



# General Application

250 West King St.,  
York, PA 17401  
717-848-9835  
[www.logosyork.org](http://www.logosyork.org)

Instructions: This form was created using Adobe Acrobat and it is recommended that you download using Adobe Reader for best results. Complete, save and email to [kim.eberly@logosyork.org](mailto:kim.eberly@logosyork.org).

DATE \_\_\_\_\_

NAME \_\_\_\_\_  
Last First Middle Social Security Number

PRESENT ADDRESS \_\_\_\_\_  
Street Mobile Phone Number  
\_\_\_\_\_  
City State Zip Code Home Phone Number

EMAIL ADDRESS \_\_\_\_\_

POSITION FOR WHICH YOU ARE APPLYING \_\_\_\_\_

Were you previously employed by Logos Academy?  Yes  No

Are any relatives currently employed by or attending Logos Academy?  Yes  No

If yes, list names of relatives \_\_\_\_\_

Date available for employment \_\_\_\_\_

Best time for an interview \_\_\_\_\_

I am interested in  Full Time  Part Time

## EDUCATIONAL BACKGROUND

(Please include a copy of original transcripts for college work)

	School	Major/Minor	Diploma, Degree or credits earned	Year of graduation	Grade Point Average
High School					
College/University					
College/University					
Graduate Study					

## EXPERIENCE

(Present or most recent first)

Dates	Your Title:	Salary:
From:	Company: Address:	Work Performed:
To:	Phone number:	Reason for Leaving:
Name/Title of Supervisor:		
Dates	Your Title:	Salary:
From:	Name: Address:	Work Performed:
To:	Phone number:	Reason for Leaving:
Name/Title of Supervisor:		
Dates	Your Title:	Salary:
From:	Name: Address:	Work Performed:
To:	Phone number:	Reason for Leaving:
Name/Title of Supervisor:		

## REFERENCES

References should include one personal, one professional and one reference by your pastor or someone you work with at your church. References will not be contacted unless you are considered for hire and we will inform you.

Name	Reference Type	Email Address	Phone Number
	Pastoral/Church		
	Personal		
	Professional		

## OTHER QUALIFICATIONS

**Summarize special job-related skills and qualifications acquired from employment or other experiences (including U.S. military service) and/or state any additional information you feel may be helpful in considering your application, i.e. honors, awards, activities, technology skills, professional development activities or volunteer experiences.**

Are you engaged with or pursuing engagement with a Christian faith community or church?  Yes  No

**Please list the church you are currently attending and briefly describe the church activities you regularly participate in, including any leadership roles you currently hold or have held in the past.**

## Logos Academy Mission, Vision, Values

### LOGOS ACADEMY - Education, Opportunity, Hope

Education trends wax and wane, but we remain ever committed to our mission:

**Logos Academy, an urban, kingdom school grounded in the love of Christ, educates for excellence, offers opportunity and cultivates hope in our community.**

In 1998 we made commitment to help every one of our students reach their God-given potential through Kingdom Education. We started with a set of mission-critical values that have rooted our school culture from conception:

- **CHRIST-CENTERED**

**We seek to know Jesus and be led by His Spirit.** We find our origin, our meaning and our destiny in Christ, our sustainer and king. We are called to shine the light of Christ into every corner of our existence; thereby fulfilling our purpose of glorifying God.

- **CULTURALLY DIVERSE**

**We value diversity as a demonstration of God's love for us, and it is manifested in our students, families, staff and city.** Separately, we remain impoverished and underprivileged - the poor and affluent alike. Together, we become empowered and enlightened, building bridges of brotherhood through the love of Christ.

- **COMMUNITY FOCUSED**

**We foster intentional relationships between our students, families and staff but also strive to be a good neighbor in our broader community.** Students, families and staff learn, pray, laugh, struggle and become - together; as those bonds grow, the sense of togetherness spills into the greater York community.

- **CLASSICALLY EDUCATED**

**We cultivate all students in the Classical tradition to become people of wisdom, grace and virtue in service to God's kingdom.**

Teachers expose students to an exceptional education and a solid, Biblical worldview by serving as disciplers and mentors. These relationships are foundational to student's growth academically, emotionally and spiritually.

- **COLLABORATIVE FAMILY PARTNERSHIPS**

**We believe that a participatory family is critical to what we do during the school day.** Parents and families are an essential part of the Logos Academy community, and we value each person's involvement.

## GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer "Yes" to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate, which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and nay convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Were you ever convicted of a criminal offense?  Yes  No

Are you currently under charges for a criminal offense?  Yes  No

Have you ever forfeited bond or collateral in connection with a criminal offense?  Yes  No

Within the last ten years, have you been fired from any job for any reason?  Yes  No

Within the last ten years, have you quit a job after being notified that you would be fired?  Yes  No

Have you ever been professionally disciplined in any state?  Yes  No

Professionally disciplined means the annulment, revocation or suspension of your teaching certification or having received a letter of reprimand from an agency, board or commission of state government, such as the Pennsylvania Professional Standards and Practices Commission.

Are you subject to any visa or immigration status, which would prevent lawful employment?  Yes  No

**Note: if you answered "Yes" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet, and include your social security number.**

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Date

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Signature of Candidate

## FAITH STATEMENT & PERSONAL CONVICTIONS

Please answer the following questions in the space provided on this page.

1. Give a concise statement about your faith journey and your relationship with Jesus Christ.
2. Briefly explain how you will make a positive contribution to this urban educational ministry.

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Date

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Signature of Candidate

**REQUIRED IF HIRED BUT HELPFUL IF INCLUDED**

- Three letters of reference: professional, personal and pastoral/church,
- Clearances less than one year old:
  - PA State Police Criminal History Record
  - PA Child Abuse History Clearance
  - Federal Criminal History Check

**CERTIFICATION AND RELEASE AUTHORIZATION**

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I further certify that I am the sole author of the essay. I understand that any misrepresentation of information shall be sufficient cause for : (1) rejecting my candidacy, (2) withdrawing of any offer of employment, or (3) terminating my employment.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials of Logos Academy may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to this school district. I further authorize these officials to investigate my background, now or in the future, to verify the information provided and release from liability all persons and/or entities supplying information regarding my background. However, I do not authorize the production of medical records or other information, which would tend to actually identify a disability nor do I authorize inquiries which would include information related to any medical condition or medical history. Further, I do not waive any rights which I may have under state or federal law related to my right to challenge the disclosure of unlawful or inaccurate information, whether by the school district or by entities or persons providing such information to the school district, including any and all claims concerning allegations of employment discrimination because of race, color, sex, religion, national origin, ancestry, age or disability.

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**Date****Signature of Candidate**

Logos Academy shall not discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting Logos Academy.

Federal Privacy Act (5 U.S.C. § 552 NOTE) Statement. Authority for requesting social security account numbers: Public School Code of 1949 (24 P.S. § 12-1212, 24 P.S. § 1224) Principal Purpose: To verify certification. Other Purposes: Identification and collection of criminal/disciplinary records for certified educators. Disclosure: Mandatory. Failure to provide the Social Security Number will result in an applicant not being considered for employment.

**Revised: 10/2018**

# LOGOS ACADEMY EMPLOYEE CLEARANCE PROCESS

## Instructions

All employees, interns, and student teachers of Logos Academy must obtain a Child Abuse Clearance, Pennsylvania Criminal Clearance, and an FBI Federal Criminal History Clearance prior to working in the school. As of January 1, 2015, all employees of Logos Academy must obtain new clearances every five (5) years.

**Following are the instructions for obtaining the three required clearances: PLEASE READ CAREFULLY BECAUSE THE INSTRUCTIONS HAVE CHANGED AS OF 1/1/2018.**

### **1.) ACT 24-PA State Police Criminal Record Check**

- a. Go to <https://epatch.state.pa.us>
- b. You will need a credit card for the \$22.00 fee.
- c. Verification will be obtained immediately. Follow these directions carefully. After you receive your control number, you need to check status by inputting that number and your name and date record was obtained. After you click "**Search**," a new box comes up with search results. Click on the blue control number and a new window opens for "Record Check Details." Above the Back button towards the bottom is "Certification Form" in blue. Click on "**Certification Form**" and the actual certificate comes up. **Print this certificate.**
- d. If you choose to send your registration in by mail there will be a \$10.00 fee.
- e. Once received, provide Logos with the certificate, and copies will be made.

### **2.) Act 151-PA Child Abuse History Clearance**

- a. Go to <https://www.compass.state.pa.us/CWIS> (create an account)
- b. After creating your account you will receive an email with your password to log into the website and complete the clearance application.
- c. Please be sure to select the appropriate type of clearance for education institutions (**Choose option worded "School employee governed by Public School Code."**)
- d. You will need a credit card for the \$8.00 fee. Verification can take up to 14 days and applicants can choose to receive notification via email, mailed to their home address, or both.
- e. Once received, provide Logos with the original clearance form, and copies will be made.

### **3.) FBI Federal Criminal History Clearance:**

- a. Applicants must register online <https://www.identogo.com/locations/pennsylvania> and click on digital fingerprinting. Enter code **1KG756**. Click on "schedule an appointment." Fill out the following screen with your contact information. There is a fee of \$24.50 for the fingerprint clearance. Credit/debit card may be used online. If you can't pay online then you will pay when you get fingerprinted. (Please note: cash or personal checks will not be accepted.)
- b. Applicants should either print out the registration confirmation number; or, if they do not have access to a printer, record the number in a safe place.
- c. Once registered, call the York Learning Center to schedule a time to be fingerprinted. Their phone number is 717-718-5801. You can still walk in but priority is given to scheduled appointments.
- d. Applicants must provide proof of identity upon arrival at the Fingerprint Center (state issued driver's license, state I.D. card, passport, etc.).
- e. After being fingerprinted, you will receive an email in the next few weeks which will allow you to obtain your certificate. Please check your junk/spam mail regularly for this email. You will need the receipt which contains the UE ID number and the TCN number. **DO NOT OPEN THIS EMAIL UNLESS YOU CAN PRINT YOUR RESULTS. YOU HAVE ONLY 1 CHANCE TO ACCESS YOUR RECORD.**

### **4.) Act 168**

Act 168 of 2014 requires that all employers hiring after December 2014, must conduct an employment history review for any prospective employee, prior to hiring, for a position where he/she will have direct contact with children. Logos Academy will provide Act 168 procedures for all new employees during the hiring process.