

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Date: _____ Social Security #: _____

Name: _____
Last First Middle

Identity must be confirmed with a state driver's license or other photographic identification.

Physical Address: _____ City _____ Zip _____

Mailing Address: _____ City _____ Zip _____
(if different from above)

Home Phone #: _____ Cell Phone #: _____

Please indicate the age of student's you prefer to work with: _____

Position applying for: _____

Please indicate the date you would be available to begin: _____

Have you ever been convicted of or pleaded guilty to a crime? Yes _____ No _____ *(If yes, please explain, attach a separate page, if necessary)* _____

Do you have a current driver's license? Yes _____ No _____

Do you smoke? Yes _____ No _____ Do you drink? Yes _____ No _____

Do you have a history of illegal drug use? Yes _____ No _____

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EDUCATIONAL DATA

Name of High School _____ Year of Graduation _____

List the educational institutions above high school you have attended. Give dates and degrees. A copy of your transcript and diploma should be provided.

Institution Name	Year Completed	Major	Degree
_____	_____	_____	_____
_____	_____	_____	_____

Are you certified to teach in Alabama? Yes _____ No _____

EMPLOYMENT DATA

Have you ever been dismissed from a job? Yes _____ No _____ *(If yes, please explain, attach a separate page, if necessary)* _____

List places of employment with current or most recent position first:

1.	_____	_____	_____
	Employer	Start	End
	_____	_____	
	Address	Position Held	

	Duties Held		

	Reason for leaving		

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2. _____

Employer

Start

End

Address

Position Held

Duties Held

Reason for leaving

Please use additional pages if needed.

I give permission for my previous employers to be contacted Yes _____ No _____

If no, please explain _____

CHURCH HISTORY AND PRIOR YOUTH WORK

Name of church of which you are a member: _____

List name and address of other churches you have attended regularly during the past five years:

List all previous children’s work involving youth (*list each organization’s name and address, type of work performed, and dates*):

List any gifts, callings, training, education, or other factors that have prepared you for children or youth work:

Cahawba Christian Academy
2415 Montevallo Road; Centreville, AL 35042
205-926-4676 ~ cahawbamail@yahoo.com

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PERSONAL & PROFESSIONAL REFERENCES

Please do not use former employers or relatives

1. Name _____

Address _____

Phone Number _____

2. Name _____

Address _____

Phone Number _____

3. Name _____

Address _____

Phone Number _____

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APPLICANT'S STATEMENT

The information contained in this application is correct to the best of my knowledge. I authorize any references or employers listed in this application to give you any information (including opinions) that they may have regarding my character and fitness for children or youth work. In consideration of the receipt and evaluation of this application by Cahawba Christian Academy, I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply, with this authorization, excepting only the communication of knowingly false information. I also understand that should CCA request a fingerprint and background check, it will be my responsibility to provide without reimbursement.

I (*check one*)

_____ waive

_____ do not waive

any right that I may have to inspect any information provided about me by any person or organization identify by me in this application.

Should I be hired by CCA, I agree to be bound by the policies of Cahawba Christian Academy and to refrain from unscriptural conduct in the performance of my services on behalf of the school.

I further state that **I have carefully read the foregoing release and know the contents thereof and I sign this release as my own free act.** This is a legally binding agreement which I have read and understand. Immediate termination may result as a consequence of providing false information.

Applicant's Signature _____

Date _____

Witness _____

Date _____

Cahawba Christian Academy does not discriminate on the basis of any race, gender, national and ethnic origin as to the employment of personnel.

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MISSION STATEMENT

Cahawba Christian Academy provides a Christ-centered environment through Christian teachers and Christian curriculum. It is our desire to challenge and inspire each student to glorify God by responsible actions in our modern-day society. We provide education from a distinctive Biblical foundation and perspective. The true reason for life and the study of every subject, as well as our extracurricular events, are viewed in relation to God and His Holy Word.

ARTICLES OF FAITH

We believe the Bible to be the inspired and only infallible authoritative Word of God. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. We believe that for salvation of the lost and sinful man, regeneration by the Holy Spirit's indwelling that the believer is enabled to live a holy life and to be a witness for the Lord Jesus Christ and to work for the Lord Jesus Christ. We believe in the resurrection of both the saved and the lost: those that are saved unto the resurrection of life, and those that are lost unto the resurrection of damnation.

PERSONAL STATEMENT

I subscribe without reservation to the Articles of Faith of Cahawba Christian Academy. I also understand that in regard to this employment application, any misrepresentation, omission, or misleading statement may result in termination of employment. I authorize Cahawba Christian Academy to contact the references I have listed above as well as my current or previous employer or pastor.

BACKGROUND CHECK

In accordance with HB76, applicants must now obtain a criminal background check through 3M COGENT Inc. This is an online application process that will use live scans of fingerprints at certain locations. The cost of which will be \$48.85 per application. Fingerprint cards will no longer be acceptable. To submit your application, please visit the [Gemalto website](#), click on Alabama, then the Department of Human Resources, and follow the Registration process.

Signature

Date

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PERSONAL APPEARANCE

At Cahawba Christian Academy, a high degree of self-respect, modesty, neatness and professionalism is expected in all dress. Employees are expected to teach by example what an appropriate Christian manner of dress is at all times. This will aid in gaining the respect you deserve as professionals.

The following standards are effective for all faculty, office staff, and media and technology employees. All other employees should dress appropriately for the position they hold within the school.

These standards are in effect from the beginning of faculty/staff orientation through the end of the school year. Orientation days and teacher workdays, room preparation and certain activities may require work attire. Employees should check with the Principal on such occasions. Appearance standards for summer employees are published by the office of the Principal.

Any employee whose attire or dress is not professional in the opinion of the administration shall be directed to conform to this policy. Employees who are inappropriately dressed, in the opinion of the administration, may be sent home and require to return to school in acceptable attire. The employee shall not be paid for time away from work.

- Appropriate dress includes, but is not limited to:
 - Business suits/coordinated pants suits
 - Collared shirts with and without ties
 - Skirts (knee length)
 - Dresses (knee length)
 - Slacks
 - Sweaters, blouses, knit tops, jackets
 - Sweatshirts and t-shirts with school-related insignia
 - Closed or open toe shoes (no flip flops)
 - Male employees shall keep beards and mustaches neatly groomed
 - Attire in accordance with environmental requirements for specific job assignments
- To ensure that employees are professionally attired, the following are considered unacceptable:
 - Shorts (except for physical education)
 - Jeans, including overalls, of any color (acceptable only for special days, activities, or related to specific job assignments); no skinny pants of any kind
 - Hats
 - Immodest dress such as a dress that is too short (above the knee) or tight or otherwise revealing
 - Slits in dresses or skirts above the knee
 - Oversized t-shirts and undershirts
 - Leggings/Spandex
 - Tank tops
 - See-through clothing
 - Slippers/Flipflops
 - Sundress without a jacket

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- Clothing that exposes the midriff
- Sleeveless and/or extremely low-cut dresses and blouses
- Exercise sweat suit
- Male employees shall not wear earrings
- Jewelry or similar artifacts that are either obscene, distracting, or may cause disruptions to the educational environment
- Other attire as deemed inappropriate by the administration

I understand, and I agree to abide by this dress policy

Signature

Date