



Immanuel Lutheran Christian Academy

# EMPLOYMENT APPLICATION

400 North Aspen  
Broken Arrow, OK 74012  
918-251-5422

## I. Personal Data

Date of Application \_\_\_\_\_

\_\_\_\_\_  
Last Name First Middle

\_\_\_\_\_  
Address City State Zip+4

\_\_\_\_\_  
Home Telephone Business Telephone Email Address Social Security Number

\_\_\_\_\_  
Name of Church of which you are an active member Name of Pastor

## II. Position(s) Applied for

\_\_\_\_\_  
First Choice Position Grade Level/Subject/Support

\_\_\_\_\_  
Second Choice Position Grade Level/Subject/Support

## III. Education

Name , Address, City, State, Zip Date Attended Diploma/Degree

High School \_\_\_\_\_

College \_\_\_\_\_

College \_\_\_\_\_

College \_\_\_\_\_

Other Education/Training \_\_\_\_\_

## IV. Certification (if applicable)

Type \_\_\_\_\_ Endorsement/Fields \_\_\_\_\_

State \_\_\_\_\_ Date or Issuance \_\_\_\_\_ Expiration \_\_\_\_\_

Type \_\_\_\_\_ Endorsement/Fields \_\_\_\_\_

State \_\_\_\_\_ Date of Issuance \_\_\_\_\_ Expiration \_\_\_\_\_

**V. General Information and Questions**

If applying for a teaching position:

- This application should include an up-to-date transcript and copy of current Oklahoma certification. A current resume may accompany this application.
- Personal interviews will be arranged by Immanuel Christian Academy administration. You will receive no further reply unless you are being considered for a specific position.
- This application will remain on file for one year. It must be renewed at that time. It shall be the applicant's responsibility to insure that information provided in this application is accurate and current.

1. Do you agree to take a post-offer, pre-employment drug test as required by Policy or the Board of Trustees?  Yes  No

2. Are you able to perform all duties of the job for which you are applying without accommodation?  Yes  No

If no, explain \_\_\_\_\_

3. Are you (check one):  a U.S. Citizen;  a U.S. National;  an alien lawfully admitted for permanent residence; or  an alien authorized to be hired for this employment?

4. Do you agree to provide lawful documentation that you are not an unauthorized alien?  Yes  No

5. Have you ever been recommended for dismissal or non-reemployment by a school district or other place of employment?  Yes  No

6. Have you ever been dismissed or non-reemployed by a school district or other place of employment?  Yes  No

7. Have you every entered a pleas of guilty or nolo contendere to a state (any state) or federal felony charge?  Yes  No

8. Have you ever been charged with a state(any state) or federal felony offense which was reduced to a misdemeanor offense to which you entered a plea of guilty or nolo contendere?  Yes  No

9. Have you ever entered a pleas of guilty or nolo contendere to, or been convicted of, a state (any state) or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity?  Yes  No

10. Have you ever entered into a deferred prosecution agreement with a state (any state) or federal prosecutor?  Yes  No

**VI. Student Teaching Experience (to be completed by applicants without teaching experience)**

Subject/Grade Level: \_\_\_\_\_ Date: \_\_\_\_\_

Name of School: \_\_\_\_\_ District: \_\_\_\_\_

Supervising Principal: \_\_\_\_\_ Supervising Teacher: \_\_\_\_\_

College/University: \_\_\_\_\_ Supervising Professor: \_\_\_\_\_

**VII. Teaching/Work Experience**

List present employer or most recent employer first. (If additional space is needed, please continue on a separate sheet of paper).

May we contact present employer?  Yes  No

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Employer: \_\_\_\_\_

Address, City, State, Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To: \_\_\_\_\_

Position Held \_\_\_\_\_ Principal/supervisor \_\_\_\_\_

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Employer: \_\_\_\_\_

Address, City, State, Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To: \_\_\_\_\_

Position Held \_\_\_\_\_ Principal/supervisor \_\_\_\_\_

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Employer: \_\_\_\_\_

Address, City, State, Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To: \_\_\_\_\_

Position Held \_\_\_\_\_ Principal/supervisor \_\_\_\_\_

If not currently employed for a year or more, state where and how you have been occupied during this interval. (give location and dates.)

\_\_\_\_\_  
\_\_\_\_\_

### **VIII. Honors and Achievements**

List any special honors or achievements while attending college or university, or in your work experience.

\_\_\_\_\_

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### **IX. Extra Assignment Preference**

Based on ability, interest, and experience, check those activities that you can direct or sponsor:

- School Newspaper
- School Yearbook
- Student Leadership
- Foreign Language
- Math Club
- Computer Club

- Instrumental Music
- Vocal Music
- Drama/Speech
- Extended Care
- Enrichment/Gifted Resource

- Athletics: (specify) \_\_\_\_\_
- \_\_\_\_\_
- Cheerleading
- Other: \_\_\_\_\_

**X. Miscellaneous**

On a separate sheet of paper and preferably in your own handwriting, please share on one page how you would enhance the education ministry and educational program of Immanuel Christian Academy.

**XI. References**

Experienced teachers should submit names of former principals or supervisors and inexperienced teachers should submit names of supervising teachers in their student teaching experience. **(Please provide complete information.)**

Name	Address, City, State, Zip	Phone	Occupation
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Person to be notified in case of emergency: (Name, address and telephone)

\_\_\_\_\_

In order that the officials of Immanuel Christian Academy may be fully informed as to my personal character and qualifications for employment, I hereby authorize Immanuel Christian Academy to contact any former employer or other person whom they wish to contact concerning my personal character and qualifications, and I hereby release any such persons and Immanuel Christian Academy from any and all liability for information provided or obtained as a result of the inquiries.

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsified or misrepresented information or significant omissions may disqualify me from further consideration for employment and may be considered justification for immediate termination at any time prior to or after my employment with Immanuel Christian Academy has commenced.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date