



LANCASTER MENNONITE SCHOOL

Application for Professional Employment

Date Submitted _____

PERSONAL PROFILE

Last Name _____			First _____			Middle _____		
Address _____				Telephone (_____) _____		- _____		
City _____			State _____		Zip code _____		E-mail _____	
Denomination _____				Congregation _____				
Position applying for _____								
I certify that I am eligible to work in the United States. _____ Yes _____ No								

EDUCATIONAL BACKGROUND

Name of Institution	Location	Major	Years Attended	Degree
High school _____	_____	_____	_____	_____
College _____	_____	_____	_____	_____
College _____	_____	_____	_____	_____
Graduate College _____	_____	_____	_____	_____

SUPERVISED STUDENT TEACHING EXPERIENCE

Name of School _____	Name of Supervisor _____
Address _____	Start date _____
City, State & Zip Code _____	End date _____
Grade/Subject Area _____	



LANCASTER MENNONITE SCHOOL

Application for Professional Employment

TEACHING EXPERIENCE

Name of School _____	Name of Supervisor _____
Address _____	Start date _____ Hours/week _____
City, State & Zip Code _____	End date _____
Phone number _____	Starting salary _____ Final salary _____
Grade/Subject Area _____	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Name of School _____	Name of Supervisor _____
Address _____	Start date _____ Hours/week _____
City, State & Zip Code _____	End date _____
Phone number _____	Starting salary _____ Final salary _____
Grade/Subject Area _____	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Name of School _____	Name of Supervisor _____
Address _____	Start date _____ Hours/week _____
City, State & Zip Code _____	End date _____
Phone number _____	Starting salary _____ Final salary _____
Grade/Subject Area _____	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	



LANCASTER MENNONITE SCHOOL

Application for Professional Employment

OTHER EMPLOYMENT

Company _____	Name of Supervisor _____
Address _____	Start date _____ Hours/week _____
City, State & Zip Code _____	End date _____
Phone number _____	Starting salary _____ Final salary _____
Your last job title _____	
List the jobs you held, duties performed, skills used or learned, advancement or promotions while you worked at this company.	

May we contact this employer? _____ Yes _____ No	

SPECIAL SKILLS/AWARDS/CERTIFICATIONS

List any special skills or experiences that you feel would help you in the position that you are applying for (leadership, organizations/teams, etc.)

Teaching Certificate: State _____ Type _____ Expiration Date _____

Are you under contract at the time of making this application? ___ Yes ___ No School Year contracted for _____

What is the latest date by which you may resign without violating your contract? _____

Have you ever been dismissed or asked to resign from a teaching position? ___ Yes ___ No (If "yes" please give details on a separate sheet)

Have you ever been convicted of, or are you currently charged with or under investigation for, any offense involving dishonesty, breach of trust, moral turpitude, or any other type of misdemeanor or felony? ___ Yes ___ No (If "yes" please give details on a separate sheet)

STATEMENTS OF CHRISTIAN FAITH AND COMMITMENTS

Please attach responses to the following questions on a separate sheet of paper.

Write a brief statement including your personal relationship to Christ, your present relationship to the church and how these relationships influence your everyday life and commitment.

Describe how Christian faith shapes your teaching and relationships.

Are you willing to be guided by the administration of the school? Are you open to consider changes in life and conduct that may be requested?

I have read and am in agreement with the *Shared Convictions of Global Anabaptists* and the school's mission statement and philosophy of education. If any exceptions, please explain.



LANCASTER MENNONITE SCHOOL

Application for Professional Employment

REFERENCES

Name of Supervisor _____	Telephone (_____) _____
Address _____	E-mail _____

Name of Pastor _____	Telephone (_____) _____
Address _____	E-mail _____

Name of Colleague _____	Telephone (_____) _____
Address _____	E-mail _____

CERTIFICATION

I give Lancaster Mennonite School and its designated representatives permission to contact the schools, employers and references named in this application and to investigate the information I have provided and to seek and obtain any other information the school considers relevant. I release the school and its representatives and the persons and organizations who provide this information for any liability for doing so.

I further waive the right ever to personally view any references given to the school.

I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that, should this application contain any false or misleading information, my application may be rejected or my employment with Lancaster Mennonite School terminated.

Signature

Date



LANCASTER MENNONITE SCHOOL

Application for Professional Employment

MISSION STATEMENT

Lancaster Mennonite School provides PreK-12 education in a diverse community that nurtures students to become creative and innovative learners who are prepared for college, career and life. Centered in Christ and committed to educational excellence, students are empowered to change the world through Christ-like love, peacemaking and service.

VISION STATEMENT

LMS will be a leader in PreK-12 educational experiences of excellence and character. Through local and global connections in a Christ-centered community lives will be transformed and our world changed.

SHARED CONVICTIONS OF GLOBAL ANABAPTISTS

An international group of Anabaptists (Mennonite World Conference) developed this list of Shared Convictions. Anabaptist simply means "re-baptized and refers to people who were baptized as adults during the Protestant Reformation upon confession of Christ as their Savior and Lord. Mennonites are named after an early Anabaptist leader named Menno Simons.

1. God is known to us as Father, Son and Holy Spirit, the Creator who seeks to restore fallen humanity by calling a people to be faithful in fellowship, worship, service and witness.
2. Jesus is the Son of God. Through His life and teaching, His cross and resurrection, He showed us how to be faithful disciples, redeemed the world and offers eternal life.
3. As a church, we are a community of those whom God's Spirit calls to turn from sin, acknowledge Jesus Christ as Lord, receive baptism upon confession of faith and follow Christ in life.
4. As a faith community, we accept the Bible as our authority for life, interpreting it together under Holy Spirit guidance, in the light of Jesus Christ to discern God's will for our obedience.
5. The Spirit of Jesus empowers us to trust God in all areas of life so we become peacemakers who renounce violence, love our enemies, seek justice and share our possessions with those in need.
6. We gather regularly to worship, to celebrate the Lord's Supper and to hear the Word of God in a spirit of mutual accountability.
7. As a world-wide community of faith and life we transcend boundaries of nationality, race, class, gender and language. We seek to live in the world without conforming to the powers of evil, witnessing to God's grace by serving others, caring for creation and inviting all people to know Jesus Christ as Savior and Lord.

In these convictions we draw inspiration from Anabaptist forebears of the 16th century, who modeled radical discipleship to Jesus Christ. We seek to walk in His name by the power of the Holy Spirit, as we confidently await Christ's return and the final fulfillment of God's kingdom.

Lancaster Mennonite School (LMS) believes that each individual is entitled to equal employment opportunity without regard to race, color, gender, religion, national origin, age, disability, genetic information, ancestry ... or any other characteristic protected under federal, state, or local anti-discrimination laws. The school's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment.*

**LMS reserves the right to use religion as a hiring criterion for all positions, due to the mission and nature of our school as a faith-based institution, as permitted by law. All employees are responsible for complying with the school's equal employment opportunity policy.*



LANCASTER MENNONITE SCHOOL

Application for Professional Employment

CLEARANCES AND TRAINING REQUIRED FOR EMPLOYMENT

Act 114 of 2006, Section 111 of the Public School code was amended effective April 1, 2007. All student teachers (participating in classroom teaching, internships, clinical or field experience) and all prospective employees (including but not limited to administrators, teachers, substitutes, janitors, cafeteria workers, office employees) of public and private schools, Intermediate Units and area vocational-technical schools, including independent contractors and their employees and bus drivers, who have direct contact with children, must provide to their employer a copy of their Pennsylvania State Criminal History Background Check, Department of Human Services Child Abuse Report and their Federal Criminal History Record.

Act 153 of 2015 amending the Child Protective Services Law (CPSL) required Section 111 checks be renewed every 60 months. The passing of Act 4 aligns the School Code with the new CPSL requirement and permits any of the three required background checks to be used by potential applicants for up to 5 years (i.e., 60 months). School administrators are permitted to accept applicants' paper copies of Criminal History Record Information (CHRI) reports that are between 1 and 5 years old.

The three (3) required background checks for ALL applicants are as follows:

- Pennsylvania State Police Criminal History Record
- Department of Human Services Child Abuse Report
- Federal Criminal History Record Information (CHRI) – FBI report

In addition, all school employees are mandated reporters for child abuse. The state of Pennsylvania mandates that all school employees must have Act 126 training. The training cycle dictates that all school employees must receive Act 126 training every 5 years.



LANCASTER MENNONITE SCHOOL

Application for Professional Employment

INSTRUCTIONS FOR HOW TO OBTAIN CLEARANCES AND TRAINING

PA Child Abuse History Clearance (\$22) *(must be dated within five years of employment)*

- Request the clearance at this link: <https://www.compass.state.pa.us/CWIS>
- This site, the PA Child Welfare Portal, requires you to create an account in order to request a PA Child Abuse Clearance. The Keystone ID which you will be asked to create then becomes your username in the application process. A password must have at least 1 capital letter, 1 number, and 1 symbol and a total of 8-10 characters.
- Be careful to make sure the purpose of your certification is for EMPLOYMENT
- An email will appear in your inbox within 14 days informing you how to access your clearance. Simply follow the instructions and print out the clearance to submit.

PA Criminal History Record Check (\$22) *(must be dated within five years of employment)*

- Go to: <https://epatch.state.pa.us/Home.jsp>
- As a non-registered user you can use the system with a credit card by clicking on the "Record Check" tool bar and selecting "New Record Check", or by selecting "Submit a New Record Check (requires a credit card)". Paid employees may not register under "New Record Check (Volunteers Only)" nor will the "volunteer" clearance be accepted.
- Complete all Required Information Fields
- Print out and submit one copy of the Certificate with Background Seal.

Federal (FBI) Criminal History Report (\$27) *(must be within five years of employment)*

- Go to: <https://www.IdentoGo.com>
- Select "Services"
- Select "Digital Fingerprinting" from the list on the left side of the page
- Select your State and choose GO
- Go to the "Enrollment Services" section at the bottom of the page
- Select the box labeled "Digital Fingerprinting"
- Enter the service code: **1KG6V5** and choose GO
- **Verify the code to be: 1KG6V5 – Pennsylvania PDE – Private Schools**
- Select "Schedule or Manage Appointment"
- Complete the registration information choosing "Continue" at the end of each page until completed. This will allow you to enter your personal information, schedule a fingerprint appointment at your site location and give you a confirmation code.
- Provide the **UIED** from your online registration to Human Resources
- Travel to the site and have fingerprint scanned.

Act 126 Training (no cost)

If you have already received this training, please provide a certificate of completion that we can place in your file.

- To access the free, online course from the University of Pittsburg go to:
www.reportabusepa.pitt.edu
- Choose the REGISTRATION tab to create a user profile
- Once you have registered you can enroll in a new course, "Recognizing & Reporting Child Abuse"
- Print the Certificate of Completion when finished and return a copy to the HR Department.