



## **TEACHER APPLICATION**

Your interest in **Central Christian Academy** is appreciated. We invite you to fill out this application and return it to our school office. After the application and a current resume is received and reviewed by the administrator, an initial interview may be scheduled.

We realize that the key to a successful Christian School is its staff. We are seeking applicants who are in alignment with the following three areas within CCA's vision of becoming fruit bearing vessels.

### **1. Character - Spiritual Growth**

*The applicant must acknowledge Jesus Christ as the Lord of their life and demonstrate spiritual growth through the containment of humility and the planting of God's Word.*

### **2. Chemistry - Social Growth**

*The applicant must stem integrity and foster good relationship skills.*

### **3. Competency - Academic Growth**

*The applicant must bloom knowledge and meet the qualifications of the desired position. (Education, licensure, experience)*

## **The Employment Selection Process of Central Christian Academy**

### **Initial Interview:**

After the application and resume is received and reviewed by the administrator, an interview may be scheduled.

### **Teaching Interview:** (required for teacher applicants)

Upon the administrator's request, the applicant is invited to prepare a lesson and teach a group of saints while being observed by select stakeholders. Observations are documented, and stakeholders are given an opportunity to interact and ask questions.

### **Final Interview:**

If considered, an interview is scheduled with the senior pastor to further evaluate character, chemistry, competency, and to ensure alignment with the school's vision of the ministry.

### **Selection:**

A meeting is held between the administrator and senior pastor to discuss potential employment/placement. Upon selection, the School Advisory Board is informed, and an offer is made stipulating a full background check. Any additional requirements and expectations can be found on the employment offer form and the CBC/CCA Employee Handbook.

## **Placement/ Retention**

Administration has sole authority to place employees in roles that support the school vision and mission, educational programs, and continuous improvement.

All staff must submit a letter of intent indicating their intentions for the upcoming year by the end of March. Administration notes upcoming enrollment, personnel needs, and individual staff evaluations and performance before considering changes. At the conclusion of the school year, final evaluations are made and, when applicable, amended employment offers are given.

All positions are "at will" and can be terminated by both the employer and the employee at any time.



## APPLICANT'S NAME AND ADDRESS

Application date: \_\_\_\_\_

Full name: \_\_\_\_\_

Date available: \_\_\_\_\_

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

Length of time at this address: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Please indicate the grades of choice by writing a "1", "2", and "3" choice in the parenthesis:

( ) **Preschool:** 2.5 yr olds – K4 ( ) **Primary:** Kdg-2<sup>nd</sup> ( ) **Intermediate:** 3<sup>rd</sup>-6<sup>th</sup>

Check the following:

Full time \_\_\_\_

Part time \_\_\_\_

Substitute \_\_\_\_

How did you learn about the position for which you are applying?  
\_\_\_\_\_

Can you submit verification of your legal right to work in the US? Yes \_\_\_\_ No \_\_\_\_



## **SPIRITUAL GROWTH**

*The applicant must acknowledge Jesus Christ as the Lord of their life and demonstrate spiritual growth through the containment of humility and receiving direction from God's Word.*

Briefly give your Christian testimony.

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth and conduct? Yes \_\_\_ No \_\_\_

Denominational preference: \_\_\_\_\_

What is your local church affiliation? \_\_\_\_\_

Are you presently a member in good standing? \_\_\_\_\_ Years: \_\_\_\_\_

In what church activities are you involved and with what degree of regularity?

To what extent do you believe you should become involved in Sunday and other weekday ministries of the sponsoring church or the church of which you are a member?

Describe your routine of personal Bible study and prayer.



## **SOCIAL GROWTH**

*The applicant must show integrity and foster good relationship skills.*

Give three references that are qualified to speak of your spiritual growth and Christian service. **List your current pastor first.**

Full Name	Position Relationship	Email
		

Give three references who are qualified to speak of your professional training and experience. **List your current or most recent principal or supervisor first.**

Full Name	Position Relationship	Email



## ACADEMIC GROWTH

*The applicant must have knowledge and meet the qualifications of the desired position. (Education, licensure, experience)*

Degree(s)	Date Received	Issuing Institution	Cumulative GPA

Sequentially list your teaching experience with most recent first.

School's Name & Address	Position or Grades taught	Dates Employed Month /Year-Month/Year	Supervisor's Name, Phone Number

Describe any other educational advantages that you have had including opportunities for travel.

List any books or articles that you have read recently that have helped you to grow professionally.

Do you have a State license or ACSI Teaching Certificate?    Yes    No

Which ones? \_\_\_\_\_

\*Please attach photocopies of all your postsecondary transcripts and any certificates held. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.



## FRUIT BEARING

What would you like to be doing five years from now?

Are you familiar with the VA SOLs, and/or Common Core? Do you have experience teaching them? What are your opinions of them?

What is your preferred method for teaching and your favorite textbook series?

**\* In two-three paragraphs, on a separate sheet of paper, please describe why you wish to teach at Central Christian Academy and what you consider to be the proper classroom atmosphere for learning. Include your strengths and weaknesses and any additional information that you would like to present regarding your candidacy for this position.**



## APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that **Central Christian School** does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability.

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that 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 release.

I authorize **Central Christian School** 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 are 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 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.

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Signature of Applicant

Date

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