



Employee Application – Head of School

Please fill in the information below and attach to an email sent to Karl Baker pastorkarl@claremontchristianacademy.com and Dave Golden pastordave@cbcny.org. You can also return it to the CCA office by mail or in person at Claremont Christian Academy 97 Maple Ave., Claremont, NH 03743.

Name: _____ Date: _____
Address: _____ Phone: _____
E-mail address: _____

How long are you considering teaching at CCA? Short term? _____ 5-10 yrs? _____ Career? _____

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

Education List your education credentials in chronological order, starting with the most current.

College: _____ Major: _____
Did you graduate? Y / N Year: _____ Degree: _____
If not, how many credits earned? _____

College: _____ Major: _____
Did you graduate? Y / N Year: _____ Degree: _____
If not, how many credits earned? _____

High School: _____ Graduation Year: _____

(Add any additional information to your resume and attach it to this application.)

Do you have a past or current teaching certificate? _____
Are you willing to seek and maintain an ACSI Certification for Head of School? _____

Teaching Experience List the previous schools where you have worked in teaching and/or administration.

1) School Name: _____
Position: _____ Years _____ - _____
Principal / Supervisor: _____ Contact: _____

2) School Name: _____
Position: _____ Years _____ - _____
Principal / Supervisor: _____ Contact: _____

3) School Name: _____
Position: _____ Years _____ - _____
Principal / Supervisor: _____ Contact: _____

(Please attach a resume with your work history outside of teaching that is relevant to this position.)

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

Have you ever been convicted of a crime? _____ If "yes", please explain (add additional sheet if necessary): _____

References

Work References. Please list two work related references from supervisor's you've had in the past.

- 1) Name: _____ Phone: _____ Email: _____
- 2) Name: _____ Phone: _____ Email: _____

Ministry References: Please list two references from ministry *leaders* who you've served with in the past.

- 1) Name: _____ Phone: _____ Email: _____
- 2) Name: _____ Phone: _____ Email: _____

Personal References: Please list three personal references.

- 1) Name/Relationship: _____ Phone: _____ Email: _____
- 2) Name/Relationship: _____ Phone: _____ Email: _____
- 3) Name/Relationship: _____ Phone: _____ Email: _____

Affirmation of Compliance

(To be completed and signed after the first interview or when job offer is accepted)

- I have read the [CCA Statement of Faith](#) (included) and am in agreement with it. _____
(Initial)
- I have read the Lifestyle Standards for Ministers at CCA (included) and am living by it. _____
(Initial)
- I have read the [CCA Child Protection Policy](#) (included) and agree to abide by it. _____
(Initial)

I certify that the information provided in this application 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: _____

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 have read and agree to abide by the Child Protection Policy. I 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	

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.