



Instructional Staff Application

Community Christian Academy exists to provide a distinctive, biblically based education in a nurturing environment through which students are instilled with godly character, inspired to excel, and prepared for a life of enduring commitment to Christ. Your interest in being a part of such a ministry at Community Christian Academy is appreciated. We invite you to fill out this application and return it to our school office. If an opening occurs for which you may qualify, we will notify and ask you to send your placement file to our office. We will also contact your references. If we have continued interest in your candidacy, we will send you some follow-up questions and arrange for a personal interview.

We realize that the key to a successful Christian school is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models (Luke 6:40).

We look forward to receiving your application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

A. Applicant's Name, Address, Personal Information

Last name _____ First name _____ Middle initial _____

Date of Birth _____ Social Security No. _____

Marital Status _____ Number of Children _____ Ages _____

Current address:

Street address _____

City _____ State _____ Zip _____

Phone: Days (_____) _____ Evenings (_____) _____

Cell phone (_____) _____ E-mail _____

Best time to call? _____ Length of time at this address? _____

Permanent address and phone number if different from current address _____

Position applied for _____

Special abilities: What activities would you be capable of and willing to direct, advise, or assist with?

How did you learn about the position for which you are applying? _____

Can you submit verification of your legal right to work in the U.S.? Yes No

What are your long-term goals? _____

What is your desired salary? _____

Application date ___/___/___ Date available ___/___/___

B. Christian Background

On a separate paper in your own handwriting, briefly give your Christian testimony.

Please carefully read our statement of faith and indicate your degree of support.

- I fully support the statement as written, without mental reservations.
- I support the statement except for any areas listed and explained on a separate paper. These areas represent either disagreements or items for which I have not yet formed an opinion or a conviction.

What is your denominational preference? _____

What is your local church affiliation? _____

Are you currently a member in good standing? _____ Years? _____

Are there any additional doctrines or convictions not a part of the statement of faith that we should be aware of? Yes ___ No ___ If yes, please write out on a separate page.

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth, and conduct? Yes No

In what church activities are you involved and with what degree of regularity? _____

Describe your routine of personal Bible study and prayer: _____

What books have you read recently that have helped you spiritually? _____

C. Questions for Instructional Personnel

Please list teaching certificates that you hold: _____

Please attach photocopies of any certificates held.

Please list K–12 activities or sports that you would be capable and willing to direct, sponsor, or coach (indicate grade or ability levels): _____

Sequentially list your teaching experience with most recent first:

School Name	Position	Dates

Please indicate your 1st and 2nd choices below: Then to the right please indicate the grades or subjects in order of preference:

Preschool Kindergarten Elementary _____

Junior High _____

High School _____

Full time Part time Substitute

D. Professional Qualifications

What degree, or degrees, do you hold?

Degree	Issuing Institution

What were your majors? _____

Your minors? _____

List any other educational advantages that you have had, including opportunities for travel: _____

List any books or articles that you have read recently that have helped you grow professionally: _____

Describe your level of computer and software program skills: _____

List any educational conferences or seminars that you have led or participated in recently: _____

Are you still in school? Yes No If yes, where? _____

How many courses are you currently taking? _____ Number of credits? _____ What is the course of study? _____

Do you know a foreign language? _____ If yes, which language? _____

Can you speak it? _____ read it? _____ write it? _____

Describe how periodic evaluations have been helpful to you:

E. Personal Philosophy

On a separate paper, please type your viewpoints on the following questions, providing a one-to-two-paragraph answer for each question.

1. Why do you wish to serve in a Christian program?
2. What are the main characteristics that distinguish a Christian program from a secular program?
3. What areas in your professional life do you feel are your strengths? What areas are you working to improve?
4. What do you believe about the origin of the universe?
5. Please summarize any additional information that you would like to present regarding your candidacy for this position.

F. Employment History

Please start with your current or most recent employer and work backward for the past *ten years*. If necessary, use a separate paper and follow the same format for additional positions.

1. Position _____ Dates of employment _____
Employer _____ Address _____

Supervisor's name and phone number _____

Reason for leaving _____

2. Position _____ Dates of employment _____
Employer _____ Address _____

Supervisor's name and phone number _____

Reason for leaving _____

3. Position _____ Dates of employment _____
Employer _____ Address _____

Supervisor's name and phone number _____

Reason for leaving _____

4. Position _____ Dates of employment _____

Employer _____ Address _____

Supervisor's name and phone number _____

Reason for leaving _____

Have you ever been dismissed from a position? Is yes, please explain. _____

Have you ever been convicted of or pled "no contest" to a felony? If yes, please explain. _____

As far as you know, are you interested in working for one year, or on a more permanent basis?

Are you holding or have you already signed a contract for next year with any other educational institution?

Yes No

Have you ever worked under a different name for any of the employers you have listed?

Yes No If yes, what was the name or names? _____

Have you served in the military? Yes No If yes, what type of training or education did you receive?

G. Personal References

Do not list family members or relatives for references. You will also need to sign the attached Authorization to Release Reference Information form and return it with this application.

Give three references who are qualified to speak about your spiritual experience and Christian service. List your current pastor *first*.

Name and complete address	Phone	Position

Give three references who are qualified to speak about your professional training and experience. List your current or most recent principal or supervisor *first*.

Name and complete address	Phone	Position

I authorize Community Christian Academy to thoroughly interview the primary references that I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize my former employers and any other references to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former employers, all other references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the school.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditional until the school has received the background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

I understand that this application for employment is valid for no more than 120 days. After that, I must resubmit an application in order to be considered for positions at this school.

I understand that this is only an application for employment and that no employment or employment contract is being offered at this time.

I understand that failure to complete any portion of this application or to sign this application will result in rejection of my application.

I certify that I have carefully read and do understand the attached statements: (1) statement of faith (2) lifestyle statement, and (3) declaration of moral integrity

Applicant signature

Date

Community Christian Academy - Statement of Faith

The Bible is the inspired Word of God and the Christian's final authority for faith and practice (II Timothy 3:16). The birth of Jesus Christ is evidence of His Deity, in that He was Virgin born and was God in the flesh (Matthew 1:20, I Timothy 3:16). The Blood of Jesus Christ, shed on Calvary, is the only Atonement for man's sin (I Peter 1:18-19, I John 1:9, John 14:6). We believe in the burial, bodily Resurrection of Jesus Christ from the tomb, and His ascension into Heaven (I Corinthians 15:1-4). The Body of Christ, also called the Church, is composed of all born-again believers who have by faith accepted Jesus Christ as Savior (Ephesians 2:8-22, 3:1-21, 4:4-16, 5:23-32). We hold to the Blessed hope of the personal return of Jesus Christ back to earth (Titus 2:13). The believers call is to a life of consecration which requires increasing in the knowledge of Christ and growing in grace (Colossians 1:10, II Peter 3:18, John 15:4-5). The will of God for all believers is to give evidence of sanctification to the world through being honorable in all relations with others (Romans 12:1-2, I Thessalonians 4:3, James 1:27). God created man and woman and instituted marriage between one man and one woman, as a picture of Christ's relationship with the church (I Corinthians 7:1-17, Hebrews 13:4, Matthew 19:3-12, Ephesians 5:22-33).

Community Christian Academy - Lifestyle Statement

Community Christian Academy is a religious, nonprofit organization representing Jesus Christ throughout the local community. Community Christian Academy requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9-10, 1 Tim. 4:12, Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

Community Christian Academy's Statement of Faith expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity and homosexual behavior or any other violation of the unique roles of male and female (Rom. 1:21-27, 1 Cor. 6:9-20). Community Christian Academy believes that biblical marriage is limited to a covenant relationship between a man and a woman.

Community Christian Academy's employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of Community Christian Academy that each employee will have a lifestyle in which "He may have the preeminence" (Col. 1:18, NKJV).

Declaration of Moral Integrity Form

Community Christian Academy expects all of its employees, as well as its volunteers who have unsupervised access to children, to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for a ministry position as an employee or as a volunteer at this school, I, (print name) _____, recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that as a follower of Christ, I am not engaging in and commit to not engage in inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual activity, sexual harassment, use of (including the viewing of) pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of this Christian school.

Applicant's signature Date

Administrator's signature *after* discussion with applicant/volunteer Date

“Marriage should be honored by all, and the marriage bed kept pure, for God will judge the adulterer and all the sexually immoral.” (Hebrews 13:4, NIV)

“The student is not above the teacher, but everyone who is fully trained will be like their teacher.” (Luke 6:40, NIV)