

CORNERSTONE CHRISTIAN + ACADEMY

"Educational Excellence in Christ"

3850 Frankfort Road • Shelbyville, KY 40065-9489

Phone (502)633-4070 • Fax (502)633-4605

www.CCAofKY.org

Dear Applicant,

EMPLOYMENT APPLICATION

Our school exists to provide a distinctive, biblically based education in a nurturing environment where students receive an excellent education based on God's word, realize their unique purpose in God's plan, and respond productively to God's call. Your interest in being a part of such a ministry is appreciated. We realize that the key to a successful Christian school is its faculty and staff. We are seeking applicants who are professionally qualified, who love children, and who, by the pattern of their lives, are Christian role models called to serve in the ministry of teaching.

We invite you to fill out this application and return it to the school office. We look forward to receiving it. 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.

Position Sought: (Mark all applicable)		Date of Application:		Date of Availability:	
<input type="checkbox"/>	Administrative	<input type="checkbox"/>	PreSchool Teacher	<input type="checkbox"/>	Assistant\Aide
<input type="checkbox"/>	Secretarial/Office Staff	<input type="checkbox"/>	Elementary Teacher (K-5)	<input type="checkbox"/>	Substitute
<input type="checkbox"/>	Custodial/Maintenance	<input type="checkbox"/>	Secondary Teacher (6-12)	<input type="checkbox"/>	Other:

A. Name\Address\Contact Information

Full Name:		First	Middle	Last
Date of Birth: (Opt)		Social Security #: (Opt)		Maiden
Street Address:				
City		State	Zip	
Home Phone:		Cell Phone:		Email:

B. Christian Background (Please include your written, Christian testimony with the application.)

Do you attend church on a regular basis? Yes No		Cornerstone Christian Academy Statement of Faith
What is your denominational preference?		
Which church do you attend?		
Are you a member in good standing? Yes No		
Pastor:	Pastor's Phone#:	
<input type="checkbox"/> I fully support the Statement of Faith. <input type="checkbox"/> I support the statement except for any areas listed and explained on a separate sheet of paper.		

Date Received in Office: _____

C. Instructional Qualifications (Administrator/Teacher Applicants ONLY)

(Please **include your written, Philosophy of Christian Education** with the application)

Teaching Experience (Sequential Order from Latest to Earliest)		
School	Position(s)	Dates
Do you hold a teaching license? Y N (attach a copy of all held licenses)	If yes, from which State or Agency?	
Certification(s):	Expiration:	
Other licenses\endorsements:		
Extracurricular Responsibilities Held:		

D. Professional Qualifications (All Applicants)

(Please attach a copy of all educational transcripts. Originals will be requested upon employment.)

Educational History		
Name of Institution (High School):		
City/State:	Dates of Attendance:	
Graduation Date:	Degree: Diploma	Area of Study: N/A
Name of Institution:		
City/State:	Dates of Attendance:	
Graduation Date:	Degree:	Area of Study:
Name of Institution:		
City/State:	Dates of Attendance:	
Graduation Date:	Degree:	Area of Study:
Name of Institution:		
City/State:	Dates of Attendance:	
Graduation Date:	Degree:	Area of Study:

Employment History				
Name of Employer:			Position:	
Address:		City:	State:	Zip Code:
Supervisor:		Supervisor Phone:		Supervisor Email:
Dates of Employment:		Reason for Leaving:		
Name of Employer:			Position:	
Address:		City:	State:	Zip Code:
Supervisor:		Supervisor Phone:		Supervisor Email:
Dates of Employment:		Reason for Leaving:		
Name of Employer:			Position:	
Address:		City:	State:	Zip Code:
Supervisor:		Supervisor Phone:		Supervisor Email:
Dates of Employment:		Reason for Leaving:		
Name of Employer:			Position:	
Address:		City:	State:	Zip Code:
Supervisor:		Supervisor Phone:		Supervisor Email:
Dates of Employment:		Reason for Leaving:		
Name of Employer:			Position:	
Address:		City:	State:	Zip Code:
Supervisor:		Supervisor Phone:		Supervisor Email:
Dates of Employment:		Reason for Leaving:		
Name of Employer:			Position:	
Address:		City:	Address:	Zip Code:
Supervisor:		Supervisor Phone:		Supervisor Email:
Dates of Employment:		Reason for Leaving:		

- Have you ever been dismissed, resigned to avoid being dismissed, or been asked to resign from a position? **Y N**
If 'Yes,' please explain: _____

- Have you ever been charged in civil or criminal proceedings with improprieties regarding children? **Y N**
If 'Yes,' please explain: _____

- Have you ever been convicted of any offense involving dishonesty, breach of trust, stealing, any type of moral impropriety, or any type of felony? **Y N**
If 'Yes,' please explain: _____

References (Three (3) Professional and Two (2) Personal)				
Name of Reference:			Professional or Personal	
Address:		City:	State:	Zip Code:
Relation:	Phone:		Email:	
Name of Reference:			Professional or Personal	
Address:		City:	State:	Zip Code:
Relation:	Phone:		Email:	
Name of Reference:			Professional or Personal	
Address:		City:	State:	Zip Code:
Relation:	Phone:		Email:	
Name of Reference:			Professional or Personal	
Address:		City:	State:	Zip Code:
Relation:	Phone:		Email:	
Name of Reference:			Professional or Personal	
Address:		City:	State:	Zip Code:
Relation:	Phone:		Email:	

E. Certification and Agreement(s)

- I understand that Cornerstone Christian Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.
- I hereby certify that I have not knowingly withheld any information that might adversely affect my chances of employment, and 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 on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when and how it was discovered. It is imperative to understand, that any information disclosed to Cornerstone Christian Academy, either first party or other, that is public domain information, may be used in the assessment of your employability. 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 Cornerstone 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 employees 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 may be required to submit 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 one (1) year from the date of being received in the office of the school. After that, I must resubmit an application in order to be considered for positions at the 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, to attach supporting documents, or to sign this application will result in rejection of the application.

I certify that I have carefully read and do understand the above statements.

Applicant's Signature

Date

Applicant's Checklist	Office Verification
<input type="checkbox"/> I have completed and/or answered all applicable blanks and questions.	<input type="checkbox"/>
<input type="checkbox"/> I have attached a copy of my written, Christian testimony.	<input type="checkbox"/>
<input type="checkbox"/> If I am applying to be an administrator or teacher, I have attached my written Philosophy of Christian Education.	<input type="checkbox"/>
<input type="checkbox"/> I have attached a copy of all educational transcripts.	<input type="checkbox"/>
<input type="checkbox"/> I have signed and dated the application to verify all certifications and agreements.	<input type="checkbox"/>
<input type="checkbox"/> I have read and signed the school's <i>Lifestyle Statement</i> .	<input type="checkbox"/>
<input type="checkbox"/> I have read and signed the school's <i>Declaration of Moral Integrity</i> .	<input type="checkbox"/>