcripts (college level and above) and a current resume' if available. If you are applying for a teaching or administrative position, also include a copy of your state teaching/administrative certificate(s).

Administrator Applicant

All applicants for Head of School or Principal positions must have earned a graduate degree and achieved preparation/experience for the position. All other administrators having responsibilities for instructional/student services must have degrees or training/experience appropriate to the assignment. Knowledge/experience with University Model schools is a plus, but not required.

Teaching Applicants

All applicants for teaching positions must have one of the three requirements listed below:

1. Current teaching certificate from any state in the subject area or grade level you would be teaching;
2. Degree/major in the subject area you would be teaching;
3. Other teaching and/or related experience that qualifies you for the position.

If you are hired, you will be required to verify identity and eligibility to work in the United States and to complete the required Form I-9 Employment Eligibility Verification.

Section 1: Personal Information

Full Name _____

Date of Birth ____/____/____

Social Security Number _____ Driver's License # _____

Phone: (Days) (____) _____ (Evenings) (____) _____

Email: _____

Present Address _____

Please list additional addresses where you have resided within the past 5 years

Section 2: Academic Qualifications

University/College City/State	Degree	Date Received	Area(s) of Emphasis	Cumulative GPA
			Major(s): Minor(s):	
			Major(s): Minor(s):	
			Major(s): Minor(s):	

Section 3: Teaching Experience

Name and Address of School	Dates of Service	Grade(s)	Name of Administrator & His/Her Title	Telephone Number

1. Total years of teaching experience: Public _____ Private _____ Private Christian _____
2. List subject areas that you have taught, supervisory or administrative positions held:

3. Circle any of the following for which you have special training or experience:

- | | | |
|---------------------|--------------|------------------|
| Art | Band/Music | Logic |
| Drama | Science/Fair | Athletic/Sports: |
| Computer/Technology | Latin | _____ (specify) |
| Gifted | Spanish | Other _____ |
| Dance | French | |

Section 4: Other Employment History

Please make sure that your resume includes at least a ten (10) year employment/work history. The following information should be included for each position/job held.

- Name of present or last employer
- Address
- Name of Supervisor & Title
- Phone #
- Dates of Employment
- Job Title and Description of responsibilities
- Final salary or hourly pay
- Reason for Leaving

Section 5: Teaching Preferences

1. Would you like to teach ___ Full Time ___ Part Time ___ Substitute
2. List grade level preferences (in order of preferences)

3. List subject areas that you are interested in teaching

Section 6: Teaching Credentials or Certificates

1. Are you certified as a teacher/administrator with the state of Texas? _____

Grade levels & subject areas: _____

Expiration date: _____

2. If you are not a certified teacher in Texas, would you be interested in securing certification? ___
3. Please list any other valid state teaching certificates that you currently hold.

4. Have you taken a Philosophy of Christian Education course? _____

5. Do you have any Bible classes on your transcript? Please list those classes below.

Section 7: References

Give three (3) references who can testify as to your Christian service and character. List your current preacher first.

Name	Position	Address	Phone

Give three (3) references who are qualified to speak of your professional training and experience. List your current or most recent principal or supervisor.

Name	Position	Address	Phone

Section 8: Personal Philosophy

On a separate paper, write a short essay about your personal philosophy on Christian education.

Include the following:

- Your reason for teaching in a Christian School
- How to establish a proper atmosphere for learning
- Classroom discipline strategy
- Your strengths/weaknesses as a teacher
- Any other additional pertinent information

Section 9: Christian Background

On a separate paper, write a brief essay about your Christian experience.

Please include the following:

- Salvation experience
 - Local church affiliation
 - Church activities and frequency of participation
-

Please attach to this application:

- Brief essays on Christian experience and philosophy of Christian education
- Resume
- Copy of Teaching Certificate(s)
- Copy of Transcript(s) **(If hired, an official transcript(s) will be needed)**

**SEND TO:
LEGACY COMMUNITY CHRISTIAN SCHOOL
P.O. BOX 520
BRENHAM, TX 77833**

APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Legacy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age or disability.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge.

I understand that discovery of falsification of any statement or 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 that I will be paid and receive benefits only through the day of release.

I authorize Legacy 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 job.

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 an 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 must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in 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 to 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.

Applicant's Signature

Date

Legacy Community Christian School

Reference Forms

Type of Reference (please circle one): Character Professional Spiritual

To the applicant: Please print in ink or type all information in this section and give appropriate pages below with this cover letter to each person you are using as a reference. (Make copies as needed.)

Applicant's Name _____

Applicant's Address _____
Street City State Zip

Position for which you are applying _____

I hereby waive my right to have access to this evaluation form, when completed, and understand that this confidential recommendation is to be used only in consideration of my application for employment at Legacy. I also give my permission to the individual named in the document as a reference, to release his or her personal information and opinions of me to Legacy.

I hereby release, discharge, and hold harmless Legacy, its agents or representatives, and the individual named in this document as a reference, from any and all liability of every nature and kind arising out of the furnishing, inspection, and use of such personal information and opinions.

Signature of Applicant

Date

To the Reference: Thank you for taking the time to give your honest evaluation of this applicant. It will help the School Board, Head of School and/or Faculty Development Committee understand the applicant's potential qualifications for employment at Legacy. Please feel free to email us at dbkeller@legacybrenham.org if you have any question regarding this form. You are welcome to provide further statements or explanations on a separate sheet of paper. We sincerely appreciate your timely attention to this matter.

Pease mail this form to:

Legacy
P.O. Box 520
Brenham, TX 77834

Professional Reference

Name _____ Date _____

Address _____

Street

City

State

Zip

Phone (____) _____ Title or Position _____

Position(s) held by applicant: _____

Dates of service: _____ Full Time _____ Part Time _____

Reason for leaving: _____

Is there a performance evaluation for this individual? What are the ratings on the form? Are any problems noted? _____

Did this individual ever receive a written or verbal employment warning? Yes _____ No _____

Because we put such a high priority on the safety of our students, we ask some pretty direct questions regarding misconduct. We ask these questions on all reference checks.

Are you aware of any instance in which the applicant sexually harassed another individual or was accused of doing so? Yes _____ No _____

Did you, as his/her employer, ever discipline or reprimand him/her for any reason related to physical or sexual abuse, or sexual impropriety? Yes _____ No _____

Do you have any reason to believe that he/she should not be working around children, those in need of counsel, or any other individual? Yes _____ No _____

Do you have any reason to believe that he/she is not totally honest or that he/she cannot be trusted in handling funds? Yes _____ No _____

For reasons that you may prefer to keep confidential, should we enlarge our search beyond this applicant? Yes _____ No _____

REFERENCES: Please provide the name and address of an additional individual who knows the applicant and may be able to provide information about him or her.

PLEASE RANK THE APPLICANT ON THE FOLLOWING AREAS:

	No Basis for Judgment	Below Average	Average	Good	(Top 10%) Excellent
Character					
Flexibility					
Relationships: Students, Teachers, Administration					
Knowledge of subject Matter					
Professional Ethics					
Is prompt in responding to Communications					
Responsibility					
Punctuality					
Responsiveness to legitimate authority					
Record-keeping skills					
Sound judgment					
Displays emotional Stability					
Professional loyalty					
Teachable and general Interest in professional Growth					
Initiative					
Uses a variety of teaching Techniques and resources					
Positive disposition					

PLEASE RANK THE APPLICANT ON CLASSROOM MANAGEMENT SKILLS

	No Basis for Judgment	Below Average	Average	Good	(Top 10%) Excellent
Classroom management					
<ul style="list-style-type: none"> Is fair, firm and consistent with students 					
<ul style="list-style-type: none"> Maintains effective classroom control 					
<ul style="list-style-type: none"> Provides a well-organized classroom 					
<ul style="list-style-type: none"> Maintains voice control in the classroom 					
<ul style="list-style-type: none"> Develops appropriate relationships with students 					
<ul style="list-style-type: none"> Ability to motivate students and stimulate intellectual growth 					
<ul style="list-style-type: none"> Understands and relates effectively to student needs/maturity 					

Personal Reference

Name _____ Date _____

Address _____
Street City State Zip

Phone (____) _____ Email _____

1. How long and in what capacity have you known the applicant? _____

2. Are you still in regular contact? Yes _____ No _____
3. What evidence is there, if any, of his/her Christian faith in his/her life? _____

4. Is he/she honest and a person of integrity? _____

5. Does he/she have good listening skills, compassion and genuine care and respect for other people? How is this demonstrated? _____

6. How well does he/she communicate with others (both individuals and groups)? _____

7. Does he/she respect the opinion of others, learn from mistakes and take correction in a mature manner _____

8. How effective do you think the applicant is in:
 - a) Exercising leadership? _____

 - b) Responding to authority? _____

c) Delegation? _____

9. How emotionally stable do you consider him/her to be? How well does he/she handle personal relationships? _____

10. What three adjectives best describe this applicant? _____

11. What are his/her main character and personality strengths and weaknesses? _____

12. Do you believe that this applicant demonstrated a real commitment to Christian living both on and off the job site? Would he/she be a good Christian role model for our students?

13. Are there any other general comments you would like to make regarding this applicant's character, personality, or abilities that would have a bearing on the probable quality of his or her ministry in a Biblically centered Christian school? _____

Thank you for taking the time to complete this reference form. Your observations will greatly assist us in our evaluation of the applicant. Please return this form at your earliest convenience to:

Reference's Signature

Date

**Pease mail this form to:
Legacy
P.O. Box 520
Brenham, TX 77834**

Spiritual Reference

To be completed by the minister/spiritual leader

Each applicant for employment at Legacy Community Christian School must submit a spiritual reference form. We value your comments, and request that you give a full and candid report so that fair consideration may be given to the applicant.

How long have you known the applicant? _____

In what capacity do you feel you are considered a spiritual mentor by the applicant? _____

To your knowledge, has the applicant made a personal commitment to Jesus Christ? Yes No Don't Know

Are there any emotional, spiritual or personal characteristics that you feel would hinder the applicant in a junior/senior Christian school environment? _____

From your perspective, to what extent is this applicant able to disciple 7th-12th grade Christian students?

Please evaluate the applicant in the following areas:

	Excellent	Good	Average	Below Average	Poor	Don't Know
Christian Testimony						
Church Involvement						
Teachable Spirit						
Cooperation/Team Player						
Diligence						
Initiative						
Integrity & Honesty						
Leadership Ability						
Moral character						
Peer opinion of applicant						
Relationship with family						
Responsibility						
Service to others						
Flexibility						
Social influence						
Social relationships						

Please comment on any of the above ratings, especially if "below average" or "poor." _____

As an employee in a Christian school, what do you think the applicant will contribute to the community environment at Legacy? _____

Please share with us any information you may have about the applicant that would help in our evaluation. This information may cover recent experiences or incidents in the applicant's life, or could be a general spiritual appraisal. _____

Your Name: _____ Title/Position: _____

Church Name: _____

Your address: _____

City: _____ State: _____ Zip Code: _____

E-mail Address: _____ Phone Number: _____

Signature: _____ Date: _____

Thank you for taking the time to complete this reference form. Your observations will greatly assist us in our evaluation of the applicant. Please return this form at your earliest convenience to:

**Legacy Community Christian School
PO Box 520
Brenham, TX 77834**

Legacy Community Christian School

Acknowledgement of Statements and Positions

I acknowledge that Legacy is committed to providing its students and parents with a Christian environment that is conducive to the Christian growth and maturity of the student and support of the family. I understand that the following statements define Legacy and its staff, and their purpose and core beliefs. I agree with this position for the purpose of unity and fairness to each student and understand that other doctrinal issues will be referred back to the Bible and family for final authority. As a part of Legacy, I desire to remain united in the salvation and love of Christ, avoiding any dissension that may be caused by denominational differences.

Vision Statement

The vision of Legacy Community Christian School is to develop students who are equipped with the tools necessary to be valuable contributors in the formation of a godly society, to model strong family values, and to be disciples of Christ.

Mission Statement

The mission of Legacy Community Christian School is to partner with Christian parents in providing a family-centered, biblically integrated, college/career worthy education to prepare student to go into the world as disciples of Christ.

Core Values

1. **Biblical Authority and Submission to It:** LEGACY is committed to relying on the authority of Scripture to interpret life, applying His word using a Biblical worldview, and avoiding legalism where the Bible is silent. (II Timothy 3:16-17; Hebrews 4:12; II Peter 1:20-21)
2. **Partnership with Parents** according to the University-Model[®] of education:
As a Christian University-Model[®] school, LEGACY is committed to assisting parents with the everyday responsibilities of preparing children for college even as the school recognizes and supports parents' unique God-ordained role in communicating their faith and values. LEGACY gives time and access back to parents in exchange for their commitment to be academically and relationally invested with their students according to the college-preparatory University-Model[®] schedule. (Deuteronomy 6:4-9 and Proverbs 22:6)

3. **Educate with Excellence in a Christ-centered Environment:** “Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Jesus Christ you are serving” LEGACY will teach and instruct students “as working for the Lord,” the standard of our performance can, therefore, be nothing less than excellence, considering applicable research and the best relevant practices concerning teaching and learning. (Colossians 3:23-24; Luke 2:52; Proverbs 3:13; Proverbs 9:9).

4. **Christian Character and Leadership**

LEGACY is committed to character education and student activities that will shape students into well-rounded individuals. We provide opportunities to develop leadership through servanthood, physical discipline, godly character and teamwork. This is accomplished by giving time and access back to parents through the University- Model® schedule, through the school’s Scripture-supported Character Education Program, and through various student activities such as athletics, service projects, and social events that encourage overall development. Because parents are God’s single most effective agents for sharing the Gospel with their children and discipling their young believers, LEGACY partners with parents and the church to develop students spiritually. (Psalm 119:9-16; I Timothy 4:6-16; I Peter 4:8-11; II Peter 1:1-8)

5. **Biblical Worldview**

Confident that the Bible provides credible answers to key questions raised in all academic disciplines, LEGACY is committed to preparing students to be thoughtful and compassionate leaders capable of presenting a clear defense for the hope that lies within them (Acts 17:16-31). Our desire is for our students to see, experience and engage with God’s heart for the world both locally and globally, and become passionate servants of Christ. (Deuteronomy 10:12-13; Galatians 5:13; I Timothy 4:6-16; II Timothy 3:14-17)

Spiritual Objective/Statement of Faith

The general spiritual objective of LEGACY is to encourage its students, families, and staff members to live and work whole-heartedly for the Lord and for the building of His body, the Church. We further wish to encourage all associated with this ministry to live in ever-increasing obedience to Him by bringing all facets of their lives under His control and authority (Matt. 22:37-40). Parents, staff, and board members, therefore, must be in agreement with the ministry's statements of faith and of non-affiliation, and with the its non-denominational position.

Statement of Faith

1. We believe the Bible to be the verbally inspired and the only infallible, authoritative, inerrant Word of God (II Timothy 3:15, 16, II Peter 1:21).
2. We believe that there is only one God, eternally existent in three persons: Father, Son and Holy Spirit (Genesis 1:1, John 10:30, John 10:37-38, 1 Corinthians 6:19, Galatians 4:6).
3. We believe in the Deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return to power and glory (Isaiah 7:14, Matthew 1:23, Luke 1:35,

Hebrews 4:15, John 2:11, Hebrews 9:12, Colossians 1:14, John 11:25, Acts 1:11, Revelations 19:11-16).

4. We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential and an absolute necessity for his salvation (Romans 3:19, 23, John 3:16-19, Ephesians 2:18-19, Titus 3:5-6).
5. We believe that only by God's grace and through faith alone we are saved (John 3:16-19, 5:24, Romans 3:23, 5:8-9, Ephesians 2:8-10, Titus 3:5).
6. We believe in the continuing ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Ephesians 4:30, 5:18, 1 Corinthians 6:19-20).
7. We believe in the resurrection of both the saved and the lost, they who are saved unto eternal life and they who are lost unto eternal damnation (John 5:28-29).
8. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of God's sovereign and perfect will in creating that person as He intended (Genesis 1:26-27).
9. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2-; Hebrews 13:4).
10. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

Non-Denominational Position

This ministry's Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach. It is our desire to maintain this position and to do so in all fairness to each family. In honoring this desire concerning the outreach of this ministry, there shall be no attempt made by parents, students, staff, or school board members to promote or disparage any doctrinal or denominational beliefs, practices, or positions regarding issues upon which the ministry itself has assumed no official stance. Included are denominational positions regarding:

1. Church government-authority
2. Time and mode of baptism
3. Security of the believer
4. Timing of future events
5. Second work of grace – baptism of the Holy Spirit
6. Sinless perfection
7. Gift of the Spirit – tongues, interpretation of tongues, healing, miracle working, discerning of spirits

We desire to remain united in the salvation and love of Christ, avoiding the dissension which may be caused by denominational distinctives.

Statement of Non-Affiliation.

LEGACY neither supports nor endorses the World Council of Churches, National Council of Churches, or any other world, national or regional organization which gives Christian recognition to unbelievers or which advocates multi-faith union (Amos 3:3, II Cor. 6:14-17).

Non-Discriminatory Policy

Employees. Employment at LEGACY is open to qualified individuals who are Christians of good character, without regard or reference to race, gender, national or ethnic origin, color, age, or disability. LEGACY is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with LEGACY'S mission statement, and they must be willing to conduct their lives in conformity with the school's statement of faith and the school's declaration and agreement to ethical and moral integrity.

Admissions. LEGACY admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Public Release

I agree to allow Legacy to publish the following information for school purposes only: phone, mailing address, email address, teacher photo/video.

Christian Conciliation Service Requirement

All staff members at Legacy are required to sign a statement indicating that they agree to the following Christian arbitration agreement:

The parties to the agreement are Christians and believe that the Bible commands them to make every effort to live in peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to,

this agreement or to any aspect of the school relationship, including any claim or statutory claims, shall be settled by Biblically based mediation.

If resolution of the dispute and reconciliation do not result from mediation, the matter shall then be submitted to an independent and objective arbitrator for binding arbitration. The parties agree that the mediation and arbitration process will be conducted in accordance with the "Rules of Procedure for Christian Conciliation" ("Rules") contained in the Peacemaker Ministries booklet Guidelines for Christian Conciliation. Consistent of these "Rules," each party to the agreement shall agree to the selection of the arbitrator. The parties agree that if there is an impasse in the selection of the arbitrator, the Institute of Christian Conciliation division of Peacemaker Ministries in Billings, Montana (406-256-1583), shall be asked to provide the name of a qualified person who will serve in that capacity. Consistent with the "Rules," the arbitrator shall issue a written opinion within a reasonable time.

THE PARTIES AGREE THAT THESE METHODS SHALL BE THE SOLE REMEDY FOR ANY CONTROVERSY OR CLAIM ARISING OUT OF THE SCHOOL RELATIONSHIP OR THIS AGREEMENT AND EXPRESSLY WAIVE THEIR RIGHT TO FILE A LAWSUIT AGAINST ONE ANOTHER IN ANY CIVIL COURT FOR SUCH DISPUTES, EXCEPT TO ENFORCE A LEGALLY BINDING ARBITRATION DECISION.

AGREEMENT TO STATEMENTS AND POSITIONS

Parents, staff, and school board members must be in agreement with the above statements. Please sign below if you are in agreement with all statements and positions included in this document.

Signature of applicant

Date