



FC CORNERSTONE CHRISTIAN ACADEMY

Application for Employment

For Office Use Only

Interview Date: _____

Time: _____

By: _____

WHAT TYPE OF POSITION ARE YOU APPLYING FOR? *(Please check all that apply.)*

Teaching:

- Preschool (age 2-4)
- Elementary (K-4th Gr.)
- Middle School (5th – 8th Gr) *
*MS includes Electives

Aide:

- Preschool
- Elementary

Staff:

- Administration
- Clerical/Accounting
- Extended Care Program

Other:

- Substitute Teacher
- Coach
- Other _____

PERSONAL INFORMATION *(Please print legibly)*

Date of Application _____

E-mail Address _____

Last Name _____

First Name _____

Middle Name _____

Present Street Address _____

City _____

State _____

Zip _____

Home Telephone # _____

Mobile Telephone # _____

Social Security Number _____

Date of Birth: _____

Marital Status: Single Married

Military Status: Active Veteran

Ethnicity: Hispanic Non-Hispanic

Race: Asian Black White Native Hawaiian/Pacific Islander American Indian/ Alaskan

Are you a previous Cornerstone Christian Academy employee? Yes No

(If yes, please provide last year worked and position held.)

SPIRITUAL LIFE

Are you a member of a Christian church? Yes No **If yes, how long?** _____

Are you an active member? Yes No

Name of Congregation _____

Minister's Name _____

Church Address _____

Do you regularly attend church? Yes No

If yes, check all that apply: A.M. Worship P.M. Worship Bible Study Wednesday Evening Worship Meetings/Special Events

If not, explain why not: _____

Do you believe the Bible to be the inspired, inerrant word of God? Yes No

Do you use alcohol, tobacco or mind-altering drugs? Yes No If yes, explain: _____

Do you practice any personal habits or activities, either public or private, that would prevent you from modeling the Christian lifestyle as depicted in New Testament principles? Yes No If yes, explain: _____

EDUCATIONAL INFORMATION (or indicate if provided in attached résumé.)

Do you have a high-school diploma? Yes No **Name of high school:** _____

Institution	Type	Major Subject	Degree or Current Status of Study

EMPLOYMENT INFORMATION (or indicate if provided in attached résumé.)

Employer Name/Address	Supervisor's Name	Supervisor's Email	Dates Employed	Reason for Leaving
			From _____ To _____	
			From _____ To _____	
			From _____ To _____	

ACCOMPLISHMENTS AND HONORS (or provide copies of certificates)

Scholastic Honors:

Recent Research:

Memberships, Publications, Professional Distinctions or Offices held:

Graduate Study/Interests (Current/When to Begin):

Extra-curricular activities in which you have participated or are interested:

Non-professional Interests, Hobbies and Activities:

Computer software you are proficient with:

CHRISTIAN COMMITMENT

What can you contribute as a Christian faculty/staff member to CCA? _____

Recognizing that faculty and staff are expected to be concerned with the total life of our students, would you comment on your willingness to lead and assist students by example, prayer and counsel in coming to a meaningful relationship with Jesus Christ? _____

PROFESSIONAL DEVELOPMENT

What areas are you best qualified to teach: 1. _____ 2. _____

What teaching certificates(s) do you hold and in what state were they issued? _____

What other professional certifications or licenses do you currently hold or have held in the past?
(Examples include, but are not limited to, CPA, financial consulting, nursing, insurance or real estate licensure, etc.)

REFERENCES

List references who can assess your professional ability, personality, and character. Please provide complete name, e-mail address (if possible), and telephone number.

Supervisor/Director (<i>Current</i>)	E-mail or Mailing Address	Phone
Professional Reference	E-mail or Mailing Address	Phone
Personal Reference	E-mail or Mailing Address	Phone
Minister	E-mail or Mailing Address	Phone

OTHER DATA

Each of the following questions must be answered with a “yes” or “no.” If any answer is “yes,” please attach an explanation. Include final disposition of investigation.

Have you ever failed to have a contract renewed? Yes No

Have you ever had a teaching credential denied, revoked or suspended in any state? Yes No

Have you been convicted of or pled *nolo contendere* to a felony or misdemeanor (other than a minor traffic offense) including DUI? Yes No

Have you been convicted of a felony or misdemeanor, including DUI and/or sex related or child abuse related offenses for which charges are currently pending? Yes No

APPLICANT’S AGREEMENT *(Please read carefully.)*

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that, if employed, falsified statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to verify all information referenced in this application, and I release such parties from all liability for any damages which may result from providing such information.

I further understand and agree that any offer of employment is contingent upon the receipt and approval of criminal background check information. I also understand that if I am hired, my employment will be at-will unless I have a valid written contract for a specific term of employment.

Applicant’s Signature

Date

RETURN APPLICATION TO:

Cornerstone Christian Academy
ATTN: HR Department
2140 First Colony Blvd., Sugar Land, TX 77479

OR SCAN AND E-MAIL TO:
kjones@cornerstonecca.org
Subject: Application for Employment

ADDITIONAL COMMENTS

How did you hear about Cornerstone Christian Academy?

The Mission of Cornerstone Christian Academy is to equip students with skills for life and faith for eternity.

Cornerstone Christian Academy endeavors to provide high quality education from the Christian perspective. CCA's employees are expected to establish a climate for Christian nurturing while serving as role models for the youth they serve. The following qualities are strongly desirable in candidates for positions at CCA. Of paramount importance are the employee's personal Christian commitment, professional readiness, and desire for involvement in school activities.

Role of All Faculty and Staff

CCA is a Christian school, and as such faculty/staff represents Cornerstone Christian Academy inside and outside of school. Regardless of personal faith background and beliefs, all faculty and staff are spiritual leaders called to bear witness to God's love and mercy. All interactions within the community should reflect this call.

Demonstration of strong spiritual commitment.

Those who teach at CCA must be ready to commit to regular attendance to church services and activities of a Christian congregation. They are required to place membership at a specific congregation.

Acceptance of the challenge of ministry.

In concert with the spiritual commitment, it is important that CCA employees see their work as a way of life. CCA faculty members should be capable of modeling Christian adulthood, whether married with children or as a single individual. If married, the support of family members in the desire to teach in a Christian school is also important. The Christian school setting is a unique opportunity to make a difference in the lives of people.

Strong academic qualifications.

CCA seeks candidates who have taken their professional training seriously, being reflected in their academic transcript. Additionally, preference is given to prospects with a variety of successful experiences in school related activities that complement their academic standing.

Strong command of Standard English, written and spoken – ability to articulate ideas and thoughts well.

The teaching staff represents CCA to many people. It is critical that their own grammar, syntax, and pronunciation set a high standard of correctness. It is also critical that they be able to articulate clearly to students in the teaching process.

Interest in both advanced and struggling students.

The CCA student body generally performs well academically and needs extra challenges. There are, however, always students who have weaknesses that negatively impact their ability to grasp specific subject matter. Sometimes, it may be extrinsic factors, or it may be an inherent lack of ability. In any case, CCA seeks caring professionals who are willing to invest time and energy to determine teaching methods that will serve those students. Whether the need is supplemental projects for the advanced or remediation activities for the struggling student, CCA faculty members are expected to meet the challenges.

Ability to manage student behavior.

The teachers and staff members of CCA should build the kind of rapport with young people that earns their cooperation and respect. Students generally cooperate with and respect teachers who are competent and use mature judgment. Teachers are mentors to students. The mentoring teacher is not afraid to exercise authority and can do so without alienating the student.

Willingness to participate in activities and special projects.

The Board of Trustees and the Administration of CCA are committed to developing excellence throughout the school. To use the name "Christian" to describe a school environment is making an important statement to the secular world. The Christian work ethic will ultimately produce a school noted for its commitment to the improvement of the individual student through experiences in spiritual, academic and student activities. Employees will be asked to participate in and contribute to many activities and projects such as sponsorship of student clubs and organization, academic meets, school related programs, athletics, and special events, etc.