

EMPLOYMENT APPLICATION - TEACHER



CORNERSTONE
CHRISTIAN ACADEMY

2846 SOM Center Road
Willoughby Hills, Ohio 44094
440-943-9260

Thank you for your interest in Cornerstone Christian Academy.

Please read through this application carefully and answer every item.
Please do not leave any items blank, but rather use "NA" as your answer.

Your qualifications will be reviewed and you will be given consideration
for the position(s) you have applied for. Upon employment this application
will become part of your permanent employee record.

Name: _____

Date: _____

Phone: _____

Email: _____

Internal Use

Date of 1st interview: _____ Interviewer: _____

Date of 2nd interview: _____ Interviewer: _____

Date of 3rd interview: _____ Interviewer: _____

Status: Hired (Date _____) Not hired but keep on file
Do not hire

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Personal Information

Name: _____ Date: _____
Last First Middle

Address: _____
Street City State Zip

Home Phone: _____ Cell Phone: _____

Email: _____

Are you legally entitled to work in the United States? Yes No

Have you ever been convicted of a crime? Yes No If yes, explain: _____

Have your driving privileges ever been revoked or suspended? Yes No

If yes, list reason(s) and date(s): _____

Position Information

Position(s) you are applying for: _____

Salary requirement: _____ Date you are available: _____

How did you hear of the position(s): _____

Have you ever applied for a position at Cornerstone Christian Academy? Yes No

Teaching Preferences

Grade Level Preference – Please indicate your 1st, 2nd and 3rd choice of grade levels:

- Elementary (K4 – 5th Grade) _____
- Middle School (6th – 8th Grade) _____
- High School (9th – 12th Grade) _____

Position Preference – Please include subject and/or grade level:

- 1st Choice _____
- 2nd Choice _____
- 3rd Choice _____

Extracurricular –

List all activities you are willing to supervise (clubs, groups, drama, homework help center, etc):

List any sports you are willing to coach:

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Certifications

Complete information below and submit a photocopy of your Ohio teaching certificate with this application.

Ohio Certificate	Subject or Grades on Certificate	Certificate Number	Date Issued	Expiration Date

Academic Preparations

List High School(s), Colleges, Universities and Training Institutions attended:

	Dates		School and Location	Degree	Major and Minor	Semester Hours	Grade Average
	From	To					
High School				Diploma	NA	NA	
				Diploma	NA	NA	
Universities, Colleges and Training Institutions							

List any distinctions or honors relative to the above training:

Continuing Education

List any degrees or certificates you are presently pursuing and the expected date of completion:

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Teaching Experience

Student Teaching Experience:

Name of School	City and State	Grades/Subjects Taught	Supervising Teacher's Name & Phone Number	Dates	
				From	To

Do we have permission to contact the above mentioned persons? Yes No

Contracted Teaching Experience:

List all positions you have held as a certified teacher and school administrator. List the most recent position first.

Name of School	City and State	Grades/Subjects Taught	Superintendent/Principal's Name & Phone Number	Dates		Total Years
				From	To	

Do we have permission to contact the above referenced persons? Yes No

Are you currently under contract? Yes No

If yes, with whom and when does the contract expire? _____

If yes, why do you desire to leave? _____

Please check and provide explanation if you have ever been:

- discharged from a teaching or administrative position
- asked to resign from a teaching or administrative position
- ended a teaching or administrative position prior to contract term

Explanation: _____

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List any other information related to work experience you would like us to know:

Three horizontal lines for writing additional work experience information.

References

The best references are persons qualified and willing to provide an objective appraisal of your experience and fitness in the position you seek. Include administrators, teachers and/or parents you have worked with.

Table with 4 columns: Name, Phone Number, Position or Occupation, Years Known. It contains four empty rows for entering reference information.

If you have additional references, please include them in your resume. Do we have permission to contact the above referenced persons? Yes No

Personal Salvation

Have you confessed that Christ is the Lord and Savior of your life? Yes No

*Please present your testimony on the page provided at the end of this form.

Are you a faithful member of a church? Yes No

What church? _____

How often do you attend church? _____

Church Phone _____

Pastor's Name _____

How do you serve God's Kingdom (i.e. Sunday school teacher, youth group leader, missions trip, soup kitchen, etc.)? _____

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Our Mission and Expectation of You

We believe that God has called us to be different. In partnership with parents, Cornerstone is a school that prepares young men and women to be leaders in the Christian community and into the future of God's kingdom. Among other things, we require and expect our faculty and staff to:

- be teachable and committed to growing both spiritually and professionally
- give spiritual support and leadership to students, parents and co-workers
- be Christ-like role models to students
- model servant leadership
- use every teaching moment to present a biblical worldview
- uphold and support the policies, practices and personnel of CCA; in case of disagreement, discuss with appropriate supervisor/personnel.

Statements

I understand and agree with Cornerstone Christian Academy's (CCA) mission and expectations of me. I am able to meet the expectations.

Signature: _____ Date: _____

I understand that CCA may contact:

- 1) former employer(s)
- 2) the Bureau of Criminal Identification and Investigation (BCII) for a background check
- 3) the references I have provided

I hereby consent to such inquiries.

Signature: _____ Date: _____

I promise that the information contained in this application and in my resume is true and complete, and I understand that if it is not, I may be eliminated from consideration for employment at CCA. If, after being hired, falsehoods or omissions are discovered in my application or resume, I understand that my employment may be terminated.

Signature: _____ Date: _____

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Testimony

Name: _____