



**LEE ACADEMY
EMPLOYMENT APPLICATION**

Lee Academy is a religious organization that does not discriminate against applicants for employment on the basis of race, age, sex, national origin, disability, veteran's status, or marital status.

Lee Academy reserves the right to discriminate on the basis of religion to the full extent permitted by law. This application will be current for thirty (30) days only. If Lee Academy contacts you at the end of thirty (30) days, you must fill out a new application in order to be hired.

PLEASE TYPE OR PRINT YOUR ANSWERS TO THE FOLLOWING QUESTIONS. PLEASE ANSWER ALL QUESTIONS - AN INCOMPLETE AND/OR ILLEGIBLE APPLICATION WILL NOT BE CONSIDERED.

Date _____ Position Requested _____

Full Legal Name _____

Last First Middle

Other Names Used _____

Current Address _____

City _____ State _____ Zip Code _____

Telephone _____ Social Security No. _____

IF AT THE ABOVE ADDRESS LESS THAN FIVE YEARS, PLEASE LIST PREVIOUS ADDRESS.

Street Address _____

City _____ State _____ Zip Code _____

Please list all other cities and states in which you have lived as an adult:

EMPLOYMENT HISTORY (List present or most recent employer first. If more space is needed, add additional pages.)

COMPANY		SALARY		DATES	
		START	FINISH	FROM	TO
ADDRESS					
POSITION	SUPERVISOR		PHONE		
DUTIES		REASON FOR LEAVING			
COMPANY		SALARY		DATES	
		START	FINISH	FROM	TO
ADDRESS					
POSITION	SUPERVISOR		PHONE		
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DUTIES		REASON FOR LEAVING			
COMPANY		SALARY		DATES	
		START	FINISH	FROM	TO
ADDRESS					
POSITION	SUPERVISOR		PHONE		
DUTIES		REASON FOR LEAVING			

EDUCATION (List most recent educational experience first.)

EDUCATION AND TRAINING LEVELS ARE RELEVANT FOR EMPLOYMENT ONLY TO THE EXTENT ALLOWED BY LAW.

NO. OF YEARS	SCHOOL NAME	CITY/STATE	DID YOU GRADUATE?	MAJOR COURSE/DEGREE

BACKGROUND INFORMATION

1. Are you legally eligible for employment in the US? YES NO

*Proof of citizenship or immigration status will be required upon employment.

2. Have you ever been the subject of a civil lawsuit involving sexual misconduct, sexual harassment, sexual abuse or other immoral behavior or conduct, involving adults or children? Have you ever been the subject of an investigation or allegation of sexual misconduct, sexual abuse or sexual harassment involving adults or children?

YES NO If yes, please attach a statement describing the circumstances and relevant facts.

3. Were you a victim of sexual abuse or molestation while a child? (If you prefer, you may refuse to answer this question, or you may discuss your answer in confidence rather than answering on this form. Answering yes, or failing to answer will not automatically disqualify an applicant.)

YES NO

4. Are you over 18 years of age? YES NO

5. Contact for notification in case of emergency _____

6. Phone number and relationship to you _____

7. If hired, when would you be available? _____

8. Are there any days/hours you would not be available to work? _____

9. Have you previously worked for us? (If yes, give dates) _____

10. Do you have any friends or relatives employed by us? (If yes, please list) _____

11. Who referred you to us? _____

12. Do you have any other skills you wish to mention? _____

CHURCH ACTIVITY

What is the name of the church where you are a current member? _____

How long have you attended this church? _____

List other churches you have attended over the past five years.

Church Name	Phone Number	Contact Person	Years Attended

List previous work (church and non-church) involving children or youth.

Organization	Phone Number	Contact Person	Type of Work

REFERENCES (Please include complete address, city, state, zip code)

*** One reference should be personal/ family and the other two should be professional.**

PERSONAL/FAMILY

Name	Address			
City	State	Zip	Email	Phone

PROFESSIONAL

Name	Address			
City	State	Zip	Email	Phone

PROFESSIONAL

Name	Address			
City	State	Zip	email	phone

LEGAL HISTORY

For any “yes” answers, please attach a detailed explanation in writing.

An affirmative answer does not necessarily disqualify an applicant from employment.

- Y** **N** Have you ever been convicted of a criminal offense (felony or misdemeanor) involving moral turpitude or violence? (Crimes of moral turpitude involve fraud, theft or dishonesty.) Answer “yes” if you have entered a plea agreement, including a deferred sentence or deferred judgment arrangement in connection with a criminal case. Answering “yes” does not necessarily preclude applicant from employment.
- Y** **N** Have you ever been charged with a sexual offense, offense relating to children, or crime of violence?
- Y** **N** Have you ever reported to any organization or registry for abuse or misconduct involving children?
- Y** **N** Do you have any disciplinary action or investigation pending by an employer, other organization, professional association, or licensing body, for violence, sexual misconduct, or misconduct involving children?
- Y** **N** Have you ever been disciplined or dismissed from any volunteer or employment position for any reason or following an allegation of sexual misconduct, physical aggression, verbal aggression, or other inappropriate behavior or conduct?
- Y** **N** Have you ever been reprimanded, or asked to leave or end your involvement/work in any program or organization providing services to children?
- Y** **N** Have you ever been the subject of a complaint or disciplinary proceeding concerning any professional license or professional affiliation held by you?
- Y** **N** Do you now or have you ever sought out or intentionally viewed child pornography?

APPLICANT STATEMENT
PLEASE READ CAREFULLY BEFORE SIGNING

I hereby authorize you to contact any references or organizations listed in this application and authorize such references or organizations to release any information contained in their files or records concerning me. In consideration of the receipt and evaluation of this application by Lee Academy, I **release** Lee Academy, all of its agents, and all such references and organizations from any and all liability for any damage that may result from furnishing such information to you. I **waive** any right that I may have to inspect any information provided about me by any person or organization identified by me in this application, except what may be required by law.

I understand and agree that if I am offered conditional employment with Lee Academy, my appointment is for no definite period and may, regardless of the date or method of payment of my wages or salary, be terminated by either party at any time without previous notice or cause and is subject to change in wages, conditions, benefits and operating policies.

I agree that if Lee Academy employs me, in the future a potential employer may contact Lee Academy or its representatives concerning my work record and my work performance at the school.

I hereby consent to and authorize persons employed by Lee Academy to divulge any and all information they consider relevant to any person representing him or herself to be an employer or potential employer of mine with respect to my work and/or performance of my job at the school. This consent specifically includes any information related to any allegation or investigation of child abuse or sexual abuse or molestation in any form.

I agree to a medical examination or inquiry, if requested if I receive a conditional offer of employment, including the analysis for the detection of the use of illegal drugs or controlled substances. I understand that testing positive for drugs or controlled substances could prevent my employment or continued employment by Lee Academy.

I understand and agree that in the performance of my duties as an employee of Lee Academy, or after I leave Lee Academy, that I must hold in confidence any and all information that I come in contact with regarding my employer or its business.

I understand and agree that it is critical to the mission and ministry of Lee Academy that all employees conform to the highest standards of safety, interpersonal conduct, and sexual morality. I affirm that I will strictly comply with Lee Academy's policies and procedures, including those concerning child safety and protection, sexual abuse and misconduct, and interpersonal relationships. I understand and agree that failure by me to abide by such policies and procedures may result in my immediate dismissal.

My responses above are true and correct. I understand and agree that any false answers or statements made by me on this application or any supplement thereto, or any false statements made to the representative(s) of Lee Academy during the interview process will be sufficient grounds for not hiring, or immediately discharging me, no matter when discovered.

I HAVE CAREFULLY READ, UNDERSTAND AND AGREE TO THE FOREGOING "APPLICANT STATEMENT" AND FURTHER UNDERSTAND AND AGREE THAT A COPY OF THIS APPLICATION SHALL BE AS VALID AS THE ORIGINAL.

Applicant Signature _____

Date _____