

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. To comply with our lifestyle policies (see page 6).

Additionally, because all the positions in our school require work

in close sensitive contact with minors (children under age of 18), we request your authorization for us to check reference 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 on 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 complete the supplemental form on this subject. The form requests the information needed to evaluate cases on an individual basis.

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 7 any of the following skills and experience that you have:

Typing/word processing _____ W _____ per minute? _____ Name(s) of software used _____

2WKHU FRPSXWHU SURJUDPPLQJ DQG VRIWZDUH HISHULHQFH SOHDVH OL

Please list any special honors, achievements, personal 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 _____ Email Address _____ Phone _____ Title/Relationship _____

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Name _____ Email Address _____ Phone _____ Title/Relationship _____

Name _____ Email Address _____ Phone _____ Title/Relationship _____

DOCTRINAL STANDARD

APPLICANT'S CERTIFICATION AND AGREEMENT

Please carefully read the following statements before signing.

I understand and certify by my signature that:

- o The facts I have given in this application are true and complete to the best of my knowledge.
- o If I am employed, any false or misleading statement may result in dismissal.
- o 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.
- o I am authorizing a criminal records check and a driver's record check to be conducted on me. I am also authorizing the release of any information which pertains to my record of conviction in police files or any criminal file maintained in either state or local.
- o 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.
- o Employment at Ben Lippen is "at-will," which means that 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.
- o 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.
- o 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

DISCLOSURE AND AUTHORIZATION REGARDING BACKGROUND INVESTIGATION FOR
EMPLOYMENT PURPOSES

Disclosure

Columbia International University may request from a consumer reporting agency and for employment related purposes, a “consumer report(s)” (commonly known as “background reports”) containing background information about you in connection with your employment, or application for employment, or engagement for services (including independent contractor, Twilio, Odb) T 595v, Smonassig



OTHER DISCLOSURES, ACKNOWLEDGMENTS & AUTHORIZATIONS REGARDING BACKGROUND INVESTIGATION FOR EMPLOYMENT PURPOSES

Disclosures

Investigative Consumer Report:

Columbia International University may request an investigative consumer report about you from HireRight, LLC (“HireRight”), a consumer reporting agency, in connection with your employment, or application for employment, or engagement for services (including independent contractor or volunteer assignments as applicable). An “investigative consumer report” is a background report that includes information from personal interviews (except in California, where that term includes background reports with or without information obtained from personal interviews), the most common form of which is checking personal professional references through personal interviews with sources such as your former employers and associates, and other information sources. The investigative consumer report may contain information concerning your character, general reputation, personal characteristics, mode of living. You may request more information about the nature and scope of an investigative consumer report, if any, by contacting Columbia International University.

Ongoing Authorization:

If Columbia International University hires you or contracts for your services, Columbia International University may obtain additional consumer reports and investigative consumer reports about you without asking for your authorization again, throughout your employment or your contract period, as allowed by law.

Additional State Law Notices:

Please see the “Additional State Law Notices” for California, Massachusetts, Minnesota, New Jersey, New York, and Washington that are provided below, as applicable. A California disclosure and summary of your rights under California Civil Code Section 1786.22, and a copy of New York Article 23-A, are being provided to you separately.

Summary of Rights under the Fair Credit Reporting Act:

A summary of your rights under the Fair Credit Reporting Act is being provided to you separately.

San Francisco Fair Chance Ordinance Official Notice:

A copy of the San Francisco Fair Chance Ordinance Official Notice is being provided to you separately.

HireRight Privacy Policy:

Information about HireRight’s privacy practices is available at www.hireright.com/Privacy-Policy.aspx

Initials:

Additional State Law Notices

Please also note the following:

Applicant Name:	
Applicant Signature:	Date:

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that collect information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA.

For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

- x You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- x You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - o a person has taken adverse action against you because of information in your credit report;
 - o you are the victim of identity theft and place a fraud alert in your file;
 - o your file contains inaccurate information as a result of fraud;
 - o you are on public assistance;
 - o you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies.

See www.consumerfinance.gov/learnmore for additional information.

- x You have the right to ask for a credit score. Credit scores are numerical summaries of your creditworthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential mortgage loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- x You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- x Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- x Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

- x Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- x You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore
- x You may limit “prescreened” offers of credit and insurance you get based on information in your credit report. Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-567-8688.
- x The following FCRA right applies with respect to nationwide consumer reporting agencies:

