

# CORNERSTONE CHRISTIAN SCHOOL

Application for Employment

1502 N. Jefferson, San Angelo, Texas 76901 (325) 655-3439

[www.ccs-sanangelo.com](http://www.ccs-sanangelo.com) Fax (325) 658-8998



## PERSONAL INFORMATION

|         |               |       |          |
|---------|---------------|-------|----------|
| NAME    |               |       |          |
| ADDRESS | CITY          | STATE | ZIP CODE |
| PHONE   | EMAIL ADDRESS |       |          |

## ADDITIONAL INFORMATION

|   |  |
|---|--|
| HAVE YOU BEEN EMPLOYED BY THIS ORGANIZATION IN THE PAST? <input type="checkbox"/> YES <input type="checkbox"/> NO | ARE YOU LEGALLY AUTHORIZED TO WORK IN THE U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO |
|---|--|

## POSITION DETAILS

|                   |                                |                       |
|-------------------|--------------------------------|-----------------------|
| POSITION DESIRED: | Preferred Subject/Grade level: | AVAILABLE START DATE: |
|-------------------|--------------------------------|-----------------------|

EMPLOYMENT TYPE:

FULL TIME       PART TIME       SUBSTITUTE       INTERNSHIP

How did you learn about this position?

Are you able to perform the essential functions of the position without accommodations?  yes  no

## EDUCATION

| SCHOOL/COLLEGE | YEAR | DEGREE | RESULT (MAJOR/MINOR) |
|----------------|------|--------|----------------------|
|                |      |        |                      |
|                |      |        |                      |
|                |      |        |                      |

**PROFESSIONAL QUALIFICATIONS/CERTIFICATIONS:** (OFFICIAL COPIES OF TRANSCRIPTS WILL BE REQUIRED)

|   |                 |       |       |
|---|-----------------|-------|-------|
| ACSI TEACHING CERTIFICATE <input type="checkbox"/> YES <input type="checkbox"/> NO  | EXPIRATION DATE | LEVEL |       |
| STATE TEACHING CERTIFICATE <input type="checkbox"/> YES <input type="checkbox"/> NO | EXPIRATION DATE | KIND  | STATE |

IF YOU DO NOT HAVE A CERTIFICATE, WHAT REQUIREMENTS ARE INCOMPLETE?

**TEACHING EXPERIENCE**

|             |                 |
|-------------|-----------------|
| SCHOOL NAME | GRADES/SUBJECTS |
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| SCHOOL NAME | GRADES/SUBJECTS |

**Special Skills: (List activities or sports you may direct, sponsor, or coach)**

**EMPLOYMENT HISTORY**

|                    |          |                     |     |
|--------------------|----------|---------------------|-----|
| EMPLOYER NAME      | POSITION | DATES OF EMPLOYMENT |     |
| ADDRESS            | CITY     | STATE               | ZIP |
| SUPERVISOR'S NAME  |          | PHONE NUMBER        |     |
| REASON FOR LEAVING |          |                     |     |
| EMPLOYER NAME      | POSITION | DATES OF EMPLOYMENT |     |
| ADDRESS            | CITY     | STATE               | ZIP |
| SUPERVISOR'S NAME  |          | PHONE NUMBER        |     |
| REASON FOR LEAVING |          |                     |     |
| EMPLOYER NAME      | POSITION | DATES OF EMPLOYMENT |     |
| ADDRESS            | CITY     | STATE               | ZIP |
| SUPERVISOR'S NAME  |          | PHONE NUMBER        |     |
| REASON FOR LEAVING |          |                     |     |

**REFERENCES (PROFESSIONAL OR EDUCATIONAL ONLY)**

|      |              |
|------|--------------|
| NAME | PHONE NUMBER |
| NAME | PHONE NUMBER |
| NAME | PHONE NUMBER |

## **Applicant's Certification and Agreement**

I understand that Cornerstone Christian School does not discriminate in its employee practices against any person because of race, color, or national/ethnic origin.

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 of 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 date of release.

I authorize Cornerstone 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 employment.

I authorize references and my former employer 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 Cornerstone Christian School, my former employers, references, and all other parties from any and all claims, demands, or liabilities, arising out of or any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the Cornerstone Christian School.

I authorize Cornerstone Christian 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. Cornerstone Christian 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 contract is being offered at this time. I certify that I have carefully read and do understand the above statements.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_