



Non-instructional Employment Application

Dear Applicant,

Thank you for your interest in working at Community Christian Academy. We realize that the key to any successful school is its faculty and staff, and therefore, we take great care to choose personnel who are professionally qualified, who love working with children, and who demonstrate their commitment to follow Christ and serve as Christian role models in their daily lives. **To be considered for a position at Community Christian Academy, please mail the completed employment application, a resume, and three reference letters to:**

Kimberly Moore, Ed.D.
Executive Director
Community Christian Academy
PO Box 6659
Charlottesville, VA 22906
kmoore@cca-va.org

Applicant's name _____ Today's date _____

Position for which you are applying _____

Date available _____ Address _____

Home phone _____ Cell phone _____

Email address _____ Emergency contact #1 – name,
relationship to you, and phone number _____

Emergency contact #2 – name, relationship to you, and phone number _____

Statement of Faith:

Community Christian Academy supports and actively teaches the following Statements of Faith:

- We believe that the Bible is the inspired, the only, infallible, inerrant Word of God. II Timothy 3:15 & II Peter 1:21.
- We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. Genesis 1:1, Matthew 28:10 & John 10:30.
- We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23 & Luke 1:35); His sinless life (Hebrews 4:15 & 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7 & Hebrews 2:9); His resurrection (John 11:25 & I Corinthians 15:40); His ascension to the right hand of the Father (Mark 16:19); His personal return to power and glory (Acts 1:11 & Revelation 19:11).
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that by God's grace and through faith alone we are saved. John 3:16-19, Romans 3:23, Romans 5: 8-10, & Titus 3:6.
- We believe in the resurrection of both the saved and the lost; they that are saved unto resurrection of life, and they that are lost unto the resurrection of damnation. John 5:28-29.
- We believe in the present ministry of the Holy Spirit whose indwelling in all believers enables them to live Godly lives. Ephesians 1:13-14, Titus 2:11-12.
- We believe in the spiritual unity of believers in our Lord Jesus Christ. Romans 8:8, 1 Corinthians 6:19-20 & Ephesians 4:30, 5:18.

Please read the above Statement of Faith and indicate your degree of support by checking one of the boxes below:

_____ I fully support the Statement of Faith as written without any mental reservations.

_____ I support the Statement of Faith except for the area(s) listed and explained on a separate sheet of paper.

Where do you regularly attend worship? _____

For how many years? _____ In what congregational activities do you engage on a regular basis? _____

Education:

College Degree #1 _____ Major _____ Minor _____

Issuing Institution _____ Dates attended _____

College Degree #2 _____ Major _____ Minor _____

Issuing Institution _____ Dates attended _____

College Degree #3 _____ Major _____ Minor _____

Issuing Institution _____ Dates attended _____

Employment – Start with most recent and work backwards:

Employer #1 _____ Position _____

City/State _____ Phone _____

Dates of employment _____ Reason for leaving _____

_____ Supervisor's name _____

Employer #2 _____ Position _____

City/State _____ Phone _____

Dates of employment _____ Reason for leaving _____

_____ Supervisor's name _____

Employer #3 _____ Position _____

City/State _____ Phone _____

Dates of employment _____ Reason for leaving _____

_____ Supervisor's name _____

Employer #4 _____ Position _____

City/State _____ Phone _____

Dates of employment _____ Reason for leaving _____

_____ Supervisor's name _____

If you worked under another name, please provide it. _____

Personal Philosophy:

On a separate sheet of paper, please answer the following questions.

1. If you indicated that there were areas where you did not agree with the Statement of Faith, please describe them.
2. Describe your Christian testimony. Include how and when you came to know the Lord and what the nature of your relationship is with Him now.
3. Describe your routine of personal Bible study and prayer and any other resources or events that have helped in your spiritual development.
4. Why do you want to work at Community Christian Academy?
5. What do you believe about the origin of the earth and mankind?
6. What skills do you have that qualify you for the position you are seeking?

References:

You will need to sign the **Reference Release Form** that is attached and return it with this application. Do not list family members or relatives for references.

Give three references who are qualified to speak on your Christian values.

Name _____ Relationship to you _____

Phone _____ Email _____

Name _____ Relationship to you _____

Phone _____ Email _____

Name _____ Relationship to you _____

Phone _____ Email _____

Give three references who are qualified to speak of your professional training and experience.

Name _____ Relationship to you _____

Phone _____ Email _____

Name _____ Relationship to you _____

Phone _____ Email _____

Name _____ Relationship to you _____

Phone _____ Email _____

Applicant’s Certification and Agreement:

I understand that Community Christian Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand that I will be paid and receive benefits only through the day of release.

I authorize Community Christian Academy to investigate thoroughly references, work records, evaluations, education, and other matters related to my suitability for employment. I authorize references and my former employers 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 Community Christian Academy, my former employers, 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 ever to view personally any references given to Community Christian Academy. Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I authorize Community Christian Academy to conduct a criminal records check.

I understand that this is only an application for employment and that no employment contract is being offered at this time.

I certify that I have carefully read and understood the above statements.

Signature_____Date_____

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as a _____ with Community Christian Academy. I have authorized the school to investigate thoroughly references, work records, evaluations, education, and other matters related to my suitability for employment.

I authorize references and my former employers 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 Community Christian Academy, my former employers, 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 ever to view personally any references given to Community Christian Academy.

I certify that I have carefully read and understood the above statements.

Applicant's Name (Print) _____

Applicant's Signature _____

Applicant's Social Security Number _____

Date _____