



May 2023

Thank you for your interest in Claremont Christian Academy.

In our 46<sup>th</sup> year CCA has a rich heritage of ministering to students and families in Claremont and throughout the entire Twin State Valley.

This year CCA has more than 120 students.

Following is an application to complete. Please drop off your completed application at the Lower School Office at 97 Maple Ave or send this electronically if you prefer – though actual signatures are necessary requiring you to scan this into your computer.

Once an application is received references are contacted. Applicants will be contacted following application review and reference check. If warranted an interview would follow.

Claremont Christian Academy has adopted the slogan, “Reaching Higher” to set a standard of doing the best for the Lord and our school academically. Our staff is a professional, dedicated staff that seeks to improve and grow.

Thank you for your interest in joining our staff.

I look forward to hearing from you,

Yours in Christ,

A handwritten signature in black ink that reads "Jay Chandler". The signature is written in a cursive, flowing style.

Jay Chandler, M.Ed.  
Head of School



**Employee Application**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

E-mail address: \_\_\_\_\_

List, in order of preference, the grades, subjects, and or positions for which you are applying:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Are you interested in teaching for one year? \_\_\_\_\_ two years? \_\_\_\_\_ indefinitely? \_\_\_\_\_

If your application is considered favorably, when would you be available to begin?

\_\_\_\_\_

**Education**

High School: \_\_\_\_\_ Did you graduate? Y / N Year: \_\_\_\_\_

College: \_\_\_\_\_ Major: \_\_\_\_\_

Number of hours/credits toward a degree \_\_\_\_\_

Did you graduate? Y / N Year: \_\_\_\_\_ Degree: \_\_\_\_\_

Are you a certified teacher? \_\_\_\_\_

Are you willing to seek and maintain certification? \_\_\_\_\_

Have you taught in a school before? \_\_\_\_\_

List past schools where you have taught: \_\_\_\_\_

School Name	Years
_____	_____
_____	_____
_____	_____
_____	_____

[ Use more paper if necessary ]

Principal / Supervisor

Contact Information

Have you ever been convicted of a crime?

No \_\_\_\_\_ Yes \_\_\_\_\_ Explanation:

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**PERSONAL REFERENCES**

Please list three personal references (not former employers or relatives), one of which is not a member of any churches you have attended.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Email (please include, it's our primary form of contact) \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Email (please include, it's our primary form of contact) \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Email (please include, it's our primary form of contact) \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Places, Duties, Dates of Employment, Reason for leaving

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**CHRISTIAN BACKGROUND AND CONVICTIONS**

*On a separate paper, briefly answer the following questions and return with this application:*

- How long have you known Jesus Christ as your Lord and Savior?
- Please give an account of your conversion.
- What is your local church affiliation?
- Are you active in your church? In what capacity?

What do you believe is the purpose of the Christian school?

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What spiritual guidance would you hope to give your students?

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**CHURCH HISTORY AND PRIOR YOUTH WORK**

1. Please list all churches you have attended regularly in the last five years

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

2. List all youth ministry involvement during the last five years, indicating church name and address, type of involvement, and dates (use separate sheet if necessary).

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3. List any involvement with non-church youth organizations during the last five years, indicating organization name and address, type of involvement, and dates (use separate sheet if necessary).

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4. List any gifts, callings, training, education, or other factors that have prepared you for youth ministry (use separate sheet if necessary).

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\_\_\_\_\_ I have read the CCA Statement of Faith (*included*) and ( ) am ( ) am not in agreement with it.

\_\_\_\_\_ I have read the Lifestyle Standards for Ministers at CCA (*included*) and ( ) agree to live by it.

\_\_\_\_\_ I have read the CCA Child Protection Policy (*included*) and ( ) agree to live by it.

(Initial one) \_\_\_\_\_ I do waive \_\_\_\_\_ I do not waive my right to inspect any information provided about me by any person, or organization, identified by me in this screening form.

I certify that the information provided in this screening form is correct to the best of my knowledge, and authorize any references listed on this application to freely provide Claremont Christian Academy with any information that they may have regarding my character and fitness for ministry involving work with children. In consideration of the receipt, and evaluation, of the information provided in this screening form, by Claremont Christian Academy, I hereby release any individual, church, youth organization, employer, charitable organization, reference, or any other person, or organization, both individually and collectively, from any and all liability for damages incurred by me, my heirs, or my family, on account of my compliance, or attempt to comply, with this authorization, excepting only the willful communication of knowingly false information.

I have read the foregoing release and acknowledge that I know and understand the contents thereof.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_



## STATEMENT OF FAITH

1.) We believe the Scriptures consisting of the Old and New Testaments to be the inspired Word of God, inerrant in the original writings, complete as the revelation of God's standard for holy living and the supreme and final authority in all matters to which they speak. (II Timothy 3:16-17; II Peter 1:21)

2.) We believe in one God existing eternally in three distinct yet equal persons of the same essence - Father, Son, and Holy Spirit. (Mark 12:29; I Peter 1:2; Matthew 28:19; I John 5:7)

3.) We believe that Jesus Christ, the Divine Son of God and perfect Man, was begotten of the Holy Spirit and born of the Virgin Mary; lived on Earth in a body, being fully human; was tempted and tried in all things as we are, yet without sin; willingly obeyed the Father's will, going to the cross and dying to make complete atonement for our sins. We believe that He was bodily raised from the dead and that He ascended to the right hand of the Father where He makes intercession for us as our Mediator and High Priest. (Luke 1:30-35; John 1:1-3, Luke 2:11; Matthew 4:1-11; 1 Peter 2:21-24; Hebrews 2:14; Hebrews 4:14-15; Luke 22:39-42; Romans 5:8; 8:34; John 20; Acts 1:1-11; Hebrews 9:25-26; 10:11-14)

4.) We believe that the Holy Spirit convicts, saves, teaches, justifies, and sanctifies believers and empowers them for service. (Acts 5:3-4; John 16:7-13; Titus 3:5; John 14:26; Phil 1:6; Acts 1:8)

5.) We believe that all men, being descendants of Adam who willfully disobeyed God's command, are by nature slaves to sin destined for eternal torment in Hell. We believe that all may be saved, that the means of salvation is the blood of Jesus Christ shed on the cross at Calvary, and that personal faith in the Lord Jesus Christ is both necessary and sufficient for salvation. We believe that the redeemed are delivered from both the present power of sin and the eternal punishment for sin. (Romans 3:21-28; 5:12-19; 6:16-23; 1 Corinthians 15:22; John 3:16-18; Colossians 1:13,14; Revelation 20:11-15)

6.) We believe in the personal, visible, and imminent return of our Lord Jesus Christ. (Acts 1:11; John 14:3; Titus 2:13; Luke 17:24; Revelation 1:7; James 5:8; Hebrews 10:37; Revelation 3:11)

7.) We believe the true Church of God, the Bride of Christ, is composed of believers called out from all nations, created anew in Christ Jesus. We also believe the ordinances of the Church are two: baptism of believers by immersion, and the Lord's Supper. (Ephesians 5:23-27; 1 Corinthians 12:13; Matthew 3:15-17; Acts 8:12 and 36-39; I Corinthians 11:23-29)

8.) We believe in the bodily resurrection of both the just and the unjust; the just to the everlasting presence of God in Heaven, and the unjust to everlasting separation from God in Hell. (I Thessalonians 4:16-17; Revelation 20:4-6 and 12-13; Acts 24:15; John 5:28-29; Job 19:25-26)

9.) We believe that God created mankind male and female that they might be joined in marriage, one \*man with one \*\*woman as long as both shall live, and that any sexual union outside of such a marriage is detestable to God. We believe that anyone who practices homosexuality, bestiality, incest, or adultery is under divine judgment. These, as well as fornication, pornography, and lewd behavior or speech, make those who practice them unfit for Christian service. (Genesis 2:18-25; Hebrews 13:4; Leviticus 20:10-23; Romans 1:25-32; Ephesians 5:3-7)

\*Biological Man by birth

\*\*Biological Woman by birth

10.) We believe that God created mankind in His own image and that each human being is therefore of infinite worth. There is no place in our teaching or practice for racial or national prejudice. While it is self-evident that different areas of service are available to people of different abilities, we believe that all men are to be respected equally. Likewise, while God has ordained differences of service between men and women at home and in the church, they are equal in receiving God's grace. We believe that human life is to be protected from the time of conception until its natural end. We believe that a society which permits induced abortion, infanticide, or euthanasia for any reason brings upon itself God's judgment for murder. (James 2:1-9; Colossians 3:9-11; Galatians 3:28; Genesis 9:6; Jeremiah 1:5; Proverbs 24:11-12; Deuteronomy 19:11-13; 21:1-9; II Kings 23:36-24:4)



## Lifestyle Standards for Ministers\* at CCA

*“Pay close attention to yourself and to your teaching...” (1 Tim. 4:16)*

The overall lifestyle of an adult serving at CCA should be one of authentic Christian maturity. Every adult serving at CCA will, by default, influence students simply because of their adult status. Therefore, CCA acknowledges our responsibility before God, and reserves our full right, to exercise discernment and use discretion in choosing who ministers to our

student body. The expectation of spiritual maturity increases with ministry position and degree of influence on students.

Any board member, staff, or volunteer who does not exemplify the principles stated below may be declined from potential ministry opportunities or be asked to resign from their current ministry position at CCA. We recognize there is no perfect human – except Jesus – and that our remaining flesh will occasion us to sin (1 John 2:1-2). Nevertheless, these standards should depict the overall lifestyle of those who serve at CCA.

**\*Regular Staff and Volunteers** - The following lifestyle standards are applicable for all part-time and full-time staff at CCA and regular volunteers, who we consider ministers of the Gospel.

1. They evidence genuine Christian conversion through: a confession of faith in Jesus’ substitutionary death, resurrection, and Lordship (Rom. 3:21-25, 5:1, 10:9); a clear testimony of their conversion experience; and a testimony of their overall spiritual growth up to the present time (Phil. 1:6; 1 Pet. 2:2-3; Eph. 4:15; Heb. 5:11-14).
2. They have qualities of a maturing Christian disciple. They bear characteristics of the beatitudes (Matt. 5:3-12); serve others with humility (Phil. 2:3-5); practice personal conflict resolution (Matt. 5:21-26, Eph. 4:29-32); evidence the fruit of the Spirit in relationships (Gal. 5:22-23); abide in Christ through personal prayer and Bible study (John 15:4-8); “walk in the light”, including confession of and repentance from remaining sin (Rom. 13:13-14; Eph. 5:6-21; 1 John 1:5-10). Their primary motivation for life and ministry is to glorify God (1 Cor. 10:31; 2 Cor. 5:9; Col. 3:17, 23)
3. They are benefitting from an active, healthy, personally engaged relationship with their local church (of historic evangelical convictions) for at least the past year. Their qualified church references affirm their suitability for ministry (2 Cor. 3:1-3; Phil. 2:25-30). (See the Staff or Volunteer Application Process for more details).
4. They live a sexually pure and ethically upright lifestyle according to their biological gender (either male or female) and marital status. They live consistent with Scripture’s extensive instruction on these matters, including: sexuality, dating, marriage and parenting – in accordance with historic evangelical convictions. The biblical standard for marriage is a life- long commitment between one biological man and one biological woman (see CCA Statement of Faith, point 9). (Gen. 2:18-25, 3:7-8; 4:19; 6:2, 6; 13:13; 19:4-5, 24-25; Lev. 18, Matt. 5:27-30, Luke 7:37-38; John 8:10-11; Rom. 1:24-27; 1 Cor. 5:1-11, 6:13-20, 7:1-40; Eph. 5:22-23; 1 Tim. 5:1-2).
5. In good conscience, they can unreservedly affirm CCA’s statement of faith (along with its implicit denials) as reflective of their own personal beliefs.
6. In good conscience, they willingly submit to the appropriate authority structures of CCA (i.e. Principles, Head of School, the CCA Board, and CBC Elder Board) out of reverence for Christ and submission to God (1 Sam. 24:16-19,

26:9- 11; Rom. 13:1-5; Eph. 6:5-9; 1 Pet. 2:18-23). They avoid gossip, grumbling and a censorious attitude (Exod. 15:24-28,

16:2-8, 17:3; Num. 14:6, 29, 16:41; 1 Cor. 10:10; Phil. 2:14-15; James 5:9). Instead, they offer constructive criticism through the proper channels of communication (Prov. 15:2, 23, 28, 16:23, 25:11; Zech. 8:16; Eph. 4:15, 25, 29).

7. They maintain a degree of professionalism academically and convey a worshipful and caring attitude in their regular ministry to students (Rom. 12:1-2; 1 Pet. 5:3).





CHILD PROTECTION  
POLICY  
CLAREMONT, NEW HAMPSHIRE

Adopted  
December 10, 2013

## CHILD PROTECTION POLICY

### DEFINITION OF TERMS

1. For the purpose of this child protection policy, the term “child abuse” includes physical abuse and sexual abuse, and is defined as follows:
  - a. The term “Physical Abuse” refers to any serious physical injury, which is not explainable by the available medical history as being accidental.
  - b. The term “Sexual Abuse” refers to the persuasion, inducement, enticement, or coercion of any child to engage in any sexually explicit conduct, including rape, molestation, and incest, as well as any other form of sexual exploitation of children.
2. The terms "Child" and "Children" refer to minors whose age is between birth and 18 years.
3. The term “Child Protection Policy Approved Worker” (CPPAW) refers to someone who (1) is 18 years of age or older, (2) has satisfactorily completed the Child Protection Policy application process and (3) has been screened and approved by the school leadership for ministry work involving children.

### PURPOSE

The purpose of this policy is to set guidelines by which to conduct our ministry to children in order to protect our children from the potential of abuse, and to protect our workers from the potential of false accusations of child abuse.

### SCOPE

1. All applicants for employment or volunteer work at Claremont Christian Academy must sign the CHILD PROTECTION POLICY STATEMENT OF COOPERATION, attesting that they have read, and understand, and agree to uphold and abide by the principles and procedures of the policy.
2. Parents may help or volunteer during youth activities in a "last minute" situation, but must be accompanied by a CPP approved worker.

### APPLICATION PROCESS

CCA employees must complete a CCA Employee Application which includes a ministry application portion. Additionally, applicants for volunteer work and employment will be subjected to a background check.

## **Guidelines for Providing a Safe Ministry Environment and Preventing Allegations of Child Abuse**

### **LEADERS**

All children's group activities must have at least two CPPAWs scheduled for attendance, except those activities being conducted during the regular CCA class time which may consist of only one CPPAW per class. (any assistant less than 18 years of age must be supervised by a CPPAW).

### **MALE LEADERS**

Men are not permitted to take girls to the restroom. In the event it is necessary to take a child to the restroom, workers should observe the following:

- Provide as much privacy for the child as possible.
- Only enter the stall when necessary, keeping the stall door ajar.

### **ROOM REQUIREMENTS**

All rooms used by adults and minors simultaneously should be accessible (no locked doors) and have open visibility (at least an unobstructed interior window, or the door left open).

### **PHYSICAL CONTACT**

Use discretion when having physical contact with a child. Having another adult present is preferred.

### **SUPERVISORS**

Supervisory personnel should make random visits to classrooms and other areas occupied by children.

### **ACCOUNTABILITY**

The Director of Claremont Christian Academy, being accountable to the School Board, will submit an annual calendar of events, including a seasonal sport event schedule, and routine visits to nursing homes, etc., to the Board of Elders in September. Although long range planning is strongly encouraged, spontaneous changes or additions (such as day field trips) to the CCA Calendar of Events may be handled by completing the CLAREMONT CHRISTIAN ACADEMY EVENT ITINERARY FORM and filing it with the church office before leaving.

### **OVERNIGHT ACTIVITIES**

All Claremont Christian Academy sponsored activities involving minors being kept overnight require the submission of an OVERNIGHT ACTIVITY ITINERARY FORM to the School Board prior to the event. A final list of names of participants must be filed with the school office before the start of the event, or before leaving, if the event is off school property. This list must also contain the name and phone number of the parent or guardian for each child listed.

### **PARENTAL INVOLVEMENT**

Parents are welcome to observe their children in class, or group activities. Parents who wish to observe for more than a few days must complete the ministry application process. However, completing the application process should not be construed as approval for a ministry worker position.

## **TEACHER/STUDENT ONE-ON-ONE COUNSELING**

If a teacher or children's ministry volunteer desires one-on-one time with a child off school property, he/she must complete a ONE-ON-ONE PERMISSION FORM indicating what time the child will be picked up, where they will be, and when the child will be returned, and have it signed by the child's parent or guardian. A public setting is preferred for such one-on-one meetings.

## **OVERSIGHT, SPECIAL CARE, AND TRANSPORTATION OF CHILDREN**

The intent of this policy is to, as much as is reasonably possible, prevent any opportunity for a child to be alone with anyone other than his/her parent/guardian while under the care and supervision of Claremont Christian Academy. **Those who are involved in children's ministries, in any capacity, are strongly encouraged not to provide general oversight, special care, or transportation for someone else's child or teenager without special written parental permission or having another responsible individual present.** Furthermore, we respect a CPPAW's right to abstain from personally providing such services under any circumstances. **It is the responsibility of the parent/guardian to provide transportation for his/her own child(ren) to and from CCA sponsored activities in a timely manner.** Unfortunately, circumstances occasionally prevail that result in the parent/guardian requesting that a CPPAW provide such services in their absence. Therefore, parents are encouraged to complete the SPECIAL PARENTAL PERMISSION FORM, thereby giving permission for their child(ren) to be alone with a specific CPPAW at school, or for the purposes of transportation, strictly as a convenience to the parent. However, completing the permission form does not obligate the CPPAW to provide such services for someone else's child or teenager under any circumstances. Any such arrangements must to be worked out between the parent/guardian and the CPPAW on an individual basis. In the event the CPPAW is willing to agree to such arrangements, the CPPAW should request that a SPECIAL PARENTAL PERMISSION FORM be filled out by the parent/guardian in advance. The original permission form will be kept on file in the school office. A copy of the permission form should also be retained by the CPPAW. This voluntary permission must be renewed annually and may be revoked at anytime, by either party, without prior notice. The SPECIAL PARENTAL PERMISSION FORM may be obtained at the school office.

## **DROPPING OFF AND PICKING UP CHILDREN**

It is preferred that the parent or guardian bring their child to and from CCA and CCA sponsored activities. When a child is dropped off by someone other than their parent, guardian or authorized person to transport (listed under emergency information on Gradelink management system), they should be accompanied by a currently dated permission slip, signed by the parent or guardian, that clearly indicates who is expected to pick up their child after school or the activity. If a child indicates that she/he is to be picked up by someone other than the parent or guardian, and no permission slip has been provided, the CCA staff worker or volunteer must immediately contact the parent or guardian by phone to confirm the pick up arrangements. At that time, the CCA staff worker or volunteer should also request that a permission slip be provided for future such arrangements to minimize risk to the child, confusion for other staff workers or volunteers, and bothersome last-minute phone calls.

## Procedures to follow for all Claremont Christian Academy Employees and Volunteers

### When You Observe a Co Worker/Volunteer Disregarding the Child Protection Policy Guidelines:

- Follow the example set for us in Matthew 18:15-17, when confronting the situation.
- Let your first assumption be that the negligence is due to an oversight of policy guidelines.
- Always speak the truth in love.

### When You Observe Child Abuse Taking Place:

- All wrong types of touching, or other inappropriate behavior or language, that you observe first hand, should be immediately reported to the appropriate Director, School Board Chairman or other Board members.
- **Maintain absolute discretion in the handling of this matter.**
- Go with the Director, School Board Chairman or other Board member to confront the person in question regarding the observed behavior.
- Record the allegations on the CLAREMONT CHRISTIAN ACADEMY CHILD ABUSE REPORTING FORM obtained from the school office and submit a copy of the completed form to one of the Board Members.
- The School Board leadership will then begin proceedings that would include, but not be limited to, informing the state and local authorities, informing the parents of the victim, and meeting with the accused.

### When You are Accused of Child Abuse:

Any Claremont Christian Academy employee or volunteer worker who is accused of child abuse will immediately report the incident to the Director or Chairman of the Board and voluntarily relinquish their duties and abstain from any involvement in children's or youth ministries. Reinstatement to a ministerial position will be at the discretion of the school leadership, and notification of such reinstatement will be made in writing.

## Our Commitment Once Child Abuse has been Confirmed

### Supporting the Victim

We commit to supporting the victim and the victim's family throughout the recovery process by aiding in the following ways, as well as any other ways deemed appropriate at the time by the Claremont Christian Academy School Board, regardless of any legal action brought upon the school by or in behalf of the victim:

- Uphold them in prayer.
- Provide counseling from Calvary Baptist Church's pastoral staff.
- Assist in arranging for Christian counseling outside of Calvary Baptist Church, if so desired by the victim's family.

### Cooperating with Authorities

We commit to fully cooperate with civil authorities, as dictated by the laws of the state of New Hampshire, in the reporting of an incident of child abuse, and in any ensuing legal investigation or action.

### Restoring the Abuser

We commit to follow the guidelines of Galatians 6: 1-5 in seeking repentance on the part of the abuser, and subsequently, restoration to a right relationship with God and to fellowship with Claremont Christian Academy. However, reinstatement to a ministry involving children or youth at Claremont Christian Academy will not be permitted.

## Background Check Authorization

**Release Authorization:**

1. In connection with my future involvement as a staff member/volunteer with children, I understand that Claremont Christian Academy will conduct a background check to determine my ability to minister in this role. It may include information concerning my character, work habits, performance and any court records that may have a bearing on my job responsibilities.
2. I acknowledge that a telephonic facsimile (fax) or photocopy shall be as valid as the original.
3. I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, church or non-profit organization, reference, or insurance company contacted by Claremont Christian Academy or its consumer reporting agency or its agents, to furnish the information described above.
4. I understand that if any of those records contains information which is used to deny my employment/volunteer service at Claremont Christian Academy, I will be notified of my rights and where I can obtain a copy of the information.

By signing below, you hereby release Claremont Christian Academy and its agents, officials, representatives, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any liability for damages of whatever kind, which may at any time result to you, your heirs, family, or associates because of compliance with this authorization and request to release information. You may be contacted as indicated below. A copy of this authorization (if not previously destroyed in accordance with record retention policies) will be given to you, provided you request it in writing.

The information contained in this screening form is correct to the best of my knowledge. I authorize any references listed by me in application for employment/volunteer service to give you any information (including opinions) they may have regarding my character and fitness for children’s work. I hereby release any individual, church, youth organization, employer, charity, reference, or any other person or organization, both individually or collectively, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs or my family on account of compliance or any attempts to comply with this authorization, excepting only the communication of knowingly false information.

As a volunteer or paid worker for Claremont Christian Academy, I agree to abide by the Child Protection Policy and to refrain from unscriptural conduct in the performance of my services on its behalf.

I have read the Child Protection Policy and agree to follow the policies and procedures in handling any child abuse situations that may arise.

I further state that I have read carefully the foregoing release and know the contents thereof. This is a legally binding agreement which I have read and understand.

Applicant’s Name [Please Print]	Date of Birth	SS Number
Applicant’s Signature	Date	
Witness	Date	



All information acquired will be used within the Claremont Christian Academy organization as it pertains to employment or volunteer work with children unless signified otherwise in writing upon completion of this form.