

Central Christian Academy

Faculty Employment Application



Checklist

Upon submission of this application, you must include the following:

- Faculty Employment Application –access at www.ccamartin.org, to fill out electronically
- Copy of College Transcripts
- Copy of current teaching certificate or statement of your Tennessee state certification status
- Two professional reference letters
- One character reference letter from a church leader

You may email or mail this application to:

headmaster@ccamartin.org

Central Christian Academy
Attn. Headmaster
801 Harrison Road
Martin, TN 38237

Central Christian Academy
A Mission of Central Baptist Church
801 Harrison Road
Martin, TN 38237
(731) 587-9877

FACULTY POSITION APPLICATION

Mission Statement of Central Christian Academy: To provide quality education in a safe and secure Christian environment for children in this and surrounding communities. Central Christian Academy will guide your child toward academic excellence while encouraging their spiritual, moral, and emotional development.

Your interest in Central Christian Academy is appreciated. We invite you to fill out this application and return it to the CCA school office. If an opening occurs for which it appears you may qualify, your application will be thoroughly reviewed. We may also contact your references. If we have continued interest in your candidacy, we will arrange for a personal interview.

We realize that the key to a successful Christian School is its staff. We are grateful for those who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models. Luke 6:40.

We look forward to receiving your application. 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.

A. APPLICANT'S NAME AND ADDRESS

Full Name _____

Application Date _____ Date Available _____

Present Address _____

Phone Day () _____ Evenings () _____

Social Security Number _____

How long have you lived at the above address? _____

Permanent Address and Phone number if different than present address _____

On a separate piece of paper please list any additional addresses where you have resided at anytime during the past five years.

B. POSITION DESIRED

Please indicate possible position(s) for which you are applying:

First Choice _____

Second Choice _____

Please list activities or sports which you would be capable of and willing to direct, sponsor, advise, or coach. (Indicate grade or ability levels) _____

Why are you considering a change? _____

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

What would you like to be doing five years from now? _____

C. PROFESSIONAL QUALIFICATIONS

Please attach photocopies of all your college transcripts. Should you be offered a position, official copies of your college transcripts will be required to be submitted for inclusion in your personnel file.

What degree or degrees do you hold?

1. Degree _____ Date Received _____

Issuing Institution _____

Major (s) _____

Minor (s) _____

Special Studies _____

Honors/Awards _____

2. Degree _____ Date Received _____

Issuing Institution _____

Major (s) _____

Minor (s) _____

Special Studies _____

Honors/Awards _____

3. Degree _____ Date Received _____

Issuing Institution _____

Major (s) _____

Minor (s) _____

Special Studies _____

Honors/Awards _____

4. Other Educational Experience _____

D. TEACHING/EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may make copies of this page or following the same format, using a separate page.

1. Employer _____ Position _____

Address _____

Dates of Employment _____ Supervisor's Name and Phone Number _____

Employment Status () Full-time () Part-time () Temp. Number of Days worked per week _____

Reason for leaving _____

2. Employer _____ Position _____

Address _____

Dates of Employment _____ Supervisor's Name and Phone Number _____

Employment Status () Full-time () Part-time () Temp. Number of Days worked per week _____

Reason for leaving _____

3. Employer _____ Position _____

Address _____

Dates of Employment _____ Supervisor's Name and Phone Number _____

Employment Status () Full-time () Part-time () Temp. Number of Days worked per week _____

Reason for leaving _____

4. Employer _____ Position _____

Address _____

Dates of Employment _____ Supervisor's Name and Phone Number _____

Employment Status () Full-time () Part-time () Temp. Number of Days worked per week _____

Reason for leaving _____

5. Employer _____ Position _____

Address _____

Dates of Employment _____ Supervisor's Name and Phone Number _____

Employment Status () Full-time () Part-time () Temp. Number of Days worked per week _____

Reason for leaving _____

Have you ever worked under a different name for any of the employers you have listed? If so, what was the name or names? _____

Have you already signed a contract for next year with any other institution? () NO () YES

E. TEACHING CREDENTIALS

Type of Certificate and Number	State	Subject(s)	Certified In
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

F. PROFESSIONAL AFFILIATIONS

List Professional organizations to which you belong

G. CHRISTIAN SCHOOL PREPARATION

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? _____

Have you had other courses giving specific training for Christian schools? _____ Give details _____

H. REFERENCE DATA

List three references that are qualified to speak of your spiritual experience and Christian service. List your current church leader first. Do not list family members or relatives for references.

	Name	Complete Address	Phone	Position
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

K. CHURCH SERVICE

Denominational preference? _____

What is your local church affiliation? _____

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

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

What other Christian service have you done since becoming a Christian? _____

What is your attitude toward working with those of other races and those of other denominational beliefs? _____

Are you capable of teaching a Bible class? _____

To what extent should a Christian School Teacher become involved in Sunday and other weekday ministries of the sponsoring church of which you are a member? _____

Describe your routine of personal Bible study and prayer _____

L. PERSONAL RESPONSE DATA

Please respond on a separate sheet and enclose with your completed application.

1. Please give a statement of your personal relationship to Jesus Christ.
2. Why do you desire to teach at Central Christian Academy?
3. The Christian teacher is most effective when he/she models the Christian life. Share what this means to you in your personal habits, values, recreation, etc.
4. Have you ever led a child or youth to Christ?
5. What is your philosophy of discipline? Your attitude toward physical punishment?

M. PERSONAL BACKGROUND

Have you ever been charged in civil or criminal proceedings with improprieties regarding children?
NO () YES () If yes, indicate the nature of suit, offence, court and disposition_____

Have you ever been convicted of any offense involving dishonesty, breach of trust, stealing, any type of moral impropriety, or any type of felony? NO () YES () If yes, indicate the nature of suit, offense, date, court, and disposition. _____

N. ABILITY TO PERFORM ESSENTIAL JOB FUNCTIONS

You have read the job description and essential functions for this position. Is there any reason why you might be unable to perform the duties and responsibilities of the position for which you are applying?
NO () YES () If yes, please explain._____

If you answered “yes” to above question, is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position?

If you are offered a position, will you be able to verify that you are legally permitted to be employed in the United States? NO () YES ()

O. PERSONAL INTERESTS

Please indicate memberships, offices, and honors obtained:

Past _____

Currently _____

List your hobbies and personal interests _____