

Community Christian Academy Teacher/Staff Application



4594 Columbia Road, Martinez, Georgia 30907 706-426-8881

This application is to be completed by all those desiring a position at Community Christian Academy. All information must be accurate and entirely completed. Any false information will be grounds for denial of application.

Legal Name: _____ Nickname: _____
Last First Middle

Address: _____
Street City State Zip

How long at this address? _____ If less than five years, give previous address and number of years below:

Previous address: _____ Years: _____

Male Female Birthday: ____/____/____ Home Phone: (____) _____

Cell#: (____) _____ Work Phone: (____) _____ Best time to call: _____

Social Security #: _____ Driver's License State/ #: _____ Expires: _____

Email address: _____

Marital status: _____ Spouse's Name: _____ Number of Children: _____ Ages: _____

Emergency contact: _____ Phone Number: _____

Occupation: _____ Place of Employment: _____ Number of years: _____

Employment history of last five years:

Employer's name: _____ Phone: _____

Employer's name: _____ Phone: _____

Employer's name: _____ Phone: _____

Are you a certified teacher? _____ In what state are you certified? _____ If not, please explain any previous school experience. _____

List any leadership/volunteer experience you have had with children: _____

Do you have a personal relationship with Jesus Christ? _____ Briefly describe: _____

What church do you attend? _____ Are you a Member? _____

Do you attend regularly? _____ In what ministries are you currently involved? _____

Date of water baptism: _____

List any training or education that has prepared you to work with children: _____

List any other ministries in which you are involved: _____

Age/ Grade preference: Teacher _____ Staff Support _____ Substitute Teaching _____

K3 ___ K4 ___ K5 ___ 1st ___ 2nd ___ 3rd ___ 4th ___ 5th ___ 6th ___ 7th ___ 8th ___ 9th ___ 10th ___ 11th ___ 12th ___

Local Personal References (Must be 18 years old and not related to you)

Name: _____ Relationship: _____

Address: _____ Phone: _____

Comments (staff use): _____

Name: _____ Relationship: _____

Address: _____ Phone: _____

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Address: _____ Phone: _____

Comments (staff use): _____

The questions below are part of the process to help provide a safe and secure environment for our children. All information is held strictly confidential by the Community Christian Academy staff.

Have you had any experiences that might make it difficult for you to minister to children at CCA? _____

Have you ever been accused or convicted of the use or sale of illegal drugs? _____

Have you ever used illegal drugs? _____

Have you ever been hospitalized, treated for, or struggled with alcohol or substance abuse? _____

Have you ever been charged with a misdemeanor or felony? _____

Are you engaged in any conduct that is contrary to the teachings of the Bible? _____

Do you have any health issues that could place the children of Community Christian Academy at risk? _____

Have you ever been denied legal custody of your children in any legal proceedings including divorce decrees or settlements? _____

We conduct a police background check on all applicants. Do you have any objections? _____

If you answered yes to any of the above questions, please explain briefly: _____

Briefly describe your position on Christian Education:

Why do you desire employment at Community Christian Academy? _____

If asked to perform duties other than those for which you are hired, would you be willing? _____

Are you willing to be submissive to the decisions of the administration and board of the school? _____

Appearance is critical to the professional and Christian stand we take at Community Christian Academy. We do not allow the staff and volunteers to wear jeans on days unless approved. All attire must be conservative and should not be revealing. Hair color/styles and jewelry should also be conservative.

Would you be willing to follow these guidelines, understanding that the director will notify you of any unacceptable variations? _____

Are you willing to work a total of 182 days, minus no more than 10 days for sick/personal leave? _____ (Serious conditions will be considered individually.)

Applicant's Statement

I hereby authorize Community Christian Academy to verify all information contained in this application with any references, my past or present employers, or any other appropriate personnel at my present or past employers, churches or other organizations and any individuals to disclose any and all information to Community Christian Academy. I release all such persons or entities from liability that may result or arise from Community Christian Academy's collections of all such evaluations or information or its consideration of my application.

Community Christian Academy Leader's Covenant

I will commit to:

- Read and practice the security measures in place at Community Christian Academy
- Prepare for ministry by growing in my personal relationship with Christ
- Support the leadership by praying for the staff, leaders, and the children in my class
- Personal growth and education by participating in Ministry Enrichment courses

Should my application be accepted, I agree to follow the policies of Community Christian Academy and to refrain from unscriptural conduct in the performance of my services. I understand that the personal information will be held confidential by the administrative staff.

Applicant's Signature: _____ Date: _____

Applicant Checklist (Office Use Only)

Name: _____ Orientation attended: _____

Email to staff: _____ Protect My Ministry _____

Interview date: _____ By: _____

Reference checks: _____

Work reference: _____ Data base code: _____

Placement: Hour/Age _____ Position: _____ Start date: _____

Comments: _____

End Date: _____ Reason for Leaving: _____

A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness and privacy of information in the files of every "consumer reporting agency" (CRA). Most CAR's are credit bureaus that gather and sell information about you – such as if you pay your bills on time or have filed bankruptcy – to creditors, employers, landlords and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission's web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn about those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you such as denying an application for credit, insurance or employment must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file. At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently.** There is no charge for the report if a person has taken action against you because of information supplied by the CRA, provided that you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plant to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRA's – to which it has provided the data – of any errors) the CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- **You can dispute inaccurate items with the source of the information.** If you tell anyone – such as a creditor who reports to a CRA – that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA – usually to consider an application with a creditor, insurer, employer, landlord or other business.
- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

The FCRA gives several different federal agencies (listed below) authority to enforce the FCRA:

FOR QUESTIONS OR CONCERNS REGARDING:

CRA's creditors and others not listed below

National banks federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)

Savings associations and federally chartered savings banks (word "federal" or initials "F.S.B." appear in federal institution's name)

Federal Reserve system member banks (except national banks, and federal branches/agencies of foreign banks)

Federal Credit Unions (words "Federal Credit Union" appear in institution's name)

State chartered banks that are not a member of the Federal Reserve System

Air-surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission.

Activities subject to the Packers and Stockyards Act, 1921

PLEASE CONTACT:

Federal Trade Commission
Consumer Response Center – FCRA
Washington, DC 20580
202-326-3761

Office of the Comptroller of the Currency
Compliance Management, MailStop 6-6
Washington, D.C. 20219
800-613-6743

Office of Thrift Supervision
Consumer Programs
Washington, D.C. 20552
800-842-6929

Federal Reserve Board
Division of Consumer & Community Affairs
Washington, D.C. 20551
202-452-3693

National Credit Union Administration
1775 Duke Street
Alexandria, VA 22314
703-518-6360

Federal Deposit Insurance Corporation
Division of Compliance & Consumer Affairs
Washington, D.C. 20429
800-934-FDIC

Department of Transportation
Office of Financial Management
Washington, D.C. 20590

Department of Agriculture
Office of Deputy Administrator – GIPSA
Washington, D.C. 20250
202-720-7051