

APPLICATION FOR EMPLOYMENT

Calvary Christian Center and Academy

Applications are received and employees are hired without regard to race, creed, color, sex, age, national origin, marital status, physical or mental handicap, veterans status and citizenship status. The receipt of this application does not mean that job openings exist or does not obligate us in any way. We appreciate your interest in our organization.

While completing this application if you find it necessary to provide additional comments or explanations to questions asked, please attach additional sheets of paper. **PLEASE PRINT OR TYPE ALL INFORMATION!**

Date Prepared _____

PERSONAL INFORMATION

Name _____ Social Security No. _____
Last First Middle Initial

Present address _____ Home phone () _____
No. Street City State Zip

How long have you lived at above address? _____

Previous address _____ How long did you live there? _____
No. Street City State Zip

Are you over the age of 18? Yes No If no, employment is subject to verification that you are of minimum legal age.

What languages can you read, speak and write fluently? _____

Are you a citizen of the United States? Yes No

If not a citizen of the U.S., can you provide proof that you can legally be employed in the U.S.? Yes No

EMPLOYMENT INFORMATION

Position applying for _____ Date available for work _____

What salary/hourly rate do you expect? _____

Type of employment: Full Time Part Time Temporary

What days and hours if part time? _____ Hours _____
Days From () AM () PM To () AM () PM

Have you ever applied for a job with us before? Yes No

Have you ever worked for us before? Yes No

Have you ever been bonded? Yes No

Have you ever been refused bond? Yes No If yes, state reason and date _____

Have you ever been convicted of any crime other than a minor traffic violation? Yes No
 If yes, state date, court and place where offense occurred _____

Have you ever been discharged or requested to resign from a position? Yes No
 If yes, explain _____

Does your present employer know of your plans to change employment? Yes No
 Why do you desire to make a change? _____

Have you ever held a position of trust (handling money or confidential material)? Yes No

How much time have you lost from work during this past year? _____

Would you have steady transportation to work? Yes No

Do you have any personal responsibilities or problems that may affect your daily attendance? Yes No
 If yes, explain _____

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with our organization? _____

EDUCATION INFORMATION

Schooling	Years Completed	Degree Rec. and Major Sub.	Name of School	Location	Did You Graduate?
Grammar or High School					
Trade Bus. or Correspondence					
College					
Graduate School or Seminary					

Describe any other specialized or professional training (such as computers, etc.). If you are presently enrolled in school, what are you studying? _____

CHURCH AFFILIATION

Please list your church membership(s) over the past five years:

Current Church _____	Dates attended _____	City/State _____	Phone # _____
Previous Church _____	Dates attended _____	City/State _____	Phone # _____
Previous Church _____	Dates attended _____	City/State _____	Phone # _____
Previous Church _____	Dates attended _____	City/State _____	Phone # _____

PRIOR WORK RECORD (Start with most recent or present employer)

1 Name of Most Recent Employer _____ Telephone No. _____
 Address _____
 Name & Position of Immediate Supervisor _____ Date of Employment : From _____ To _____
 Your Position or Title _____ Starting Rate \$ _____ Ending Rate \$ _____
 Describe Your Duties _____
 Reason For Leaving _____

2 Name of Employer _____ Telephone No. _____
 Address _____
 Name & Position of Immediate Supervisor _____ Date of Employment : From _____ To _____
 Your Position or Title _____ Starting Rate \$ _____ Ending Rate \$ _____
 Describe Your Duties _____
 Reason For Leaving _____

3 Name of Employer _____ Telephone No. _____
 Address _____
 Name & Position of Immediate Supervisor _____ Date of Employment : From _____ To _____
 Your Position or Title _____ Starting Rate \$ _____ Ending Rate \$ _____
 Describe Your Duties _____
 Reason For Leaving _____

May we contact the employers listed above? _____ If not, indicate by No. which one(s) you do not wish us to contact _____

PERSONAL REFERENCES

(Do not list relatives or previous supervisors)

Name _____	Phone No. _____	Years known _____	Occupation _____
Name _____	Phone No. _____	Years known _____	Occupation _____
Name _____	Phone No. _____	Years known _____	Occupation _____

APPLICANT'S STATEMENT - READ CAREFULLY!

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on my application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation on my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice in compliance with applicable laws or statutes.

I understand that employment at this organization is "at will", and includes no guarantee, contract, or promise of employment for any specified length of time. I further understand that a criminal record check may be conducted on me, and I consent to any such check.

I authorize the use on any information in this application and any attached supplements to verify my statements, and I authorize the past employers, schools, churches, all references, and any other persons or organizations, whether or not identified in this application, to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any and all liability or damages on account of having furnished such information.

Signature of Applicant _____

Date _____

NOTE If this application is returned by mail, please address it to: "Attn. Personnel Committee" and mark the envelope "Personal and Confidential".



Calvary Christian Academy

1687 W. Granada Blvd.

Ormond Beach, FL 32174

386-672-2081 fax 386-615-3736

Calvary Christian Academy Teaching Application

Thank you for the consideration of employment with Calvary Christian Academy. We are an SACS and ACSI Accredited school. Because of our standards of accreditation, all faculty and aids must hold a current ACSI certification or be certifiable before the time of employment. We do a nation wide background check on all employees and a drug test before employment of any kind. We hold all employees accountable to the Matthew 18 policy and a moral standard agreement on character and conduct that always reflects Christ. We are a ministry of Calvary Christian Center with the Assemblies of God and hold all employees to be in agreement with the philosophy and teachings of CCC. All employees must be in regular attendance, involvement to some level and faithful tithers to their local church. Full time employees of CCA and that have school aged students, must send their students to CCA as to not create a conflict of interest.

Please return this application with the following:

- Resume
- College Transcripts copy
- Certification copy
- CPR and First Aid Certification copy
- Portfolio if possible
- References

Mission Statement

Calvary Christian Academy, inspired by the Word of God and guided by the Holy Spirit, is dedicated to providing excellent Christ-centered educational programs for young Christian men and women, so that they grow in their relationship with Jesus Christ and learn to live and work as faithful children of God.

Name: (Printed) _____

(Last)

(First)

(Middle)

Position(s) Sought _____ Date available to work _____

Personal Information

Address: _____

(Street)

(City)

(State)

(Zip Code)

Telephone: _____ Date: _____

Social Security # _____ Birthdate: _____

Do you have the legal right to work and be employed in the United State? _____

If hired, you will be required to submit proof of identification and legal authority to work in the US.

Marital Status: Married ___ Widowed ___ Divorced ___ Single _____

Names and ages of any children _____ Do they live with you? _____

Health Information

General condition of health: Fair ___ Good ___ Excellent ___

Physical handicaps: (including sight or hearing) _____

Regular medications you take: _____

Do you have any of the following: (yes or no) ___ High blood pressure, ___ heart trouble, ___ diabetes, ___ joint trouble, ___ hearing aids, ___ secures disorders, ___ asthma, ___ seasonal allergies?

Have you had a nervous breakdown? _____ If yes, when? _____

Do you have any limitations to heat, lifting things over 20 pounds, and/or mobility? _____

Education

School(s) attended	Dates	Year Graduated	Degree earned	Major/minor
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

How many units of professional education courses have you completed? _____ Units of Bible? _____

Have you had a course in the Christian philosophy of education? ___ If yes, where? _____

Do you hold a teaching Credential? _____ What kind(s)? _____

Do you have a CPR and First Aid Certification? _____ Expires? _____

List any honors, awards, special achievements: _____

What areas of extra curricular clubs, sports or sponsorships have you participated or led? _____

What areas of expertise or outstanding work have you been honored with in your teaching career?

Are you willing to do any additional college work at your expense? _____

Employment

(List all employment from most recent to oldest including teaching jobs and non teaching jobs)

Name of School	City/State	Dates	Levels	Salary	Reason you left
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Total years of experience in teaching? _____ How many times are you tardy in a year? _____

In a course of the school year, how often do you miss work? _____

Have you ever filed workman's compensation? _____

Reason for leaving your present or last position? _____

Would you receive a good, fair or excellent reference form your current and/or last position? _____

If not, why? _____

What specific experience have you had working with children other than teaching in school? _____

Do you speak a foreign language? _____ Which? _____

What are your strengths as an employee? _____

What are your weaknesses as an employee? _____

Have you ever been convicted of a crime other than a traffic violation? _____

Have you ever been accused or investigated for child abuse or child molestation? _____

Have you ever changed your name or had a maiden name? _____ If so, please list it. _____

On a separate sheet of paper please explain each of the following with a short 200 to 300 word answers:

1. How do you handle classroom management?
2. How do you handle discipline?
3. How do you handle gossip?
4. What is your philosophy of Christian education?
5. Why do you want to work at Calvary Christian Academy?
6. What is your Christian experience and how do you grow in your faith now?
7. Why do you think prayer and Bible study are necessary for all teachers and students?
8. If you were hired, what would you bring to CCA that would be essential to bring excellence?
9. What do you feel is the largest difference between public and Christian schools?

References (minimum of 4 with complete address and phone numbers.) List your current employer and pastor as numbers one and two. No relatives please.

Name	Address	City/State/Zip	Phone	How do you know them
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Spiritual Information

Are you a born-again Christian? _____ If so, for how long? _____

Do you believe in the baptism of water? _____ If so, when were you baptized? _____

Do you believe in the baptism of Holy Spirit with the evidence of tongues? _____

Do you participate with outreaches in your church? _____

Have you ever been on a mission's trip? _____ If so, to where? _____

Do you participate with Sunday School Classes or a specific church ministry? _____ If so, which one?

What church do you attend on a regular basis? _____ Are you a member? _____

What is the denomination of your church? _____ Do you tithe? _____

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements, misrepresentation, material omission on this application shall be considered sufficient cause for dismissal. It is my understanding that all school employees must be fingerprinted and receives a drug testing. If submitting this application, I authorize the school to investigate all statements and to perform a background check and drug test.

The following statements must be true of all employees: I am a born again Christian who attends all the services of my church regularly and pays tithes faithfully to the church. I have a sincere belief in the inspiration of the Holy Scriptures as the Word of God and the final authority in all matters of faith and conduct. I do not drink alcoholic beverages, use tobacco in any form, use illegal drugs, or participate in any other questionable practices. I can abide by all the moral codes and the Matthew 18 policy without reservations.

Application must be signed and dated _____

Statement of Faith

Our school stands firmly on the unchanging work of God as expressed in the following statement of historic evangelical Christianity.

I believe the Bible to be the inspired Word of God, as revelation from God to man, the infallible rule of faith and conduct and is superior to conscience and reason, but not contrary to reason.

I believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit.

I believe in the death of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension of the right hand of the Father, and in His personal return in power and glory.

I believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.

I believe in the resurrection of both the saved and lost; they that are saved unto the resurrection of life and they that are lost unto the resection of damnation.

I believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enable to live a Godly life.

I believe in the spiritual unity of believers in our Lord Jesus Christ.

I believe in the soon return of our Lord Jesus Christ to rapture those who have accepted Him as their Savior and Lord.

I have accepted the Lord Jesus as my personal Savior, and by my signature below, I am indicating that I accept and believe in the Statement of Faith as written above.

Signed and Dated: _____