



COASTAL CHRISTIAN ACADEMY NON-TEACHING APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION:

Today's Date: _____

Name of Applicant: _____
First Middle Last

Applicant Address: _____

City _____ State _____ Zip _____

Email address: _____

Home Phone: _____ Cell Phone: _____

Date available to begin work: _____

Vacation/time off anticipated within 90 days of hire ☐ Yes / ☐ No If yes, explain: _____

Being a Christian role model in all aspects of life is a major requirement for a position with Coastal Christian Academy. The Bible is our standard for marriage and sexual conduct. It is a bona fide occupational requirement for staff to live by these standards. Please indicate your current Marital Status:

Marital Status: ☐ Married ☐ Divorced ☐ Separated ☐ Other

If married, name of spouse: _____ # Years Married: _____

Children: ☐ Yes / ☐ No If Yes, Please list below

_____	_____	_____
Name	School/Grade	Age

_____	_____	_____
Name	School/Grade	Age

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

If yes, when/what position? _____
When? Position?

POSITION DESIRED AT: ☐ Preschool ☐ Elementary School

POSITION DESIRED: _____

CHRISTIAN BACKGROUND:

Church you attend?

Current involvement in your church

Pastor's Name

How long have you attended?

Previous Church (if less than 3 years at present church)

How long did you attend?**EDUCATIONAL BACKGROUND:**

	Name	Yrs Attended	GPA	Credits	Degree
High School	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
College(s)	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

College Major/Minor:

Please explain the reason for your leaving or desiring to leave your current or most recent position.

OTHER WORK EXPERIENCE:

Employer

Position

Dates

Reason for Leaving

Employer

Position

Dates

Reason for Leaving

Employer

Position

Dates

Reason for Leaving

List any professional or spiritual conferences, workshops, seminars, or conventions you may have attended within the past 2 years

_____	_____
Title	Date
_____	_____
Title	Date

REFERENCES: You must sign the **Applicant's Certification and Agreement** as well as the **Authorization to Release Reference Information** sheet included with this application.

PERSONAL: Please provide three references who are qualified to speak of your spiritual walk and Christian service. You may include your pastor, home fellowship leader, etc. NOTE: Do NOT list family members or relatives as references.

_____	_____
Name	Relation
_____	_____
Cell	Email
_____	_____
Name	Relation
_____	_____
Cell	Email
_____	_____
Name	Relation
_____	_____
Cell	Email

PROFESSIONAL: Please provide three references who are qualified to speak of your professional training and/or work experience. List your current or most current supervisor or administrator first.

_____	_____
Name	Title/Relation
_____	_____
Cell	Email
_____	_____
Name	Title/Relation
_____	_____
Cell	Email
_____	_____
Name	Title/Relation
_____	_____
Cell	Email

SPIRITUAL COMMITMENT STATEMENT

The ministry of Coastal Christian Academy (CCA) is to biblically disciple students who hold to the same biblical standards as Coastal Christian Academy. 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 24/7, and who are able to read, teach and reinforce biblical principles.

Please provide us with a brief description of your personal conversion and spiritual walk with the Lord at this present time.

[illegible]

I declare that my lifestyle 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 and time, my lifestyle 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.

I authorize the agents of Coastal Christian Academy 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 to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the job.

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 employees, 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 further waive the right to personally view any references given to Coastal Christian Academy at any time.

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 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 any and all background information, including criminal background information and 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: _____

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as a _____ 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 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 **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: _____

PERSONAL 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:

Declaration: I understand that this is an application for employment and that no employment contract is being offered at this time.

Name: _____
Please print

Date

Signature: _____

Pastoral Recommendation Form

The person below is applying for a teaching position at Coastal Christian Academy. As part of their Application Process, a recommendation from the applicant's pastor is to be included. Please complete **Section II** and return it to the applicant or the school as soon as possible. Thank you!

SECTION I: To be completed by the applicant

Applicant's Name: _____

Position applying for: _____

Name of Church presently attending: _____

Church Address: _____

Pastor's Name: _____ Telephone Number: _____

Do you attend this church on a weekly basis? ☐ Yes / ☐ No If not, why?

Length of time affiliated with your current church: ☐ Years / ☐ Months

List any areas of ministry in which you are or have been involved:

SECTION II: To be completed and signed by the church pastor or designee

In your opinion:

- Has this applicant demonstrated a real commitment to Christ? ☐ Yes / ☐ No
- Would this applicant be a good Christian role model for our students? ☐ Yes / ☐ No
- Would you recommend this applicant without reservations? ☐ Yes / ☐ No

Additional comments (optional)

I further verify that the information stated in Section I above is an accurate reflection of the applicant's church attendance/involvement.

Pastor's or Designee's Signature

Title

Date

Attach to application or mail to:
COASTAL CHRISTIAN ACADEMY
4633 Doliva Drive
San Diego, CA 92117