

CCA INITIAL TEACHER APPLICATION

Your interest in Covenant Christian Academy is appreciated. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which you may qualify, we will notify you in writing. We will send you some follow up questions and ask you to return them to us along with your placement file. We will also contact your references. If we have continued interest in your candidacy, we will arrange for a personal interview.

Leadership is essential for Covenant Christian Academy. We are grateful for teachers who are professionally qualified, who love children, and who, by the pattern of their lives, are Christian role models in and out of the classroom to exemplify Christ. Luke 6:40.

We look forward to receiving your initial application. Thank you for your interest in the ministry of our school.

APPLICANT'S NAME AND ADDRESS

Full name: _____ Email: _____

Social Security Number: _____ - _____ - _____ DOB: ____/____/____

Current address: _____

City: _____ State: _____

Length of time at this address: _____ yrs _____ months

Phone: Days (____) _____ - _____ Evenings (____) _____ - _____

Best time to call you: _____

Application date: ____/____/____ Date available: ____/____/____

List any additional addresses where you have lived in the last five years beginning with the most recent:

_____ City: _____ State: _____

_____ City: _____ State: _____

_____ City: _____ State: _____

POSITION DESIRED

Please indicate preference by placing a check mark in the parenthesis. Then to the right please indicate the grades or subjects in order of preference:

(____) Kindergarten: _____ (____) Elementary: _____

Full time ____ Substitute ____

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

CHURCH AFFILIATION

What church do you attend? _____

Pastor's name _____ Pastor's PH #:(____) _____ - _____

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

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

PROFESSIONAL QUALIFICATIONS

Please attach photo copies of all your post-secondary transcripts. Should you be considered for a position, official copies of your transcript must be provided to the school for inclusion into your personal file.

What degree or degrees do you hold?

Degree	Date Received	Issuing Institution
_____	___/___/___	_____
_____	___/___/___	_____
_____	___/___/___	_____

Your Major(s) _____

Your Minor(s) _____

Cumulative grade point average Bachelor's _____ Graduate work _____

Sequentially list your teaching experience with most recent first.

School's Name	Grades or Subjects	Dates
_____	_____	___/___/___
_____	_____	___/___/___
_____	_____	___/___/___

Do you have an ACSI Teaching Certificate? _____ What level? _____ Remains valid for _____ years.

Do you have a state teaching certificate? _____ State? _____

What kind? _____ Remains valid for _____ years.

Endorsement(s)	List semester hours in endorsement area(s)
_____	_____
_____	_____
_____	_____

Have you had any courses in the Christian Philosophy of Education? If so, where and when?

If not, would you be willing to take such a course by correspondence or otherwise? _____

EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may follow the same format on the reverse.

Position: _____ Dates of Employment: ___/___ to ___/___
Address: _____ City: _____ State: _____
Supervisor's Name: _____ Phone Number:(____)____ - _____
Reason for leaving: _____

Position: _____ Dates of Employment: ___/___ to ___/___
Address: _____ City: _____ State: _____
Supervisor's Name: _____ Phone Number:(____)____ - _____
Reason for leaving: _____

Position: _____ Dates of Employment: ___/___ to ___/___
Address: _____ City: _____ State: _____
Supervisor's Name: _____ Phone Number:(____)____ - _____
Reason for leaving: _____

Position: _____ Dates of Employment: ___/___ to ___/___
Address: _____ City: _____ State: _____
Supervisor's Name: _____ Phone Number:(____)____ - _____
Reason for leaving: _____

Position: _____ Dates of Employment: ___/___ to ___/___
Address: _____ City: _____ State: _____
Supervisor's Name: _____ Phone Number:(____)____ - _____
Reason for leaving: _____

Position: _____ Dates of Employment: ___/___ to ___/___
Address: _____ City: _____ State: _____
Supervisor's Name: _____ Phone Number:(____)____ - _____
Reason for leaving: _____

PERSONAL REFERENCES

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

Give three references who are qualified to speak of your spiritual experience and Christian service over the past five years. List your current pastor first.

Name: _____ Position: _____

Complete Address: _____ Phone(____) _____ - _____

City: _____ State: _____ Zip: _____

Name: _____ Position: _____

Complete Address: _____ Phone(____) _____ - _____

City: _____ State: _____ Zip: _____

Name: _____ Position: _____

Complete Address: _____ Phone(____) _____ - _____

City: _____ State: _____ Zip: _____

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

Name: _____ Position: _____

Complete Address: _____ Phone(____) _____ - _____

City: _____ State: _____ Zip: _____

Name: _____ Position: _____

Complete Address: _____ Phone(____) _____ - _____

City: _____ State: _____ Zip: _____

Name: _____ Position: _____

Complete Address: _____ Phone(____) _____ - _____

City: _____ State: _____ Zip: _____

ADDITIONAL INFORMATION

List any special abilities, interest, community activities, high school and/or college activities which would enhance your opportunity for employment, including unique or special achievements.

List any professional activities, including professional or honorary organizations, research studies, publications and/or presentations.

Describe the assessment techniques you will use to evaluate student learning.

Describe how you will promote sensitivity to racial, cultural, cultural, religious, and ethnical differences in your classroom.

Tell us about a creative lesson and how students were involved in their own learning – you were the facilitator.

What are three most important reasons for wanting to be a teacher?

What do you see as the key responsibilities of this position and what experience and/or background do you possess which will help you carry out these responsibilities.

APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Covenant Christian Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability.

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize Covenant Christian Academy to thoroughly interview the primary references which 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 references and my former employers 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, 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 conditioned upon the receipt of 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 is only an application for employment and that no employment contract is being offered at this time. Your initials are required after the following statements. Your application will NOT be accepted without initials.

I authorize investigation of all statements contained herein. I expressly authorize, without reservation, the employer, its representatives or designees to contact and obtain information from all references, previous employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application. I release all parties from any and all liability for any damage that may result from furnishing information to the Company.

Applicant's Initials: _____

I understand and agree that, if hired, my employment with the Company is known as an "at will" relationship. Simply stated, that means that we are working together for mutual benefit and either I or the Company may discontinue the employment relationship at any time, with or without cause or advance notice.

Applicant's Initials: _____

I understand that if I am hired, I will be required to show proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard. I understand that this application is only current for a period of one year. After one year, if I wish to pursue employment with Company I will need to reapply and fill out a new application.

Applicant's Initials: _____

I understand that I must submit to and pass a pre-employment drug screening and a successful physical signed by a physician that I am capable of performing the functions of the job for which I am hired. Furthermore, I understand that the company has a policy that permits random drug screening of its employees and in the event a future drug screening is not passed my employment will be based upon the successful completion of a Drug Free Workplace Program.

Applicant's Initials: _____

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect will be grounds for canceling any further consideration of this application and, if found after being hired, may be grounds for immediate termination of employment.

Mail to: Covenant Christian Academy, PO Box 367, Eaton, OH 45320

Applicant Signature: _____

Date: ___/___/___

Printed: _____

Application Received By: _____

Date: ___/___/___

Printed: _____