



# CENTRAL CHRISTIAN ACADEMY

## Application for Employment

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Position Desired**    Teacher    Full-Time Aide    Part-Time Aide    Substitute

Preschool    Kindergarten    Elementary    Middle/High School

### Educational Preparation (most recent first)

School	Years Attended	Major	Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Relevant education or certifications: \_\_\_\_\_  
\_\_\_\_\_

### Teaching Experience (most recent first)

Location	Dates	Position	Contact Person
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### Work Experience (other than teaching; most recent first)

Location	Dates	Position	Contact Person
_____	_____	_____	_____
_____	_____	_____	_____



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**Personal References** (include your pastor if possible; no relatives)

Name Address Phone Title

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**Personal Beliefs**

How long have you had the assurance that Jesus Christ is your personal Savior and Lord?

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Describe your present relationship with the Lord:

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What church do you presently attend?

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Member?  YES How long? \_\_\_\_\_  NO How long attending? \_\_\_\_\_

Please carefully read the *FBC Statement of Faith* and indicate your degree of support.

- YES, I fully support the Statement as written without any reservations.
- YES, I partially support the Statement as written with exceptions listed below; but I agree to only teach and discuss the positions of the *Statement of Faith* at CCA.

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Do you believe the Bible to be the only inspired and infallible Word of God, and our final authority in all matters of faith, truth, and conduct?

- YES  NO (explain below)



YES I have carefully read and agree with the FBC Children & Youth Safety Policy.

YES I have completed the Application & Primary Screening

Briefly state your reason for seeking employment with Central Christian Academy:

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How did you hear about Central Christian Academy? \_\_\_\_\_

**Standing in Matters of Court:** (If you answer “YES” to any of the questions in this section, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition or other explanation.)

Have you ever been convicted of a crime?  YES  NO

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer? Or, if you offered a resignation, your previous employer?  YES  NO

Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?  YES  NO

Have you ever resigned from a prior position without being asked, but under circumstances involving your employer’s investigation of sexual harassment or contact with another person, of mishandling of funds, or of criminal conduct?  YES  NO

Have you ever been charged in civil or criminal proceedings with improprieties regarding children?  YES  NO

Have you ever been convicted of any offense involving dishonesty, breach of trust, stealing, any type of moral impropriety, or any type of felony?  YES  NO

Have you ever entered a court plea of guilty, a court plea of “no contest” (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense?  YES  NO

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



**Applicant's Certification, Agreement, and Reference Release Form**

I understand Central Christian Academy is a ministry of First Baptist Church – Dunkirk, NY and does not discriminate on the basis of race, color, national ethnic origin, gender, age, or qualified disability.

I hereby certify the facts set forth in this application process are true and complete to the best of my knowledge. I understand 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 and agree that I will be paid and receive benefits only through the day of my release. I understand that this is only an application for employment and that no employment contract is being offered at this time.

I authorize Central Christian Academy to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

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 the school, 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 to ever personally view any references given to the school.

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 agree to fully cooperate in providing and recording as many sets of my fingerprints as is necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

I further certify that I recognize, understand, and agree to live by the moral and ethical standards of the school. I further declare that, with regard to my personal moral and ethical character and conduct as of this date, I am not, nor have I been in the past engaged in inappropriate conduct toward minors, nor do I have inclinations toward such conduct. Inappropriate conduct includes homosexual activity and verbal, physical or sexual abuse as defined by Scripture and the state law. I do declare that this statement is factual and true. By affixing my signature, I declare that I meet the moral and ethical standards of Central Christian Academy and First Baptist Church.

I understand that Central Christian Academy is a smoke-free/alcohol/drug-free campus.

I certify that I have carefully read and do understand the above statements.

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Signature of Applicant

Date