



Cullman Christian School

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JOB APPLICATION for SUBSTITUTE TEACHER, TEACHER AIDE, CLERICAL, or SUPPORT STAFF

(Note: Full-Time and Adjunct Teachers have a different application)

Your interest in Cullman Christian School is appreciated. CCS is a community K-12 Christian school. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which you may qualify, we will notify you and begin communicating with you. We will also contact your references. If we have continued interest in your candidacy after this point, we will notify you to arrange for a personal interview.

We realize that the key to a successful Christian School is its faculty/staff. We encourage you to visit our website, www.CullmanChristian.org to learn more. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models. Luke 6:40.

We look forward to receiving your application. Please see the "Candidate profile" requirements and "Ministry of Teaching" that are attached in the appendix. Please remove these for your reference before returning the other forms. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

Anti-discrimination Statement: Cullman Christian School does not discriminate in employment on the basis of age, race, color, national or ethnic origin, gender or disability.

A. APPLICANT'S NAME AND ADDRESS

Full name: _____ preferred name _____

Application date: ____/____/____ Date available: ____/____/____

Present address:

Length of time at this address? _____

Phone: Days (____) _____ Evenings (____) _____ Best time to call you? _____

Email address: _____@_____ Hometown _____

Permanent address and phone number if different than present address _____

Marital status: *circle* Single- Married- Widowed- Divorced- Separated

B. POSITION(S) DESIRED

- () Teacher's Aide
() Substitute Teacher
() Administrative/clerical/custodial- list: _____
() Other: List: _____

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

U.S. citizen____, Non-U.S. citizen ___if noncitizen, can you submit verification of your legal right to work in the USA? 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):

What would you like to be doing five years from now?

C. CHRISTIAN BACKGROUND

1. In your own handwriting, briefly give your Christian testimony.

2. Please describe how/what you would explain as God's plan of salvation to one of your students.

3. Please carefully read our Statement of Faith below and indicate your degree of support.

- 1. We believe in the inspiration and authority of Scripture.** The Bible is the written Word of God, without error and infallible, and the divine authority in all matters of faith and life.
- 2. We believe in one God who exists in three persons.** God the Father, God the Son, and God the Holy Spirit are the same in substance, equal in power and glory.
- 3. We believe in the majesty and sovereignty of God.** The personal Triune God of the Bible owns and controls all things according to the counsel of His will.
- 4. We believe that God created the universe out of nothing.** God alone has existed from all eternity past and in His wisdom decided to create the universe using nothing which had pre-existed.
- 5. We believe that mankind was created by God.** Man did not evolve from other species but was created by God. He was created with dignity in that he was made in God's image and created in humility in that his purpose was and still is to glorify God and to enjoy Him forever.
- 6. We believe in the fall of mankind into sin.** The voluntary sin of Adam resulted in mankind's total depravity. Thus, all men are sinners and are not able to please God on their own merit or save themselves.
- 7. We believe in God's gracious plan of salvation.** God in His mercy chose to provide a means of salvation for mankind through the substitutionary atonement of Christ. Jesus Christ died on a cross to save us from our sins and He is the only mediator between God and man.
- 8. We believe that God applies the salvation earned by Christ to us through the Holy Spirit.** The Holy Spirit calls us to Himself, convincing us of our sin, and persuading and enabling us to receive Jesus Christ by faith.
- 9. We believe that we are justified and sanctified by faith in Jesus Christ alone.** God declares sinners righteous through the perfect obedience of Christ and He then works His power in them, enabling them to progress in holiness through the Word and Spirit.
- 10. We believe in Second Coming of Jesus Christ to judge the world.** Christ will bring all things to consummation at the judgment, taking His own to be with Him in the new heavens and new earth. All others will be cast into hell forever.

___ I fully support the Statement as written without mental reservations.

____ I support the statement except for the area(s) listed and explained below. (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 member in good standing? _____ Years? _____

In what church activities are you involved and with what degree of regularity?

Describe your routine of personal Bible study and prayer.

What books have you read recently that have helped you spiritually?

D. PROFESSIONAL QUALIFICATIONS

What degree or degrees do you hold?

Degree	Date Received	Issuing Institution
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Teachers, sequentially list your teaching experience with most recent first.

School's Name	Grades or Subjects	Dates
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Do you have a valid Teaching Certificate? ____ What level? _____ Remains valid for _____ years.
Please attach photocopies of any certificates held.

E. **PERSONAL PHILOSOPHY** *Please succinctly answer in one paragraph.* Why do you wish to teach or work in a Christian school?

F. EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may attach a separate copy following the same format.

1. Position _____ Date of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

2. Position _____ Date of Employment _____
Address _____
Supervisor's Name and Phone Number _____
Reason for leaving _____

3. Position _____ Date of Employment _____
Address _____
Supervisor's Name and Phone Number _____
Reason for leaving _____

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 educational institution?
Yes ___ No ____.

G. PERSONAL 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 that are qualified to speak of your spiritual experience and Christian service. List your current pastor first.

Name	Complete Address	Phone number	E-mail address
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1. Pastor _____

2. _____

3. _____

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

Name	Complete Address	Phone number	E-mail address
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1. _____

2. _____

3. _____

H. PERSONAL INFORMATION – All answers are confidential

If your answer is "yes" to any of the 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 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.

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer? Yes ____ No ____

Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave your 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 ____

Have you ever been charged in civil or criminal proceedings with improprieties regarding children?
Yes ____ No ____

Have you ever entered a plea of guilty, a plea of "no contest"(no lo contend ere), 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 minor traffic offense? Yes ____ No ____

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

Is there any reason why you might be unable to perform the essential duties and responsibilities of the position for which you are applying? Yes ____ No ____ . If yes, please explain.

Please list your hobbies and personal interests.



AUTHORIZATION TO RELEASE REFERENCE

INFORMATION

I have made application for a position as a teacher with Cullman Christian School. I have authorized the school to investigate references, work records, evaluation, education and other matters related to my suitability for employment.

I authorize references and my former employers to disclose 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

I certify that I have carefully read and do understand the above statements and agree to hold harmless the sender and Cullman Christian School.

Applicant's Name (Print) _____

Applicant's Signature _____

Date _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Cullman Christian School 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 omission of fact may prevent me from being 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 Cullman Christian School to thoroughly interview the primary references which I have listed, and 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 my 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 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 with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as is necessary for such an investigation. 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 conditionally 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 declare that during the past year I have not engaged in, at current time I am not engaging in, and promise that I will not during the term of my employment or volunteering, engage in inappropriate sexual conduct which are contrary to our religious beliefs. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g. premarital sex, cohabitation, and extramarital sex), homosexual or lesbian sexual activity, sexual harassment, use or viewing of pornographic material or websites, or sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of Cullman Christian School.

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.

Signature of Applicant

Date

APPENDIX

Please detach the following and keep this appendix for your reference. Please return the previous pages to begin the hiring process.

The Ministry of Teaching

Teachers and school administrators are called by God to help raise up the young in the ways of faith. Jesus, the Savior, was also a teacher. He gathered his disciples and others around him and taught with such conviction and truth that the “many who heard him were astonished, saying, “Where did this man get all this? What is the wisdom given to him? What mighty works are wrought by his hand!” (Mark 6:2). His apostles, likewise, were teachers and

gave witness “with great power,” through their words and their deeds, and “gave their testimony to the resurrection of the Lord Jesus, and great grace was upon them all” (Acts 4:33).

The ministry of teaching obligates the teacher to assist his or her students in understanding not only mathematics or physics, but how the order and discipline of mathematics or physics reveals the mind of God. It obligates one not only to instruct in geography and history, but to inculcate the faith by helping the students know that God created the mountains, the sea, the rivers, the deserts, the forests, the plains, and all of the creatures that inhabit them, and to learn that human discoveries, empires, conflicts, and social movements are measured by the divinely ordained order. The ministry of teaching requires one not only to help students acquire skill in spelling, reading, grammar, and writing, but to understand that human language is a primary means by which students might explore the wonders of poetry and narrative and Sacred Scripture itself—all of which indirectly or directly disclose salvation history. Regardless of the subject, true teachers minister to their students by helping them follow Paul’s admonition:

Finally, brethren, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious, if there is any excellence, if there is anything worthy of praise, think about these things. What you have learned and received and heard and seen in me, do; and the God of peace will be with you. (Phil. 4:8-9)

Teachers in a Christian school must be ever mindful that they instruct not only through rational explanation of formal subject material but even more powerfully through word, deed, example, and shared experience. Simply put, they teach the faith by modeling the faith and by modeling faithfulness. This is why teachers, even before their first meeting with students, must subscribe to the school’s Statement of Faith. This is why teachers are required to give a godly example, both at school and away. Teachers must teach truth and avoid falsehood.

“Therefore, putting away falsehood, let everyone speak the truth with his neighbor, for we are members one of another...Let no evil talk come out of your mouths, but only such as is good for edifying, as fits the occasion, that it may impart grace to those who hear” (Ephesians 4:25,29).

Teachers minister to their students by providing them with faith experiences. They lead the youth in prayer, praise, and mercy. Paul urged Christians to “Let all bitterness and wrath and anger and clamor and slander to be put away from you, with all malice, and be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you” (Ephesians 4:31-32). Teachers also model the Christian life by being active in their own church community and by serving as an intermediary assisting their students in becoming active in their respective church communities so that those students might be further nurtured in faith with their friends and family around them.

Candidate Profile:

Spiritually, all candidates should possess characteristics that reflect:

- A strong, clear Christian testimony
- Acceptance without reservation CCS Statement of Faith
- A mature, godly spirit
- Participation in a local, evangelical church

Professionally, the candidate shall be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/ability required.

- Good verbal and written communication skills
- Able to handle multiple tasks simultaneously
- Organizational skills
- Disciplined time management skills
- Integrity in dealing with confidential information
- The gift of being flexible and supportive of job assignments
- Able to work as part of a team
- Able to interact with children in a respectful and age-appropriate manner
- Computer literate

Personally, all candidates shall:

- Model Christian behavior in attitude, speech, and actions toward others. This includes being committed to God’s Biblical standards for sexual conduct. Luke 6:40
- Recognize the parents and primarily responsible before God for their children’s education and be prepared to assist them in that task.
- Demonstrate qualities of a heart submissive to the Spirit of God: love, joy, peace, patience with enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality. Galatians 6:22,23
- Meet everyday stress with emotional stability, objectivity, and optimism.

- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school policy
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to authority.
- Shall notify the administration of any policy he/she is unable to support.
- Refuse to use or circulate confidential information inappropriately.
- Place his/her teaching ministry ahead of other jobs or volunteer activities
- Make an effort to appreciate and understand the uniqueness of the community.
- The ability to listen and respond to counsel.

Physically, the substitute teacher or aide candidate shall:

- 1) Site
 - a. Building to parking lot-A teacher must gather his/her children together into a cohesive unit and be able to move the children from the school to designated emergency areas in the parking lots. Walking up an incline may be required.
- 2) Classroom
 - a. Able to see, hear and respond to the needs of children in emergencies or conflicts that might occur in the classroom, on the playground, and in common areas.
- 3) Teaching
 - a. Able to demonstrate lesson concepts using hands-on materials
 - b. Communicate data (attendance, students' assessment, report cards, etc.)
 - c. Teachers are required to prepare evaluation reports, fill in report cards, and on numerous occasions, communicate with parents orally and in writing.
- 4) Emergencies
 - a. Able to lead children out of building in a rapid but controlled manner.
- 5) Attendance
 - a. Teachers are required to be present for faculty meetings and other special functions after school, and occasionally for meetings or other functions in the evening.
- 6) Essential Physical Requirements
 - a. Teaching children is physically demanding job. Teachers must feel confident that they can care for up to 27 children while handling the stress, tension, and exasperation of daily contact with children, parents, and staff members
 - b. Sufficient vision and hearing to allow for supervision and interaction with students.
 - c. Able to lift small children up to 50 pounds from the floor to waist high ten to fifteen times a day; to crouch to a child's height and maintain eye contact at a child's level; to sit on the floor; to stand tall enough to reach children on play equipment; to stand or sit for long periods of time; to walk up and down stairs.
 - d. While the classrooms are air-conditioned, the playground often gets hot and teachers are exposed to the sun.