

Concord Christian Academy

An Educational Community
Building Integrity & Modeling Service

37 Regional Dr., Concord, NH 03301 603-228-8888 / 228-9988 (fax)

And Jesus grew in wisdom and stature, and in favor with God and man." Luke 2:52

www.concordchristian.org



NON-TEACHER APPLICATION

Application date: _____

A. APPLICANT'S NAME AND ADDRESS

Full name: _____
First Name Middle Name Last Name

Social Security Number: _____ Date available: _____

Present address: Length of time at this address? _____

Phone Number(s): _____

Days _____ Evenings _____

Best time to call you: _____ E-Mail: _____

Permanent address and phone number if different than present address. Also please list any addresses where you have resided at any time within the last five (5) years:

B. POSITION DESIRED

Please indicate 1, 2, 3 in the parenthesis for your first, second, and/or third choice. In the space provided, indicate the grades or subject preferences as appropriate.

I am interested in a: <input type="checkbox"/> Full-time position <input type="checkbox"/> Part-time position

- Teacher's Aide (grade / subject) _____ Librarian
- Teacher (grade / subject) _____ Receptionist
- Clerical/Secretarial Crossing Guard
- Computer Assistant
- Other _____

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

Please list any special abilities, skills or talents which you believe would be an asset in working at CCA.

If married, is your spouse supportive of you working in a Christian school? Yes No

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

C. CHRISTIAN BACKGROUND

Please carefully read our Statements of Faith, Mission, Vision, Values and Community Life and indicate your degree of support:

I fully support the Statements as written without mental reservations.

I support the Statements except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth and conduct? Yes No

Denominational preference? _____

What is your local church affiliation? _____

Are you presently a church member in good standing? Yes No Number of years: _____

Please respond on a separate sheet of paper.

C1. Frequently, Christian schools enroll children from more than one denomination. How would you handle a child's questions if you knew that it was theologically controversial and the family's church held to a different viewpoint than your own?

C2. Have you ever lead a child or youth to Christ? Yes No If yes, explain.

D. TESTIMONY

On a separate sheet of paper, attach a typed copy of your reply to the following:

- D1. What is your personal testimony?
- D2. In what church activities are you involved and with what degree of regularity?
- D3. Describe your routine of personal Bible study and prayer.
- D4. What books have you read recently that have helped you spiritually?

E. PROFESSIONAL QUALIFICATIONS

* Please attach photocopies of all your postsecondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.

What degree or degrees do you hold?

Degree

Date Received

Issuing Institution

Your Major(s)

Your Minor(s)

Cumulative grade point average Bachelor's _____ Graduate work _____

Total (circle one) semester or quarter units after date of Bachelor's degree _____

* Please attach photocopies of any certificates held.

On a separate sheet of paper, attach a typed copy of your reply to the following:

- E1. List any other educational advantages that you have had including opportunities for travel.
- E2. List any books or articles that you have read recently that have helped you to grow professionally.
- E3. Have you had any courses in the Christian Philosophy of Education? If so, where and when? What was the title of the course and where and when was it completed?
- E4. Have you had other courses giving specific training for Christian day schools? Give details.
- E5. List any conferences or seminars that you have led or participated in recently.
- E6. Please list your hobbies and personal interests.
- E7. List any experience, skills, or qualifications that you believe would especially fit you for work with our school.
- E8. Do you belong to any professional groups or other organizations that you consider relevant to your ability to perform this job?

F. PERSONAL PHILOSOPHY

[Omitted]

G. EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may follow the same format on additional sheets of paper.

G1. Employer: _____ Dates of Employment _____

Address _____

Supervisor's Name and Phone Number _____

Reason for leaving _____

Starting: Position: _____ Compensation: _____

Ending: Position: _____ Compensation: _____

G2. Employer: _____ Dates of Employment _____

Address _____

Supervisor's Name and Phone Number _____

Reason for leaving _____

Starting: Position: _____ Compensation: _____

Ending: Position: _____ Compensation: _____

G3. Employer: _____ Dates of Employment _____

Address _____

Supervisor's Name and Phone Number _____

Reason for leaving _____

Starting: Position: _____ Compensation: _____

Ending: Position: _____ Compensation: _____

G4. Employer: _____ Dates of Employment _____

Address _____

Supervisor's Name and Phone Number _____

Reason for leaving _____

Starting: Position: _____ Compensation: _____

Ending: Position: _____ Compensation: _____

G5. Employer: _____ Dates of Employment _____

Address _____

Supervisor's Name and Phone Number _____

Reason for leaving _____

Starting: Position: _____ Compensation: _____

Ending: Position: _____ Compensation: _____

Have you ever worked under a different name for any of the employers you have listed? If so, what was the name or names?

Are you holding or have you already signed a contract for next year with any other institution?

Yes No

H. REFERENCES

Do not list family members or relatives for references. You will also need to sign the Reference Release Form that is attached and return it with this application.

Give three references who are qualified to speak of your spiritual experience and Christian service. List your current pastor first.

	Name/Complete Address	Phone	Position
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Give three references who are qualified to speak of your professional training and experience. List your current or most recent principal or supervisor first.

	Name/Complete Address	Phone	Position
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

I. SUPPLEMENTAL INFORMATION

[If you answer “Yes” to any of the following questions in this section, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition or other appropriate explanation. A conviction record will not automatically be a bar to employment. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job relatedness, and subsequent rehabilitation will be considered.]

11. Are you presently being investigated or under a procedure to consider your discharge, suspension or other discipline of any nature whatsoever for misconduct by your present employer? Yes No

12. Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave a job or volunteer position on the grounds of any unlawful sexual behavior, or violation of an employer's sexual misconduct or harassment policy? Yes No

13. Have you ever been charged in civil, criminal proceedings, or administrative proceedings with improprieties regarding children? Yes No

14. Have you ever entered a plea of guilty, a plea of “no contest” (*nolo contendere*), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense? Yes No

15. Have you ever been suspended, discharged, or resigned in lieu of discharge from any position?
 Yes No

16. Do you have any personal responsibilities or other commitments that may prevent you from meeting this position's requirements for on-time arrival, attendance, or work schedules?

17. Our school welcomes employees, volunteers, and students of different nationalities, races, and denominations. How have you demonstrated an ability to work with others that may be different from you or have beliefs different from yours? Please describe any difficulties that you may have encountered.

J. CURRENT ISSUES

We live in a pluralistic society with many conflicting beliefs and values. Staff members frequently have interaction with students. At such times you may be asked specific questions about controversial issues by students at CCA. Your answers will come from your personal convictions. We need to know the views of those that would be Christian role models for our students. Please share your personal convictions as a Christian toward:

wine, beer, and other alcoholic beverages _____

smoking and chewing tobacco _____

marijuana and other non-prescription drugs _____

entertainment (music/dancing) _____

premarital sex _____

divorce and remarriage _____

abortion _____

homosexuality _____

sexual activity outside Christian marriage _____

personal debt _____

gossip _____

lying / cheating _____

Do you have a personal testimony regarding any of the above items that you would like to share?

Yes No If yes, please elaborate below or on a separate paper.

K. APPLICANT'S CERTIFICATION, AGREEMENT, and REFERENCE RELEASE FORM

I understand that Concord Christian Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability.

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 or 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 day of release.

I authorize Concord Christian Academy 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 the position.

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

Since I will be working in an environment devoted to children, I authorize the 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. The 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 employment contract is being offered at this time.

I certify that I have carefully read and do understand the above statements.

Printed Name of Applicant (give full name please):

Signature of Applicant

Date

Thank you for taking the time to fill out this application.

Please sign each of the attached sheets containing CCA's Statements of Faith, Mission, Vision Values and Community Life to confirm that you have reviewed them.

CCA Statement of Faith

Concord Christian Academy believes:

- in one God, Creator and Lord of the Universe, the co-eternal Trinity: Father, Son, and Holy Spirit.
- that Jesus Christ, God's Son, was conceived by the Holy Spirit, born of the Virgin Mary, lived a sinless life, died a substitutionary atoning death on the cross, rose bodily from the dead and ascended to heaven where, as truly God and truly man, He is the only mediator between God and human beings.
- that the Bible is God's authoritative and inspired Word. It is without error in all its teachings, including creation, history, its own origins, and salvation. Christians must submit to its divine authority, both individually and corporately, in all matters of belief and conduct.
- that all people are lost sinners and cannot see the Kingdom of God except through the new birth. Justification is by grace through faith in Christ alone.
- that Jesus Christ himself will physically return in glory to raise the dead and bring salvation and judgment to completion. God will fully manifest His kingdom when He establishes a new heaven and new earth, in which He will be glorified forever and exclude all evil, suffering, and death.
- in one holy, universal, and apostolic Church. Its calling is to worship God and witness concerning its Head, Jesus Christ, preaching the Gospel among all nations and demonstrating its commitment by compassionate service to the needs of human beings and by promoting righteousness and justice.
- in the necessity of the work of the Holy Spirit for each individual's new birth and growth to maturity, and for the Church's constant renewal in truth, wisdom, faith, holiness, love, power, and mission.

CCA Mission

Concord Christian Academy
An Educational Community
Building Integrity & Modeling Service

CCA Vision

Luke 2:52 *And Jesus grew in wisdom and stature, and in favor with God and men.*

It is our vision that Jesus Christ's transforming grace and truth be (i) manifested in the lives of students by influencing every arena of life and (ii) evidenced by advancing integrity, mercy, competence, compassion, forgiveness, and beauty.

It is our desire that CCA be a school where . . .

- . . . Christ is Lord, loved with heart, soul, strength, and mind.
- . . . others are served before self.
- . . . Scripture is experienced as a feast of truth.
- . . . prayer comes as naturally as breathing.
- . . . beauty in the world is cherished.
- . . . participation in the arts is an expression of joy in God's handwork.
- . . . everyone contributes to work that sustains family, school, church, and community.
- . . . vigorous play and sound health habits are embraced by all.
- . . . remorse and restitution are met with forgiveness and restoration.
- . . . a zest for lifelong learning is cultivated.
- . . . students, sound in spirit and capable in action, are prepared for further study and service in the life God has given to them.

Soli deo Gloria — to the glory of God alone.

CCA Values

Christ — maintaining humble submission to Jesus Christ, the risen Lord and Savior.

Bible — recognizing the ultimate authority for worldview and ministry.

Prayer — cultivating communication with God as a life skill and resource for ministry.

Church — partnering with the biblical base of ministry.



Unity — seeking common ground with all believers in Jesus Christ.

Love — treating all people with grace and respect.

Differences — seeing each person as a special creation with God-given gifts and needs for unique pathways of development.



Excellence — operating with integrity, high academic achievement, and wise stewardship.

Accountability — preserving transparency and faithfulness in all financial and ministry affairs.

Generosity — striving to make it economically possible for all to select CCA for their children.

Understanding — remembering that parents must decide what is best for each child's education.

CCA Community Life Statement

We believe that God's Word, the Bible, including Old and New Testaments, is the ultimate guide for our values, attitudes and behaviors.

We seek spiritual maturity by maintaining a personal devotional life; participating in community worship and prayer; and being firmly planted in the life, ministry, and spiritual oversight of a local church, parish, synagogue or other assembly of Christian believers.

We seek to keep the unity of the Spirit through the bond of peace, and to accept one another in love through humility, gentleness, kindness and patience.

We encourage one another to mature in Christ-likeness by speaking the truth in love in our classrooms, business affairs, social relationships, and all other areas of our shared life.

We encourage responsible relationships and unity within families.

We seek to respect and encourage our uniqueness in Christ, which includes our diversity of denomination, race, culture, personality, development, experience, gifts and goals.

We seek to become involved individually and corporately with the Church in ministering to spiritual and social needs within and beyond our own community.

We renounce *attitudes* such as greed, jealousy, false pride, lust, bitterness, hostility, an unforgiving spirit, unjust discrimination and prejudice such as that based on race, sex, appearance, emotional health, athletic performance, academic ability or socio-economic status.

We renounce *behaviors* such as distortion of God's Word, deception, falsehood, malicious speech, drunkenness, drug abuse, stealing, cheating, and sexual immorality such as pornography, premarital sex, adultery and homosexual behavior.

We acknowledge that every single person has engaged in *attitudes* and *behaviors* that fall short of God's standards, and we rejoice in God's restoration and forgiveness. We affirm the mandates of God's Word to treat all human beings with love and respect whether or not they accept or endorse these values.

We seek to follow, where interpersonal conflict arises or such shortfalls in attitudes or behaviors occur, a biblical process such as outlined in Matthew 18:15-20 for correction, forgiveness, restitution and reconciliation.

We seek to practice an attitude of mutual submission according to the mind of Christ, recognizing that at times our personal rights and preferences must be put aside for the sake of others and the good of the community.

We encourage cultivation of the spiritual attitudes and behaviors of love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.

I have prayerfully considered and hereby confirm that I subscribe, without reservation, to the above Statements of Faith, Vision, Mission, Values and Community Life. I agree to comport myself in my affairs, on and off campus, in accordance with the Statement of Community Life. I understand that all subjects taught at Concord Christian Academy will be based on the foundation of the above principles. I agree to support the Statement of Faith.

Applicant or Employee's Signature

Date