



FACULTY APPLICATION

Dear Applicant:

Thank you for your interest in Cross Creek Christian Academy, a ministry of Cross Creek Church.

Our purpose is to glorify God by ministering to children academically, spiritually, physically, and emotionally. We search for qualified teachers who will contribute to our commitment of excellence in education, a task we take very seriously.

Enclosed is a teacher's application packet which includes a detailed application, applicant's certification and agreement, criminal records permission release, and two applicant reference form. Please complete the enclosed application and send the enclosed references forms to two professional references. If possible, we would also like to have a letter of reference from your pastor or a church official and a letter from a personal reference. Along with your application, you should send a copy of your resume (if not already submitted) and a copy of your college transcript.

Personal interviews with the Administrator will be arranged by appointment after you have completed our application procedure and employment needs arise. May God guide you as you seek His will for you and your employment.

In His Service,

Christy M. Kerby

Christy Kerby
Administrator



- ___ Application receipt date
- ___ Resume received
- ___ College transcript received
- ___ Background check completed

FACULTY APPLICATION

Application Date: _____ Last Name of Applicant: _____

Full Name of Applicant _____

Address _____ City _____ State _____

Email Address _____ Mobile Number _____

Marital Status: S M Children and Ages: _____

POSITION DESIRED: Please indicate the classes you are qualified to teach; mark "1" for first choice, "2" for second, and "3" for third.

- | | | |
|---------------------------|------------------|-----------------|
| ___ Preschool-4K | ___ Kindergarten | |
| ___ First Grade | ___ Second Grade | ___ Third Grade |
| ___ Fourth Grade | ___ Fifth Grade | |
| Middle School/High School | | |
| ___ English/Lang | ___ Bible | ___ History |
| ___ Math | ___ Science | ___ Other _____ |

List co-curricular activities in which you are interested (yearbook, sports, clubs, etc):

EDUCATIONAL PREPARATION:

	SCHOOL/STATE	GRAD DATE	DEGREE EARNED
High School	_____	_____	_____
College	_____	_____	_____
College	_____	_____	_____
Graduate	_____	_____	_____

TEACHING & RELATED EXPERIENCE: Start with most recent

DATES	EMPLOYER/SCHOOL	GRADE	SUBJECT(S)
1. _____	_____	_____	_____ _____
Reason for leaving: _____			
2. _____	_____	_____	_____ _____
Reason for leaving: _____			
3. _____	_____	_____	_____ _____
Reason for leaving: _____			
4. _____	_____	_____	_____ _____
Reason for leaving: _____			
5. _____	_____	_____	_____ _____
Reason for leaving: _____			

(Please continue on a separate sheet of paper if necessary)

Are you currently under an employment contract with another school? Yes No

School Name: _____ Contract End Date: _____

INCOME: (Required)

Current or Desired Salary _____ Minimum Salary Required _____

REFERENCES: Please give the attached reference sheet to two **professional** references who have observed your work. You may also give additional professional references whom we could contact below:

Name _____ Email _____ Phone Number: _____

Relationship: _____

Name _____ Email _____ Phone Number: _____

Relationship: _____

Name _____ Email _____ Phone Number: _____

Relationship: _____

List two **personal** references whom we could contact:

Name _____ Email _____ Phone Number: _____

Relationship: _____

Name _____ Email _____ Phone Number: _____

Relationship: _____

Please indicate your reason for leaving present employment: _____

Have you ever failed to be re-employed? If yes, please explain: _____

PERSONAL PHILOSOPHY:

Why do you wish to teach in a Christian school?

At which church are you a member? _____

How long have you been a member? _____

In which church activities are you involved? _____

If employed by Cross Creek Christian Academy, how would you seek to fulfill the teachings of Jesus Christ in your role as a member of the staff? What does it mean to you to “be saved”? Include your personal testimony and beliefs in your statement.

Please send a pastoral letter of reference to c.kerby@mycca.com or to Cross Creek Christian Academy.

APPLICANT'S CERTIFICATION AND AGREEMENT

Cross Creek Christian Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability. I understand that as a teacher at Cross Creek, I would model this practice with my students.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand the falsification of any statement or a significant omission of fact will prevent me from being hired, or if hired, will subject me to immediate dismissal regardless of the time elapsed before discovery.

I voluntarily submit to and authorize background and criminal checks by federal and/or state authorities. I agree to fully cooperate in providing and recording as much information as necessary for such an investigation. I understand that any offer of employment that I may receive from the school is conditioned upon the receipt of education, background, and criminal information, which is satisfactory to the school. The school may refuse employment or terminate conditional employment if the school deems any information unfavorable or reflects adversely on the school or on me as a Christian role model.

If offered a position, I understand that the contract offered is for a one (1) year probationary period, at the conclusion of which, my position will be reviewed and a decision for future employment will be made on an annual basis each year following. Termination of employment may occur at any time if deemed necessary by the administration and/or school board. Termination of employment will result from failure to fulfill, as required, any term of employment or job responsibility.

I understand no right of tenure, presumption of continued employment, or any right of notice or nonrenewal of any subsequent contract is conferred or implied. 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 do understand the above statements.

Signature

Date

PERMISSION FOR RELEASE OF INFORMATION
FROM CRIMINAL RECORDS

I hereby give my permission for Cross Creek Christian Academy to obtain information from law enforcement files concerning any past criminal record that would include offenses with which I may have been charged or convicted.

I understand that the search will indicate whether or not a record exists. I further understand that, in the event such a record is found to exist, I will be notified by Cross Creek administration.

I understand that existence of such record does not necessarily require a termination of employment or a refusal of employment. I also understand that Cross Creek Christian Academy will be entitled to determine my fitness to be allowed unsupervised access to children. I understand that Cross Creek Christian Academy has the right to require this as a condition of employment.

I understand that this information will only be used for employment purposes and will not be shared with other persons or used for any other purpose.

Signature: _____ Date: _____

Printed Name: _____ SSN: _____

Position Applied For: _____ DOB: _____

Current Full Address: _____

Previous Addresses:

1. _____
Street City State Zip Code

2. _____
Street City State Zip Code

3. _____
Street City State Zip Code

4. _____
Street City State Zip Code

CROSS CREEK CHRISTIAN ACADEMY
APPLICANT REFERENCE FORM

Applicant Name: _____

Reference Name: _____

The above named applicant is applying for a teaching or substitute teaching position at Cross Creek Christian Academy. Your name has been given as a reference. Your reply will remain confidential, open only to administration employees.

Please give an overall evaluation of each of these categories:

- 1 - Outstanding 2 - Good 3 - Acceptable/Average 4 - Needs Improvement 5 - Unknown

PERSONAL EFFICIENCY

- A. Integrity _____
- B. Physically and emotionally healthy _____
- C. Dress reflects pride in appearance _____
- D. Punctual and regular in attendance _____

TEACHING TECHNIQUE/SKILLS

- A. Knows subject matter _____
- B. Plans and executes lesson successfully _____
- C. Provides for individual student needs _____

CLASSROOM MANAGEMENT

- A. Maintains clean and attractive classroom _____
- B. Maintains control over students _____
- C. Submits reports promptly, accurately _____

PROFESSIONAL ATTITUDE

- A. Communicates effectively with admin, parents, and students _____
- B. Has potential for growth and change _____
- C. Discerns when to include admin in current situations _____
- D. Engages with coworkers and collaborates with fellow staff _____

OVERALL ESTIMATE: _____

Would you re-employ this applicant: _____ Please explain: _____

Signature: _____

Title: _____

School/Company Name: _____

Date: _____

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