



**Cornerstone  
Christian Academy**

Academics • Faith • Character

www.wvcornerstone.com

information@wvcornerstone.com

## Employment Application

Thank you for your interest in Cornerstone Christian Academy! Please complete this application and return it to the office along with a signed copy of the Statement of Faith (resume optional for support staff). If you are applying for a professional staff position (teachers, administrators, and counselors), please also submit copies of your transcripts, certifications, and resume.

### Personal Information

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

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

Mailing Address (if different from above): \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Marital Status (Circle One): Single Married Divorced Separated Widowed Remarried

Spouse's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Children in the Home:

Name	Age	Grade	School Last Attended

If you accept a position at CCA, do you intend for your children to attend CCA? Why or Why not?

\_\_\_\_\_

### Position Preferences

\_\_\_\_\_ Teaching (specify grade level and subject): \_\_\_\_\_

\_\_\_\_\_ Administrative: \_\_\_\_\_ Director \_\_\_\_\_ Principal \_\_\_\_\_ Guidance Counselor

\_\_\_\_\_ Support Staff: \_\_\_\_\_ Secretary \_\_\_\_\_ Custodial \_\_\_\_\_ Maintenance

\_\_\_\_\_ Other: \_\_\_\_\_

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Substitute \_\_\_\_\_ Available Start Date: \_\_\_\_\_

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

Why do you desire to be employed at Cornerstone Christian Academy?

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Please list any activities or sports which you would be capable of and willing to direct, sponsor, advise or coach. (Indicate grade or ability levels).

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**Christian Background**

Church Name: \_\_\_\_\_ Attended for how long? \_\_\_\_\_

How often does your family attend and what is your level of involvement? \_\_\_\_\_

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Pastor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

If you have attended your present church less than one year, please list your previous church:

Church Name: \_\_\_\_\_ Period Attended: \_\_\_\_\_

How often did your family attend and what was your level of involvement? \_\_\_\_\_

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Pastor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Please give a brief explanation of your Christian testimony. \_\_\_\_\_

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**Education and Professional Qualifications (required only if not stated on resume)**

High school: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

College 1: \_\_\_\_\_ Major/Minor: \_\_\_\_\_

Graduation Year: \_\_\_\_\_ GPA: \_\_\_\_\_ Degree Earned: \_\_\_\_\_

College 2: \_\_\_\_\_ Major/Minor: \_\_\_\_\_  
Graduation Year: \_\_\_\_\_ GPA: \_\_\_\_\_ Degree Earned: \_\_\_\_\_  
College 3: \_\_\_\_\_ Major/Minor: \_\_\_\_\_  
Graduation Year: \_\_\_\_\_ GPA: \_\_\_\_\_ Degree Earned: \_\_\_\_\_

**Teachers and Administrators:**

State Certifications (indicate level and subjects): \_\_\_\_\_ State: \_\_\_\_\_ Exp.: \_\_\_\_\_  
ACSI certifications: \_\_\_\_\_ What level? \_\_\_\_\_ Exp.: \_\_\_\_\_  
Other endorsements/certifications (CPR/First Aid, etc.): \_\_\_\_\_

What classes or other training have you had that will equip you to work in a Christian school?

\_\_\_\_\_  
\_\_\_\_\_

**Employment History (required only if not stated on resume)**

Please start with your current or most recent employer and work backwards (past 5 years).

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Supervisor's name/phone: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Supervisor's name/phone: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Supervisor's name/phone: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

How many years of experience do you have in your field? \_\_\_\_\_

How many years of experience do you have in your field in a Christian school setting? \_\_\_\_\_

Have you ever been "not renewed" (offered a contract)? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide date(s) and details: \_\_\_\_\_

\_\_\_\_\_

Have you ever been fired or asked to resign from a job? Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Have you ever pled "guilty" or "no contest" to or been convicted of a crime (excluding minor traffic violations)? Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, please provide date(s) and details: \_\_\_\_\_

Do you have the legal right to work in the United States? \_\_\_Yes \_\_\_No

### References

Please list four references including one spiritual, two professional, and one personal.

Name	Phone	Email	Relationship to you

### Agreement

I hereby certify that the facts set forth in this application for employment 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.

I authorize Cornerstone Christian Academy to conduct thorough investigations or inquiries of my personal employment, Christian lifestyle, and other related matters as may be necessary. I authorize references and 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 Cornerstone Christian Academy, my former employers, references, and all other parties from all liability in responding to inquiries in connection with my application.

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

Signature: \_\_\_\_\_

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

*Employment at Cornerstone Christian Academy is open to qualified individuals who are Christians of good character, without regard or reference to race, gender, national or ethnic origin, color, age, or disability. Cornerstone Christian Academy is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with Cornerstone Christian Academy's mission statement, and they must be willing to conduct their lives in conformity with the school's statement of faith and the school's declaration and agreement to ethical and moral integrity.*



## Statement of Faith

CCA is a nondenominational Christian school founded to serve the needs of believers from many denominational backgrounds. For that reason, biblical instruction and guidance of the school shall be in conformity with the commonly held doctrines of Christianity. While “controversial” doctrines may be discussed and examined, CCA does not seek to provide an authoritative answer to every question, and shall refer students to their parents and pastors for additional guidance.

CCA is committed to and guided by the following beliefs:

1. We believe there is one God, eternally existent in three persons-Father, Son, and Holy Spirit.
2. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His substitutionary and atoning death through His shed blood, in His resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
3. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
4. We believe the Bible to be the only inspired, infallible, and authoritative Word of God.
5. We believe that man was created as a unique being in the image of God to have dominion over the earth, but man fell into sin and is only saved by God’s grace.
6. We believe that the shed blood of Jesus Christ and His resurrection provide the only grounds for justification and salvation for all who believe.
7. We believe the church, as the body of Christ, is the extension of Jesus Christ’s character, attitude, behavior, and mission in the world today. As such, we believe it is essential that Christians practice fellowship, love, service, worship, and belonging in a local church body.
8. We believe in the resurrection of both the saved and the lost, of the saved to everlasting blessedness and joy with the Lord and of the lost to judgment.
9. We believe that God creates each person as either male or female in conformity with their biological sex. God defines marriage as the life-long covenant between one man and one woman. Only within the context of such a marriage does sexual intimacy have God's blessing.

I accept and affirm without reservation the above Statement.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_