



# APPLICATION FOR EMPLOYMENT

Ben Lippen School (BLS) is an Equal Opportunity Employer. Discrimination on the basis of race, color, sex, national origin, age or disability is prohibited. Because Ben Lippen is a religious institution, it exercises those rights afforded to religious institutions which allow the use of religious qualifications and tenets in personnel actions.

## NOTE TO APPLICANTS

Ben Lippen (BLS) is a Christian school committed to providing a Christian educational environment in which children, preschool through high school, can grow in academic knowledge, Bible knowledge, and spiritual maturity. BLS is a subsidiary of Columbia International University (CIU), which is dedicated to theological training and propagating biblical Christianity. Because of the nature of our school and parent ministry, CIU, we consider for employment only those who:

- have acknowledged they are spiritually lost, have received Christ as their Savior, and have made a personal commitment to follow Him;
- are active participants in a local Protestant church;
- unreservedly agree with our doctrinal standard (see page 6); and
- comply with our lifestyle policies (see page 6).

Additionally, because all the positions in our school require working in close sensitive contact with minors (children under the age of 18), we request your authorization for us to check references, driver's records, and criminal records. We realize this procedure along with some of the "personal" questions we ask in this application may seem threatening. Nevertheless, we have a moral and legal obligation to make all reasonable efforts to protect the children entrusted into our care. We assure you we will treat this information with high standards of confidentiality.

If you meet the preliminary qualifications above and desire to be considered for employment, please complete all the questions in this form and return it to the headmaster's office with a copy of your resume (if you have one).

## PERSONAL DATA

(PLEASE PRINT PLAINLY)

Date of application \_\_\_\_\_

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

Address \_\_\_\_\_  
Street City State Zip

Home phone ( ) \_\_\_\_\_ Work phone ( ) \_\_\_\_\_

E-mail address \_\_\_\_\_ Cell phone ( ) \_\_\_\_\_

Marital status:  Single  Engaged  Married  Separated\*  Widowed  Divorced\*

Have you or your spouse ever been separated or divorced?\*  Yes  No

*\*Because of the special nature of our ministry, we require further clarification in the areas of separation and/or divorce. If you or your spouse have ever been separated or divorced, please request and complete the supplemental form on this subject. The form requests the information needed to evaluate cases on an individual basis.*

Position(s) for which you are applying \_\_\_\_\_

How did you learn of this opening? \_\_\_\_\_

Which type of work do you desire?  Full time  Part time  Temporary

When could you start? \_\_\_\_\_ Expected earnings \_\_\_\_\_

If not a U.S. citizen, are you authorized to work in the U.S. on an unrestricted basis?  Yes  No

Have you ever applied or been employed here before?  Yes  No If yes, give date(s) \_\_\_\_\_

Relatives employed by BLS or CIU (name/relationship/department) \_\_\_\_\_

### EDUCATION AND TRAINING

SCHOOL	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	DEGREE/DIPLOMA EARNED
High School			
College/ University			
College/ University			
Graduate/ Professional			
Graduate/ Professional			
Other Training			

### SPECIAL SKILLS, QUALIFICATIONS AND ACTIVITIES

Describe specialized training, apprenticeships, skills \_\_\_\_\_

\_\_\_\_\_

Professional certificates, licenses \_\_\_\_\_

What was your strongest subject in high school? \_\_\_\_\_ In college? \_\_\_\_\_

Please check  any of the following skills and experience that you have:

Typing/word processing Words per minute? \_\_\_\_\_ Name(s) of software used \_\_\_\_\_

Other computer programming and software experience (please list) \_\_\_\_\_

\_\_\_\_\_

Please list any special honors, achievements, professional and community activities and offices \_\_\_\_\_

\_\_\_\_\_

Have you served in the U.S. armed forces?  Yes  No If yes, what branch? \_\_\_\_\_

Dates of active duty: From \_\_\_\_\_ To \_\_\_\_\_ Highest rank achieved \_\_\_\_\_

Occupational specialty \_\_\_\_\_

### PERSONAL REFERENCES

Please do not give previous employers or relatives as personal references, but do give your pastor or a church official who knows you.

\_\_\_\_\_  
Name Address Phone Title/Relationship

\_\_\_\_\_  
Name Address Phone Title/Relationship

\_\_\_\_\_  
Name Address Phone Title/Relationship

\_\_\_\_\_  
Name Address Phone Title/Relationship

## EMPLOYMENT HISTORY

*Please begin with your present or most recent employment.*

Company name	Telephone (    )	
Address	From (month/year)	To (month/year)
Name of supervisor	Starting salary	Ending salary
State your job title and describe work	Reason for leaving	
Company name	Telephone (    )	
Address	From (month/year)	To (month/year)
Name of supervisor	Starting salary	Ending salary
State your job title and describe work	Reason for leaving	
Company name	Telephone (    )	
Address	From (month/year)	To (month/year)
Name of supervisor	Starting salary	Ending salary
State your job title and describe work	Reason for leaving	
Company name	Telephone (    )	
Address	From (month/year)	To (month/year)
Name of supervisor	Starting salary	Ending salary
State your job title and describe work	Reason for leaving	
Company name	Telephone (    )	
Address	From (month/year)	To (month/year)
Name of supervisor	Starting salary	Ending salary
State your job title and describe work	Reason for leaving	
Company name	Telephone (    )	
Address	From (month/year)	To (month/year)
Name of supervisor	Starting salary	Ending salary
State your job title and describe work	Reason for leaving	

Please indicate any employer(s) you do not wish us to contact and state reason \_\_\_\_\_

**CHRISTIAN LIFE**

Have you accepted Jesus Christ as your Lord and Savior?  Yes  No  Uncertain

If yes, when? \_\_\_\_\_ On what do you base your claim of salvation? \_\_\_\_\_

Name and address of your church \_\_\_\_\_

Pastor's name \_\_\_\_\_ Church denomination \_\_\_\_\_

Do you attend weekly?  Yes  No List any church/Christian work or ministry in which you have been involved \_\_\_\_\_

Do you personally subscribe without reservation to CIU's doctrinal standard (see page 6)?  Yes  No If no, please explain:

Are you willing to adhere to CIU's lifestyle policies (see page 6)?  Yes  No If no, please explain:

Please give a brief personal testimony, including the circumstances of your conversion.

Briefly describe your present practice concerning Bible study and prayer.

**BACKGROUND CHECK INFORMATION**

The information we request below is necessary for doing background checks. We are sorry we must ask you to reprint your name and address, but we need it in this location in order to simplify our application processing procedures. Thank you for your cooperation.

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

Address \_\_\_\_\_  
Street City State Zip

List any other names by which you have been known (including maiden name) \_\_\_\_\_

Date of birth \_\_\_\_\_ Driver's license # \_\_\_\_\_ State \_\_\_\_\_ Expiration date \_\_\_\_\_

How long have you resided at your present address? \_\_\_\_\_ Social Security # \_\_\_\_\_

Please give your previous addresses for the last five years:

\_\_\_\_\_  
Street City State Zip

\_\_\_\_\_  
Street City State Zip

\_\_\_\_\_  
Street City State Zip

\_\_\_\_\_  
Street City State Zip

Please respond to the following questions:

- 1. Have you received a citation for a moving traffic violation or had an at-fault accident within the last 5 years?  Yes  No
- 2. Has your driver's license ever been suspended or revoked?  Yes  No
- 3. Do you use illegal drugs?  Yes  No
- 4. Have you been convicted of a criminal offense or do you have criminal charges pending?  Yes  No
- 5. Have you ever been charged with neglect, abuse or assault?  Yes  No
- 6. Have you ever been convicted of, accused of, or involved in the mistreatment, neglect, abuse, or attempted or actual sexual molestation of a minor?  Yes  No
- 7. Have you ever been disciplined, discharged or asked to resign from any job for misconduct, immoral behavior, or violation of work standards?  Yes  No

If you answered "yes" to any of these questions, please explain (attach an extra sheet of paper if necessary). \_\_\_\_\_

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

*Conviction of a crime does not automatically bar you from employment. All circumstances will be reviewed, including the nature of the offense, when it was committed, and its relevance to the position for which you are applying. However, conviction for an offense involving children, violence, or abuse usually precludes someone from being permitted to work with children.*

## DOCTRINAL STANDARD

The teaching in Ben Lippen School is based on the great fundamentals of the Christian faith, all of which center in the person of Jesus Christ, our crucified, risen, and glorified Savior and Lord. The following, together with all the other Christian principles of doctrine and practice, including the affirmation of the full trustworthiness of Scripture, which in its original writing was verbally inspired and without error, shall be the basis of the faith and doctrine of Ben Lippen:

1. The Bible is the inspired Word of God, the written record of His supernatural revelation of Himself to man, absolute in its authority, complete in its revelation, final in its content, and without any errors in its teachings.
2. All men in their natural state are lost, alienated from God, spiritually dead: "All have sinned, and fall short of the glory of God" (Rom. 3:23).
3. Salvation is only by grace, a free gift of God, through faith in the Lord Jesus, who died for our sins according to the Scriptures (I Cor. 15:3). Those who thus receive Christ by faith have their sins forgiven (Eph. 1:7), their hearts cleansed (Acts 15:9), are born of the Spirit, become children of God (Jn. 1:12,13) are made new creatures in Christ (II Cor. 5:17).
4. God is One God, Who reveals Himself in three Persons: Father, Son and Holy Spirit. Jesus Christ, as the Scriptures affirm, is the Son of God and Son of man, was born of a virgin, and is Himself very God. The Scriptures also declare the deity and personality of the Holy Spirit.
5. Our Lord Jesus rose from the dead in the same body that was laid to rest in the tomb (Jn. 20:25-27). The bodies of all believers who die will be raised from the dead, and they will receive an incorruptible body like unto His glorious body (I Cor. 15:53; Phil. 3:21). All other men shall be raised unto "the resurrection of judgment" (Jn. 5:28, 29).
6. Christians, born of the Spirit, are to live the new life in the present power of the Spirit. "If we live by the Spirit, by the Spirit let us also walk" (Gal. 5:16-25; Col. 2:6). The Christian's responsibility and his normal attitude of life is to yield himself to God (Rom. 6:13), trusting God to keep him.
7. Christian "living" includes Christian service, the winning of souls around us, and the preaching of the Gospel in the uttermost parts of the earth. In carrying on this work there is needed the supernatural power of the Holy Spirit which is granted to every believer as he yields and trusts (Acts 1:8; I Cor. 12:7; Eph. 3:20; Acts 5:32). And in all of this service, prayer is to have the central place (Jn. 14:12-14; Eph. 6:18-19).
8. Jesus Christ will come again to earth the second time (Heb. 9:28), personally (Acts 1:11; I Thess. 4:16), bodily (Acts 1:11, Col. 2:9), visibly (Matt. 26:64; Rev. 1:7). His coming will precede the age of universal peace and righteousness, foretold in the Scriptures (Matt. 24:29, 30, 42; II Thess. 2:7, 8; Rev. 20:1-6).

*(Note: higher education faculty, Ben Lippen faculty who primarily teach Bible, and certain administrators must affirm the premillennial position stated in #8 above, i.e., "His coming will precede the age of universal peace and righteousness, foretold in the Scriptures." Other employees need not affirm the premillennial position but must not oppose or denigrate it.)*

## LIFESTYLE POLICIES

Because Ben Lippen is a Christian school dedicated to providing a Christian educational environment and propagating biblical Christianity, we expect all our employees to conduct themselves according to the high moral, ethical and behavioral standards taught in Scripture. These standards prescribe Christ-like behavior such as loving one another, obeying God's word, submitting to those in authority and practicing self-control (Rom. 12:9-13:7, Gal. 5:-26, Col. 3:12-17). These standards also identify unacceptable conduct. While all unacceptable conduct cannot be listed here, some of the most obvious examples include stealing, lying, cheating, accepting bribes, use of profanity, vulgarities and obscenities, adultery, sex outside of marriage, homosexuality, pornography, sexual harassment, sexual abuse of children, abuse of drugs and alcohol, occult involvement, and rebellion.

As part of our lifestyle policies we expect our employees to be faithful participants in a local Protestant church and to have a consistent practice of personal prayer and Bible reading. We also expect them to abstain from the use of alcoholic beverages, tobacco, and non-medically prescribed narcotics. Gambling and biblically inappropriate dancing are not permitted. Employees are restricted in their use of theater and cinema (including television and video) to that which does not violate biblical principles of purity and worthiness. Viewing movies rated X or NC-17 is not permitted.

## APPLICANT'S CERTIFICATION AND AGREEMENT

Please carefully read the following statements before signing.

I understand and certify by my signature that:

- The facts I have given in this application are true and complete to the best of my knowledge.
- If I am employed, any false or misleading statement may result in dismissal.
- I am authorizing Ben Lippen to investigate any of the facts and contact any individuals, schools, organizations, employers or other references I have given in this application.
- I am authorizing a criminal records check and a driver's records check to be conducted on me. I am also authorizing the release of any information which pertains to any record of conviction in police files or any criminal file maintained on me whether state or local.
- I am authorizing any individuals, schools, organizations, law enforcement agencies, employers or other references to release the information requested by Ben Lippen for verifying the facts I have given about my background. I further release from any liability Ben Lippen for requesting the information and any person or organization for providing the information requested. I also waive any right I may have to inspect any information provided about me by any person or organization identified by me in this application.
- Employment at Ben Lippen is "at-will," which means that apart from those positions (faculty and administrative) that have a separate, individual written employment contract, I am employed for an indefinite period. Either Ben Lippen or I may end my employment at any time for any reason. I understand that no employee, supervisor or representative of Ben Lippen may alter this "at-will" employment relationship.
- Ben Lippen takes the position that it has the unrestricted right and permission to copyright and use, reuse, publish and republish all photographic portraits, pictures or video taken of an employee while employed by Ben Lippen. Any employee desiring an exception to this policy will have an opportunity upon employment to sign a statement restricting this right.
- If employed, I will abide by all of Ben Lippen's standards and regulations.

Applicant's name (please print) \_\_\_\_\_

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

If you cannot sign the above certification and agreement, please explain:

Please return your application in an envelope marked **CONFIDENTIAL**. We also request that you please send the following if you have a copy: your resume, college or university transcripts and teaching certification. Send all to:

Office of the Headmaster  
Ben Lippen School  
P.O. Box 3999  
Columbia, SC 29230-3999