



# COMMUNITY Christian School

# TEACHER APPLICATION

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HR Fax: 888-516-1032 • HR Email: [rob.fortner@communitychristianschool.net](mailto:rob.fortner@communitychristianschool.net)  
[www.communitychristianschool.net](http://www.communitychristianschool.net)

## Grades K-12

Your interest in Community Christian School is appreciated. You are invited to complete this initial application form and return it to the school office. You will be contacted as to any opening for which you may qualify.

The key to a successful Christian school is its faculty and staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models. II Corinthians 3:2. Community Christian School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its hiring practices.

We look forward to receiving your completed application. Thank you for your interest in a ministry at Community Christian School. It is our prayer that God will fulfill His perfect will in the lives of all applicants. Romans 12:2b

### Applicant's Name and Address

Full Name: \_\_\_\_\_

Application Date: \_\_\_\_\_ Date Available: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

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

Email: \_\_\_\_\_ Best contact?  Home  Cell  Email

### Position Desired

Please indicate 1, 2, 3, 4 **position** choice in parenthesis. Then to the right, please indicate the **grades** in order of preference.

( ) Kindergarten (5 year olds) \_\_\_\_\_

( ) Elementary (1st – 5th ) \_\_\_\_\_

( ) Middle School (6th – 8th) \_\_\_\_\_

( ) High School (9th – 12th) \_\_\_\_\_

Full Time  Part Time  Substitute  Other \_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**Professional Qualifications/Education**

Please attach copies of all your college transcripts.

What degree or degrees do you hold?

1. Degree: \_\_\_\_\_ Date Received: \_\_\_\_\_  
Issuing institution: \_\_\_\_\_  
Major(s): \_\_\_\_\_  
Minor(s): \_\_\_\_\_  
Special Studies: \_\_\_\_\_  
Honors/Awards: \_\_\_\_\_
2. Degree: \_\_\_\_\_ Date Received: \_\_\_\_\_  
Issuing institution: \_\_\_\_\_  
Major(s): \_\_\_\_\_  
Minor(s): \_\_\_\_\_  
Special Studies: \_\_\_\_\_  
Honors/Awards: \_\_\_\_\_
3. Other Educational Experience: \_\_\_\_\_

**Certification**

Please attach a copy of your current teaching certificate if applicable.

Type: \_\_\_\_\_ Cert #: \_\_\_\_\_ State: \_\_\_\_\_

**Employment History**

Please start with your current or most recent employer and work backwards.

1. Employer: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_  
Supervisor's Name & Phone Number: \_\_\_\_\_  
Employment Status:  Full-time  Part-time  Temporary Salary: \_\_\_\_\_  
Reason For Leaving: \_\_\_\_\_
2. Employer: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_  
Supervisor's Name & Phone Number: \_\_\_\_\_  
Employment Status:  Full-time  Part-time  Temporary Salary: \_\_\_\_\_  
Reason For Leaving: \_\_\_\_\_

3. Employer: \_\_\_\_\_ Position: \_\_\_\_\_

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

Dates of Employment: \_\_\_\_\_

Supervisor's Name & Phone Number: \_\_\_\_\_

Employment Status:      Full-time      Part-time      Temporary     Salary: \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

Explain any gaps in your employment history:

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Have you ever broken a contract?    Yes    No   If yes, please explain:

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How many years of teaching experience do you have? \_\_\_\_\_

Do you have a valid Georgia Teacher Certificate?    Yes    No

**Please email a copy of your transcripts to [rob.fortner@communitychristianschool.net](mailto:rob.fortner@communitychristianschool.net). Please attach copies of any certificates held.**

**Legal**

Do you have a criminal record?    Yes      No   If yes, explain:

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Have you ever pleaded "guilty" or "no contest" to or been convicted of a crime (excluding minor traffic violations)?

Yes    No

If yes, please provide date(s) and details:

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Have you ever been shown by credible evidence, e.g., a court order or jury, a department or other reliable evidence to have abused, neglected or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct?    Yes    No   If yes, explain:

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

If yes, indicate the nature of the suit, offense, court and disposition:

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

If yes, indicate the nature of the suit, offense, court and disposition:

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Have you ever **not** been renewed (offered a contract)?  Yes  No

If yes, please provide date(s) and details:

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Have you ever been fired or asked to resign from a job?  Yes  No

If yes, please explain:

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Are you legally eligible for employment in this country?  Yes  No

### **References**

List three references below that we may contact regarding your spiritual experience and Christian service.

Name	Position	Phone	Email Address
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1.	<hr/>		
2.	<hr/>		
3.	<hr/>		

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

Name	Position	Phone	Email Address
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1.	<hr/>		
2.	<hr/>		
3.	<hr/>		

**Conclusion**

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

I understand that any information provided by me to be false, incomplete or misrepresented in any respect, will be cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**STATEMENT OF FAITH**

The Bible is the infallible, inspired Word of God. II Peter 1:21; II Timothy 3:16

God is the eternal creator, manifested in three persons: Father, Son, and Holy Spirit. I John 5:7

The Lord Jesus Christ is fully God who took on flesh, being born of a virgin; lived a sinless life; died on the cross to pay the penalty for our sins; was raised from the dead; and ascended to the Father's right hand, where He intercedes for all believers. I Cor. 15:1-4

God is absolutely sovereign and in His sovereignty gave man a free will to accept or reject the salvation that He has provided. Acts 10:34; I Timothy 2:4; Titus 2:11

Man is fallen, sinful, lost, and absolutely incapable of saving himself. Romans 3:23; Isaiah 64:6

Man is saved by faith in the finished work of Christ. Eternal life is a free gift from God that cannot be earned or deserved. I John 5:13; Acts 13:38,39; Ephesians 2:8,9

Every Christian is indwelt by the Holy Spirit, and eternal life is, therefore, secured forever. Eph. 1:13, John 10:28

The goal of every Christian should be spiritual growth through obedience to the Word of God and the Holy Spirit. I Peter 2:2; Eph. 4:11-16

The Lord Jesus Christ is returning to take all Christians to Heaven, and there will be a resurrection of the saved unto eternal life and a resurrection of the lost unto eternal conscious punishment. I Thes. 1:10 and 4:13-18; Rev. 20:5-15

**I AM IN COMPLETE AGREEMENT WITH ALL OF THE ABOVE DOCTRINAL STATEMENTS.**

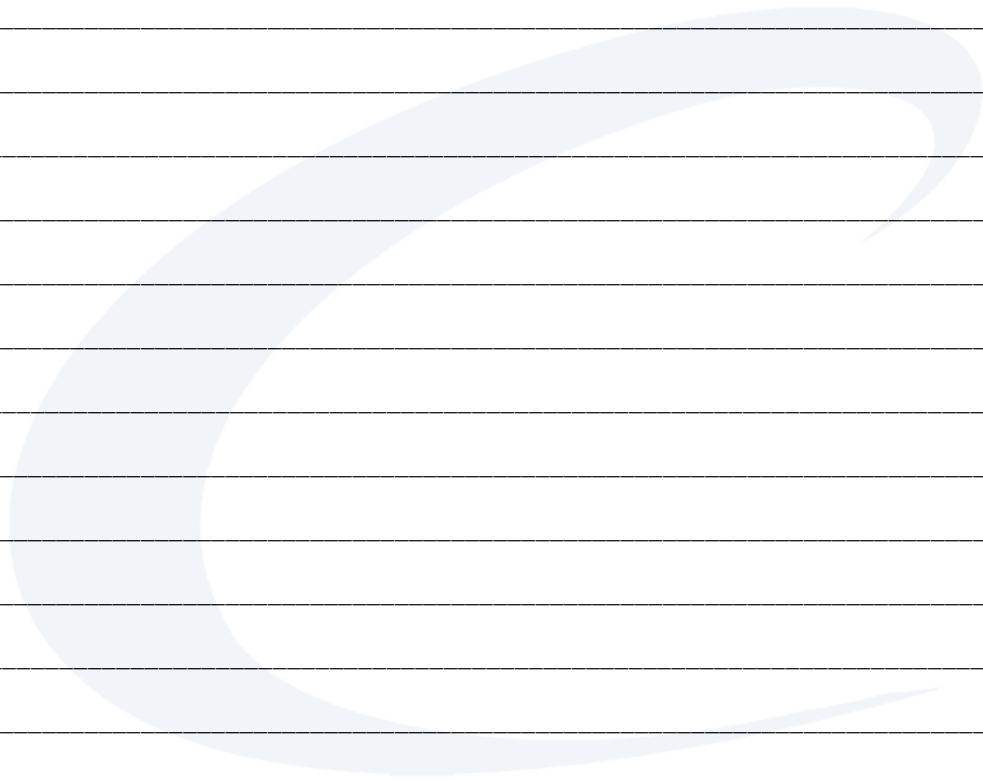
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Where is your present church membership? \_\_\_\_\_

Are you presently a member in good standing?  Yes  No Number of Years: \_\_\_\_\_

I trusted Christ as my Savior (Date and Testimony):  
\_\_\_\_\_



COMMUNITY  
CHRISTIAN SCHOOL

# Employee 90-Day Letter

**Employee Name:** \_\_\_\_\_

As you become an employee we wish to inform you that all employees are governed by a 90-day probationary period.

Community Christian School's (CCS) policy for new employees states that any employee who has voluntarily resigned or has been terminated by the school for unsatisfactory job performance within the 90-day probationary period shall be disqualified from receiving benefits. In addition, any new employee who has voluntarily resigned or has been terminated by CCS for unsatisfactory job performance within the 90-day probationary period will be required to reimburse CCS the cost incurred for the employee's background and drug screen checks in the amount of \$50.00 This amount will be deducted from the employee's final paycheck.

**Please sign below that the 90-day probationary period has been explained to you.**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

COMMUNITY  
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Please save completed application and return via email to [rob.fortner@communitychristianschool.net](mailto:rob.fortner@communitychristianschool.net).