

COLUMBUS CHRISTIAN ACADEMY

Academic Employment Application

All academic positions including Teacher, Administrator, Guidance Counselor, Aide, After School Care, Substitute Teacher, *and when applying for a combination of academic and non-academic positions.*

Mail completed application to:

COLUMBUS CHRISTIAN ACADEMY
Administrator's Office
6405 Military Rd.
Steens, MS 39766

Date: _____

Name: _____ Phone: _____

Email address: _____ Cell Phone: _____

Address _____
(Number and Street) (City) (State) (Zip)

Date of Birth: _____ Place of Birth: _____

Marital Status: _____ Number of Children (if applicable): _____ Ages: _____

Denomination: _____ Church Membership (Place of): _____

Applying for (Position): _____

Subject(s): _____

Mark all that apply: Early Childhood Elementary Junior High Senior High

What was your COLLEGE MAJOR? _____

What was your COLLEGE MINOR? _____

Do you hold a professional educator's certificate?² Yes No

Valid in what state: _____

Granted (date): _____ Expires: _____

Please include a copy of your current Mississippi Professional Educator's Certificate and/or proof of background clearance from the Mississippi State Department of Education. (The background check may be completed at the end of the interviewing process if you have not had one done.)

If you do not presently hold a current and valid professional certificate, when do you expect to complete these requirements for certification? _____

¹ PLEASE NOTE: Records are retained in our files for three years unless requested by applicant

² Non-certified applicants have two years to complete 12 credit hours of education courses and three years to obtain Mississippi certification from the date of hire.

RECORD OF EDUCATION / TRAINING

	Name of Institution	Dates (From / To)	Year Graduated	Degree & Major	GPA
High School:					
College/ University					
College/ University					
College/ University					
Other					

Please include a copy of undergraduate and graduate transcripts.

PROFESSIONAL EDUCATOR EXPERIENCE

Beginning with your most recent position, list all professional education experience for which you have been compensated, *not* including student teaching assignments.

School	City/State/Zip	From – To	Subject(s) / Grades

OTHER WORK EXPERIENCE

Beginning with the most recent, please list all ***NON-INSTRUCTIONAL*** work experience for which you have been compensated.

Organization	City/State/Zip	From – To	Type of Work	Reason for Leaving

Are you willing to assist in sponsoring extra-curricular activities? Yes No

If yes, in what special areas are you interested and feel competent? (List in order of preference)

1 _____ 3 _____
2 _____ 4 _____

If you have been serving as a professional educator, why do you desire a change from your present position?

In a paragraph, please state what you feel are your greatest strengths as a professional educator.

If you have school age children, do you intend for them to attend CCA?

Yes No Not Sure

If you marked "No" or "Not sure," please explain: _____

School age children's names:

Entering grade level:

PERSONAL HISTORY Are you a U.S. Citizen? Yes No

Do you have any physical condition or handicap that may limit your ability to perform the job for which you are applying? Yes No

If Yes, please explain: _____

Have you ever been arrested for or convicted of a felony or a misdemeanor, which resulted in imprisonment? Yes No

If yes, please explain: _____

Have you ever been arrested for or convicted of child abuse of any kind? Yes No

Please check the appropriate answer:

Have you ever been suspended, dismissed, fired, or discharged from a position of employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever had a teaching certificate suspended or revoked?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been asked to resign from a position of employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been arrested or convicted of any violation of the law other than a minor traffic ticket?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any charges pending against you?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered yes to any of the above, please explain: _____

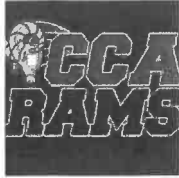
CHRISTIAN COMMITMENT AND TESTIMONY

Please explain who Jesus Christ is: _____

Why do you consider yourself to be a Christian? _____

How does one gain eternal life? _____

In a paragraph or two, explain how you go about making your teaching distinctively Christian.



COLUMBUS CHRISTIAN ACADEMY STATEMENT OF FAITH

I PERSONALLY BELIEVE AND ACCEPT the Trinity, God the Father, God the Son and God the Holy Spirit; and these three are one God, Creator of Heaven and earth.

I PERSONALLY BELIEVE AND ACCEPT Jesus Christ as my Savior and Lord, the only virgin-born Son of God. I accept Him in His sinless life and ministry, His vicarious atonement for the sins of mankind by the shedding of His blood upon the cross, His bodily resurrection from the tomb, His present intercession in Heaven, and His visible return.

I PERSONALLY BELIEVE AND ACCEPT God the Holy Spirit as a Person, who through the Word convicts men of sin, transforms the life by new birth, indwells and empowers the believers as witnesses to the glory of God.

I PERSONALLY BELIEVE AND ACCEPT that the Bible is the written word of God, inspired by the Holy Spirit and without error in the original manuscripts. The Bible is the revelation of God's truth and is infallible and authoritative in all matters of faith and practice.

I PERSONALLY ACCEPT COLUMBUS CHRISTIAN ACADEMY as my particular responsibility in helping fulfill the Great Commission of our Lord. Therefore, I, by the Grace of Almighty God through Christian education, endeavor to fulfill this responsibility.

AS A MEMBER OF THE COLUMBUS CHRISTIAN ACADEMY FACULTY, realizing the necessity of standing together, I hereby commit myself to stand behind the decisions of the Board and make every effort to support loyally the School and its staff and defend it against undue or invalid criticism.

Should the time come when I cannot in good conscience adhere to the above commitment, I agree to resign.

Signed: _____

Date: _____

DECLARATION OF MORAL INTEGRITY

COLUMBUS CHRISTIAN ACADEMY expects all of its employees and its volunteers with access to children to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for a ministry position as an employee or as a volunteer at this school, I (print name) _____ recognize, understand, and agree to live by the Christian moral standards of the school.

I declare (a) that during the past year I have not engaged in, (b) that at the current time I am not engaging in, (c) that I promise I will not engage in, and d) that I will not condone in my personal, teaching or professional standards during the term of my employment or volunteering, inappropriate sexual conduct. Inappropriate conduct includes, **but is not limited to**, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual, lesbian, or other sexual misconduct, sexual harassment, use or viewing of pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral-integrity standards and Christian role-model lifestyle requirements of COLUMBUS CHRISTIAN ACADEMY.

Let marriage be held in honor among all, and let the marriage bed be undefiled, for God will judge the sexually immoral and adulterous. (Heb 13:4)

A disciple is not above his teacher, but everyone when he is fully trained will be like his teacher. (Luke 6:40)

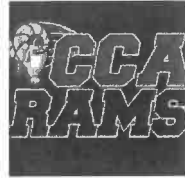
ANY INTENTIONAL FALSIFICATION OF ANY PORTION OF THIS APPLICATION WILL BE GROUNDS FOR IMMEDIATE DISMISSAL.

I declare that all of the above information and statements are factual and true. My signature below indicates that I meet the moral-integrity standards and Christian role-model life-style requirements of Columbus Christian Academy. I understand that any intentional falsification of any portion of this application will be grounds for immediate dismissal.

Applicant's signature

Date

Please do not use staples.



COLUMBUS CHRISTIAN ACADEMY

References

Please list four *character* references, one of which should be your pastor.

A. Character References

1. _____
(Name) (Occupation) (Capacity in which he/she knew you)

Address _____

Email: _____

Home Telephone _____ Business Telephone _____

2. _____
(Name) (Occupation) (Capacity in which he/she knew you)

Address _____

Email: _____

Home Telephone _____ Business Telephone _____

3. _____
(Name) (Occupation) (Capacity in which he/she knew you)

Address _____

Email: _____

Home Telephone _____ Business Telephone _____

4. _____
(Name) (Occupation) (Capacity in which he/she knew you)

Address _____

Email: _____

Home Telephone _____ Business Telephone _____

--References Continued--

Please list four professional references and send a copy of the evaluation form to each.
(Note: Evaluation forms are *not* sent to character references listed on the previous page.)

B. Professional References

1. _____
(Name) (Occupation) (Capacity in which he/she knew you)

Address _____

Email: _____

Home Telephone _____ Business Telephone _____

2. _____
(Name) (Occupation) (Capacity in which he/she knew you)

Address _____

Email: _____

Home Telephone _____ Business Telephone _____

3. _____
(Name) (Occupation) (Capacity in which he/she knew you)

Address _____

Email: _____

Home Telephone _____ Business Telephone _____

4. _____
(Name) (Occupation) (Capacity in which he/she knew you)

Address _____

Email: _____

Home Telephone _____ Business Telephone _____

Document Checklist

Please be sure to include the following documents with your application packet without staples:

- Current Resume'
- Completed Application
- References: List four each, Character and Professional, along with contact information.
- Evaluation Forms: Make copies and give to Professional References – they will send directly to us.
- Transcripts: Undergraduate and Graduate
- Current Mississippi Professional Educator's Certificate
- Proof of background clearance from the Mississippi State Department of Education – if you have not previously been cleared, it may be completed at the conclusion of the interviewing process.

Please do not use staples.

Revised 01/19/10

Evaluation Form



Please copy, distribute and return to:
COLUMBUS CHRISTIAN ACADEMY
Administrator's Office
6405 Military Rd.
Steens, MS 39766

_____ is applying for a position in our school system.

Applicant

Please rate this applicant based on the criteria below by placing a checkmark under the appropriate column. Thank you in advance for your assistance.

	Exceptional	Good	Average	Needs Improvement	Unsatisfactory	Not Know
Willingness to work hard						
Understanding of students						
Rapport with students						
Rapport with fellow staff						
Classroom control						
Maturity of judgment						
Leadership ability						
Creativity						
Loyalty to school						
Tact						
Scholarship						
Personal appearance						
Evidence of Christian commitment						
Leadership in Church activities						

Length of acquaintanceship (Years) _____ (Months) _____. Dates of service: From _____ to _____.

If a former employee; why did applicant leave your employment? _____

Would you employ or reemploy? Yes No **COMMENTS:** _____

Optional: For reasons that you may prefer to keep confidential, should we enlarge our search for the right person beyond this particular applicant: Yes No

Name (Please print): _____

Signed _____ Title _____ Date _____

Telephone (Day): _____ Telephone (Night): _____

Email: _____ Organization: _____