



**Lions Life Coaching University, 4100 Evans Ave, Fort Myers, FL 33901**

202-579-9594 [edu@lionslifecoaching.com](mailto:edu@lionslifecoaching.com) [www.lionslifecoaching.com](http://www.lionslifecoaching.com)

## Open Positions

Currently we are looking for new candidates to join our team, available jobs:

Business Teacher, Education teacher, Counseling Teacher, Social Work Teacher, Music Teacher, Fine Arts teacher, Theology Teacher, Media Communications Teacher. Currently we are also searching for an Administrative Secretary for the school office.

**Teachers:** All applicants must have a Bachelor's Degree and have interest in teaching in a Christian University setting. We are accepting resumes and applications via email [edu@lionslifecoaching.com](mailto:edu@lionslifecoaching.com)

Main Responsibilities • Planning, preparing and delivering lessons to all students in the class; • Teaching according to the educational needs, abilities and achievement of the individual students and groups of students; • Adopting and working towards the implementation of the school development plan of the university; • Assigning work, correcting and marking work carried out by his/her students; • Assessing, recording and reporting on the development, progress, attainment and behavior of one's students; • Participating in In-Service education and training courses as well as in continuing professional development opportunities.

## Typical Class Schedule

Classes are Monday, Wednesday, Friday 8am-4pm with a Lunch break 12 pm

**Administrative Secretary:** The type of person who will fare best as a school secretary is one that is people oriented, can multi-task, understands secretarial duties, and is highly organized. The school secretary has to complete work in a timely manner to meet deadlines while keeping schedules for teachers, principals, and events. This same secretary must greet all visitors, answer the school phone to direct calls, make announcements, and complete billing.

All applicants must have interest working in a Christian University setting. We are accepting applications via email [edu@lionslifecoaching.com](mailto:edu@lionslifecoaching.com)

# EMPLOYMENT APPLICATION

<b>Lions Life Coaching University, 4100 Evans Ave, Fort Myers, FL 33901</b> 202-579-9594 <a href="mailto:edu@lionslifecoaching.com">edu@lionslifecoaching.com</a> <a href="http://www.lionslifecoaching.com">www.lionslifecoaching.com</a>
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**Personal Information**

First		Last	
Address		City, ST, zip	
Phone	Position desired	Over 18?	
Email			
Birth Date mm/dd/yyyy		Social Security #	
Are you legally eligible to work in the USA?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Can you perform your duties without accommodations? If no, explain.			
Did you serve in the Military?		Years served	
<b>Education</b>	Years Completed	Field of Study	Graduate or Diploma
High School			
College			
Tech School			
Other			

**Employment:** List last employment first, and any employment related to teaching. Use an extra sheet if necessary and label it with the same fields as below.

Employer name and address:	Telephone:
	Dates employed from and to:
Your Position/duties	
Employer name and address:	Telephone:
	Dates employed from and to:
Your position/duties	

Employer name and address:	Telephone:
	Dates employed from and to:
Your position/duties	

**References** list two references that are not family.

Name	Address	Telephone	Years Known
1.			
2.			

**Availability**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Have you ever been convicted of a crime or a felony? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain

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Please attach your full resume to this application. If we are interested, we will be in touch within 72 hours to schedule an interview.

By signing below, I confirm that the information provided on this application and my resume are accurate and truthful to the best of my knowledge.

Sign \_\_\_\_\_ Date \_\_\_\_\_

*Lions Life Coaching University, a non-profit organization, is an equal opportunity employer*

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