



CORNERSTONE

CHRISTIAN ♦ ACADEMY

EMPLOYMENT APPLICATION

APPLICANT'S STATEMENT: I understand that the school is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to race, color, national origin, sex, age, disability, citizenship status, service member status, or any other category protected by federal, state, or local law.

I authorize former and present employers, and professional, work, and personal references listed in the application and any other individuals I may name, to give the School or its designee any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release such parties from all liability for any damages that may result from furnishing same to the School. I also authorize the School to provide truthful information concerning my employment with it to future employers, and I agree to hold it harmless for providing such information.

I understand that the School reserves the right, as permitted by law, to require drug and alcohol screening tests of an applicant or an employee either prior to employment or any time during employment and I hereby give my consent to any such tests. I consent to the release of the results of any such tests to the School or its designee. I release the School and its designee from any and all liability and damages that may result or arise from any drug test or the provision of information in connection with such a test.

I understand that this employment application and any other School documents are not promises of employment. I further understand that, if I am employed, I can terminate my employment at any time with or without cause and with or without advance notice, and that the School has a similar right. I understand that no manager, representative, or agent of the School has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing, except that the Headmaster may do so in writing.

I certify that the information given by me on this application and during the interview process is true and complete in all respects, and I agree that if the information is found to be false, misleading, or unsatisfactory in any respect (in the School's judgment) that I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired.

I certify that I am aware that the School may obtain a consumer report on me for use in connection with my application and, if I am hired, my employment with the School. I authorize the School to obtain this report.

This application will be considered "active" for a maximum of one year. If you wish to be considered for employment after that time, you must reapply. **Do not sign until you have read and understand these statements.**

Date

Applicant's Signature

Each inquiry on this application must be fully answered or completed. Otherwise, you will not be considered for employment.

Personal Data

Last Name		First Name		Middle Name
Present Address Street and Number City, State, Zip		How long have you lived there: Years: _____ Months: _____		
Previous Address Street and Number City, State, Zip		How long did you live there: Years: _____ Months: _____		
Telephone Number(s)	Email Address		Are you 18 years of age or older: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Position Desired: When are you available for work?		Placement Desired: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary		

EDUCATIONAL AND PROFESSIONAL TRAINING

Education	Years Completed (Circle)	School Name & Location (City, State)	Degree	Major/Minor
High School	9 10 11 12			
College/University *	1 2 3 4			
Graduate/Professional *	1 2 3 4			
Trade or Correspondence *				

*Applications will not be considered complete until Cornerstone has received **copies of official transcripts from all post-secondary institutions which the applicant has attended.**

List any professional designations, certifications, licenses, or courses that are applicable to the position for which you are applying:

CURRENT AND PREVIOUS EMPLOYMENT

Please list the names of your present or previous employers in chronological order with present or last employer listed first. Include part-time and seasonal employment. If self-employed, give firm name and supply business references. Fill out this form completely.

Employer 1		Dates Employed		Job Duties
		From	To	
Telephone Number(s):				
Address		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor Name & Title			

Reason for Leaving				
Employer 2		Dates Employed		Job Duties
		From	To	
Telephone Number(s):				
Address		Hourly Rate/Salary		
Job Title	Supervisor Name & Title	Starting	Final	
Reason for Leaving				
Employer 3		Dates Employed		
		From	To	
Telephone Number(s):				
Address		Hourly Rate/Salary		
Job Title	Supervisor Name & Title	Starting	Final	
Reason for Leaving				

Please describe any other experience that you have which would be relevant to the job for which you are applying.

BACKGROUND INFORMATION

Please explain fully any gaps in your employment history. Be sure to account for all periods of time, including military service and any period of unemployment.

List any other names which you may have used (alias and/or maiden name) which will be necessary to verify prior employment:

Have you ever been terminated or asked to resign from any job, or not offered a contract to return the next year? Yes No

If yes, please explain circumstances (use separate sheet of paper if necessary):

May we contact your current employer? Yes No

If no, please explain: _____

Have you ever worked at Cornerstone before? Yes No

If yes, please give dates and position: _____

How were you referred to us? _____

Have you ever pled no contest or guilty to a crime, or been convicted of a crime? Yes No

Are any charges currently pending against you? Yes No

Has any adjudication ever been withheld? Yes No

Have you ever been a defendant in a civil suit on an intentional tort (i.e., assault, battery, false imprisonment, invasion of privacy, intentional infliction of emotional distress, intentional wrongful death)? Yes No

If you answered yes to any of the preceding questions, please give dates and details:

(NOTE: Answering "yes" to these questions does not constitute an automatic bar to employment.)

Do you have any commitments to any other employer which may affect your employment? Yes No

If yes, explain: _____

PERSONAL REFERENCES

Please list people who know you well – **not** previous employers or relatives (please include current pastor).

Name	Occupation	Address (Street, City, and State)	Telephone Number	Number of Years Known

DRIVING INFORMATION:

Do you have a current valid driver’s license: Yes No If yes, License No.: _____ State: _____ Expiration Date: _____

If you do not have a driver’s license for the state in which you currently reside, why not? _____

Has your license ever been suspended or revoked? Yes No If yes, explain: _____

Do you have personal automobile insurance? Yes No If no, explain: _____

Have you ever been denied personal automobile insurance or has it ever been terminated or suspended? Yes No If yes, please explain: _____

Have you ever been convicted, pled guilty or pled nolo to a charge of DWI or DUI? Yes No

Are any such charges currently pending against you? If yes to either question, explain: _____

Please list all moving traffic violations in the last five (5) years:

OFFENSE	DATE	LOCATION	COMMENTS

Co-Curricular Information

Briefly describe your passions and expertise level in coaching/sponsoring athletics, fine arts, service, and other activities.

Please check the box to the left of those activities you feel qualified to coach or sponsor.

- Baseball
- Basketball
- Bible Study
- Chapel Band
- Chapel Band Vocalist
- Chapel Band Instrumental
- Cheerleading
- Choreography
- Community Service
- Cross Country
- Dance
- Debate
- Diving
- Football
- Girls Volleyball
- Golf
- Honor Council
- Lacrosse
- Literary Magazine
- Newspaper
- Photography
- Soccer
- Softball
- Student Government
- Swimming
- Technical Theater
- Theater
- Tennis
- Track & Field
- Wrestling
- Yearbook
- Other (Specify below)

Personal Faith

Please use a separate sheet of paper and attach to the application.

1. Describe your personal relationship with Christ and how that relationship impacts you on a daily basis.
2. Describe your philosophy of Christian Education and how you integrate it into your daily instruction.
3. Why do you desire to teach at Cornerstone Christian Academy?

Statement of Faith

We believe there is one God, the Creator and Sustainer of the universe, the source of all truth, who is ever present, all powerful, all knowing eternally existing in three persons – God the Father, God the Son, and God the Holy Spirit. – Matthew 28:19

We believe that Jesus Christ in His incarnate form was conceived by the power of the Holy Spirit, born of a virgin, led a sinless life, was crucified for the sins of mankind, physically died, and rose bodily from the grave. He ascended to heaven and is seated at the right hand of God, providing all mankind the opportunity to experience eternal life with God and victory over the power of sin. This is the Gospel of Christ and there is no other way for salvation. – I Peter 3:18.

We believe the Bible to be the inspired, infallible, authoritative, and inerrant Word of God, which gives the blueprint for successful living. – II Timothy 3:16-17

We believe mankind was created in God's image to enjoy a personal, intimate relationship with Him. Because of God's great love for us, He gave us a free will. Mankind chose to sin thereby separating himself from God. Being rich in mercy, God draws all people by the Holy Spirit to receive Christ's gift of salvation, providing restoration between mankind and God. – Isaiah 53:6

We believe that a person's character and lifestyle should be conformed to the image of Christ. This ongoing process leads to joy, peace, purpose, and brings honor to God. – Romans 8:29

The formal and informal religious instruction given every child at Cornerstone Christian Academy will reflect the above doctrinal statement. Please indicate you have read and understand this statement, and that you are whole-heartedly in agreement with the statement.

Signature of faculty/staff member

Date