



## COASTAL CHRISTIAN ACADEMY PRESCHOOL APPLICATION FOR EMPLOYMENT

TODAY'S DATE: \_\_\_\_\_

### PERSONAL INFORMATION

Legal Name: \_\_\_\_\_  
First Middle Last

Address: \_\_\_\_\_  
Street City State Zip

Email address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Current Employer: \_\_\_\_\_ Position Held: \_\_\_\_\_

Have you applied to CCA in the past? ☐ Yes ☐ No

If yes, when/what position? \_\_\_\_\_

### APPLICATION INFORMATION

Preschool Position Desired: ☐ Director ☐ Teacher ☐ Aide

Age preference (check all that apply): ☐ 2yr ☐ 3yr ☐ 4yr ☐ 5yr

Date available to begin work: \_\_\_\_\_

Do you have any vacation/time off anticipated within 90 days of hire: ☐ Yes ☐ No

If yes, please explain and include dates if possible:

\_\_\_\_\_  
\_\_\_\_\_

## EDUCATIONAL BACKGROUND

All teaching applicants need to have adequate Early Childhood Education units; applicants for a Director's position must have additional units specifically for Director (Administration of Early Childhood Programs or Supervision of Early Childhood Programs). All applicants need to provide an unofficial or official college transcript along with their application.

|             | School Name | Years Attended | GPA | Degree Earned |
|-------------|-------------|----------------|-----|---------------|
| High School |             |                |     |               |
| College     |             |                |     |               |
|             |             |                |     |               |
|             |             |                |     |               |

Number of Early Childhood Education units completed: \_\_\_\_\_ units

Skills and qualifications: (licenses, skills, training, awards, etc. )

---

---

**TEACHING WORK EXPERIENCE:** Please list teaching related work experience, beginning with the most recent:

1. Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Position Held and/or Title: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Dates employed: \_\_\_\_\_ to \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

2. Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Position Held and/or Title: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Dates employed: \_\_\_\_\_ to \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

3. Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Position Held and/or Title: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Dates employed: \_\_\_\_\_ to \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

### OTHER WORK EXPERIENCE

Employer: \_\_\_\_\_ Position Held: \_\_\_\_\_

Dates employed: \_\_\_\_\_ to \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Position Held: \_\_\_\_\_

Dates employed: \_\_\_\_\_ to \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

### PERSONAL WORK INFORMATION

Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of any offense involving dishonesty, breach of trust, child abuse, moral impropriety, or any type of felony? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### REFERENCES

All applicants must sign the **Applicant's Certification and Agreement** as well as the **Authorization to Release Reference Information** sheet included with this application. Below, please provide two personal references who are qualified to speak of your spiritual walk and Christian service. You may include your pastor, home fellowship leader, etc. NOTE: Please do NOT list family members or relatives as references.

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**PERSONAL STATEMENT:**

Please explain, in a paragraph or so, why you desire to teach/work at a Christian Preschool vs. a public or other type of private school:

---

---

---

---

---

---

---

---

---

---

**CHRISTIAN BACKGROUND**

Church you currently attend: \_\_\_\_\_ How long have you attended? \_\_\_\_\_

Pastor's Name: \_\_\_\_\_ Current involvement in your church? \_\_\_\_\_

---

**SPIRITUAL COMMITMENT STATEMENT**

The ministry of Coastal Christian Academy is to biblically disciple students and subsequently form their character – our goal is to reinforce the students' relationship with Jesus Christ. To accomplish this, CCA seeks people who will be role models of the Christian life and who are able to read, teach and reinforce biblical principles.

I declare that my life-style currently reflects the biblical standards, as taught in Scripture, with respect to personal moral conduct and integrity, which is also upheld by Coastal Christian Academy. I understand that if, at any point in time, my life-style contradicts these standards it could result in suspension or termination of my employment.

\_\_\_\_\_  
Name (please print) Date

\_\_\_\_\_  
Signature (please sign)

## APPLICANT'S CERTIFICATION AND AGREEMENT

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

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or significant omission of fact during any phase of the hiring process may prevent me from being hired or, if hired, may subject me to immediate dismissal. If I am released under these circumstances, I further understand that I will be paid and receive benefits only through the day of release.

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 are necessary for such 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 any and all background information, including proof of legal authority to work in the United States. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or to reflect adversely on the school or 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 further certify that I have carefully read and do understand the above statements.

---

Name (please print)

Date

---

Signature (please sign)

## AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position with **Coastal Christian Academy**. I have authorized the school to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals which 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 all other matters related to my suitability for employment.

I authorize Coastal Christian Academy to contact my personal and former employment references for the purpose of obtaining information regarding my ability to fulfill the requirements of the position I am applying for.

In addition, I hereby release **Coastal Christian Academy**, 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 **Coastal Christian Academy**.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

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

---

Name (please print)

Date

---

Signature (please sign)