

# Cornerstone Christian Academy

P.O. Box 3143 · McKinney, Texas 75070 · (972) 838-2500

*“Partnering with parents to build a firm foundation in academic excellence and Christian discipleship.”*

Dear Teacher/Staff Candidate,

Thank you so much for considering *Cornerstone Christian Academy* (CCA) to utilize your God-given gifts to help disciple and educate our children. We are fully aware of the importance of selecting an academic and spiritual institution that will have a life-long, and even generational impact upon our community and eventually our nation. We are honored to consider your application! We believe this to be an extremely important decision and pray that you will take some time and pray about your role in CCA. Our teacher's will have such a vital role in the success of fulfilling God's mandate to train up our children. If you would be so kind to complete the attached application to the best of your ability, we can begin the review process immediately.

Our first step is to make sure you understand and concur with the NAUMS educational model. We hope you will take some time to become more familiar with the concept. We would highly recommend the following for further study:

1. University-Model School Website- [www.naums.net](http://www.naums.net)
2. Character Driven College Preparation- by Dr. John Turner Jr. – 1-800-856-8060 ext. 198
3. World Magazine Article- Sept 8, 2001- Vol 16, no, 34- 1-800-951-6397
4. Home Life and Practical Homeschooling Article- issue 43- 1-636-529-0137.

We hope you understand the comprehensive nature of our hiring process and hope it is not a detriment to your considering CCA. We are truly excited about the impact you could potentially be making! The following information is included:

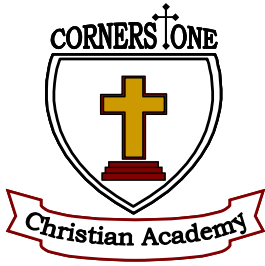
1. CCA Hiring Process
2. Job Description
3. Teacher Application for Employment
4. Declarations, Certifications, Acknowledgements
5. Teacher Reference Form (Make 4 copies)
6. CCA Statement of Purpose
7. Teacher-School Partnership Agreement
8. Emergency Medical Release Form
9. Course Planning Worksheets

CCA was developed as a result of two guiding concerns: 1) to offer students the opportunity to acquire a high degree of academic achievement and 2) to preserve and strengthen the God-ordained family relationships in which the Christian faith is most effectively fostered. This University-Model School® (UMS) provides an academically challenging education while integrating the home and school in the common goal of discipling children. We look forward to reviewing your application!

Please call us if we can assist you with this important decision. Thank you again for considering Cornerstone Christian Academy, and may God truly give you wisdom as you seek His will for our children's all-important future!

In Christ,

Doug Hagedorn  
Chairman of the Board



## **HIRING PROCESS**

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- 1. Prayer**
- 2. Teacher Concurrence with NAUMS model and Statement of Purpose**
- 3. Submit Application / Resume**
- 4. Interview with Administrator or representative**
- 5. References checked**
- 6. 2<sup>nd</sup> Interview if appropriate**
- 7. School board question and answer session / 15 minutes of teaching**
- 8. Preliminary approval**
- 9. Offer letter**
- 10. Acceptance letter**
- 11. Background check**
- 12. Final Agreement**

# CORNERSTONE CHRISTIAN ACADEMY

## JOB DESCRIPTION

**TITLE:** Classroom Teacher

**REPORTS TO:** Department Head  
Dean of Academics  
Administrator

**STATUS:** Part-Time

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### **BASIC FUNCTION:**

The classroom teacher will be expected to use valid teaching techniques to achieve curriculum goals and affect student learning, to integrate Biblical principles and a Christian philosophy of education throughout the curriculum, and to role model a consistent daily walk with Jesus Christ.

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### **RESPONSIBILITIES / TASKS:**

***Note:** Some descriptions may have more specific duties and/or goals and objectives attached to the form. Such attachments normally reflect unique aspects of specific location, shifts, departments, etc.*

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#### **The classroom teacher:**

- 1) Demonstrates a mastery of the subject material assigned.
- 2) Uses valid teaching techniques to achieve curriculum goals and affect student learning.
- 3) Teaches classes assigned and scheduled by the Administrator.
- 4) Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work.
- 5) Prepares and submits lesson plans as required.
- 6) Complies with all CCA policies and procedures and attends all required meetings including but not limited to parent conferences, faculty meetings, devotions, school functions and trainings.
- 7) Employs a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child – spiritual, mental, physical, social, and emotional.
- 8) Plans through approved channels the balanced use of field trips, guest lecturers, and other media.
- 9) Prepares weekly assignment sheets for the satellite classroom time supervised by parents at home, using this time effectively for drill, review, enrichment, discussion, or project work.
- 10) Assesses the learning of students on a regular basis and provides progress reports as required.
- 11) Keeps proper discipline in the classroom and on the school premises for a good teaching environment.
- 12) Seeks to role-model in speech, actions, and attitude a consistent daily walk with Jesus Christ; sets an example of the importance of spiritual discipline; and encourages students in the importance of a personal relationship with Jesus Christ and growing in their faith.
- 13) Follows established guidelines for dealing with students, parents, administration, and staff; demonstrates support for the role of parents as primarily responsible before God for their child's education and assists them in that task.

- 14) Cooperates with the board and administration in implementing all policies, procedures, and directives governing the operation of the school.
- 15) Maintains regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
- 16) Keeps students, parents, and the administration adequately informed of deficiencies and gives sufficient notice of failure.
- 17) Maintains a clean, attractive, well-ordered classroom.
- 18) Accepts a share of responsibility for co-curricular activities assigned
- 19) Creates course guidebook of all lesson plans, weekly assignment sheets, syllabuses, and worksheets

**NOTE:** *These tasks (1-18) are considered to be essential functions of the job. Teachers will be expected to perform other tasks as assigned.*

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### **POSITION REQUIREMENTS, KNOWLEDGE, SKILLS, & ABILITIES:**

**NOTE:** *These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.*

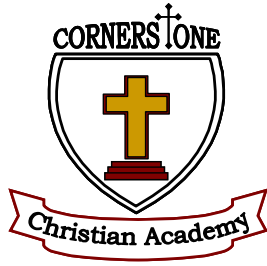
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- 1) Demonstrates basic understanding of a comprehensive field of knowledge *normally* acquired through attainment of a Bachelor's degree or higher in related field; 3-5 years prior related experience *preferred*. Exceptions are permitted.
- 2) A Christian who is, and will remain during the period of employment, an active member of a Christ-centered church, growing in his/her Christian relationship with God, and actively practicing and exhibiting Christian principles of the Christian faith.
- 3) Personally attuned to the requirements of meeting needs of the students and ability to establish and maintain effective working relationships with parents, other employees, and the public; demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- 4) A professional appearance.
- 5) Has excellent communication skills, both oral and written; proficient use of English required; ability to successfully communicate in a professional manner with a multi-ethnic population base in the community.
- 6) Able to bend, stoop, twist, turn, reach, lift (up to 50 pounds), carry, pull, push, climb, and kneel; walks and stands approximately 50-75% of shift.
- 7) Able to recognize differences in sound, such as voices/noises that are loud and playful instead of angry and combative; ability to differentiate tones and volumes in conversation.
- 8) Able to perform duties with moderate supervision; supervisor is usually available; most tasks are governed by standard practices, however some are not; therefore, innovative thinking is required.
- 9) Able to motivate people.
- 10) Able to handle multiple tasks, energetic, with good organizational skills.
- 11) Able to deal with a variety of adults and children with a range of personalities and/or problems and maintain confidentiality.
- 12) Able to drive assigned vehicle with appropriate state license if required, following all laws applicable.

- 13)Willingness to take CPR and first aid.
  - 14)Committed to Christian principles and teachings both professionally and personally.
  - 15)Maintains sufficient good health to properly discharge duties consistently; employees shall not be permitted to work who have an infectious disease or skin lesion for the duration of the communicability.
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The purpose of this job description is to describe the basic function, major responsibilities/tasks, and essential functions of each job so that employees can better know what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of all employees. This job description is not meant to inhibit employee creativity or innovation. It may be revised when necessary.

*CCA will employ individuals of any race, color, and national or ethnic origin and does not discriminate on the basis of race in the administration of its personnel policies or procedures.*



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

## CORNERSTONE CHRISTIAN ACADEMY APPLICATION FOR EMPLOYMENT – PART 1

### Personal Information

|  |  |
|--|--|
| ◆ NAME (Last Name First)<br>_____      | ◆ SOCIAL SECURITY NO.<br>_____ - _____ - _____                     |
| ◆ NAME OF SPOUSE (IF MARRIED)<br>_____ | ◆ DATE OF BIRTH<br>____ - ____ - ____                              |
| ◆ PRESENT ADDRESS<br>_____<br>_____    | ◆ CITY            ◆ ST            ◆ ZIP<br>_____    _____    _____ |
| ◆ PERMANENT ADDRESS<br>_____<br>_____  | ◆ CITY            ◆ ST            ◆ ZIP<br>_____    _____    _____ |
| ◆ PHONE<br>(____) _____ - _____        | ◆ EMAIL ADDRESS<br>_____   |

### Desired Employment

|   |   |   |
|---|---|---|
| ◆ POSITION<br>_____   | ◆ DATE YOU CAN START<br>_____   | ◆ HOURLY RATE / SALARY DESIRED<br>_____ |
| ◆ ARE YOU EMPLOYED NOW?<br><input type="checkbox"/> YES <input type="checkbox"/> NO | ◆ IF SO, MAY WE ENQUIRE OF YOUR PRESENT EMPLOYER?<br><input type="checkbox"/> YES <input type="checkbox"/> NO |   |

### Education

| SCHOOL LEVEL   | NAME & LOCATION | NO. OF YEARS ATTENDED | GRADUATE? | SUBJECTS STUDIED |
|----------------|-----------------|-----------------------|-----------|------------------|
| Grammar School | _____           | _____                 | _____     | _____            |
|                | _____           |                       |           |                  |
| High School    | _____           | _____                 | _____     | _____            |
|                | _____           |                       |           |                  |
| College        | _____           | _____                 | _____     | _____            |
|                | _____           |                       |           |                  |
| College        | _____           | _____                 | _____     | _____            |
|                | _____           |                       |           |                  |

Trade, Bus., or \_\_\_\_\_

Correspondence \_\_\_\_\_

### General

◆ SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK

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

◆ SPECIAL TRAINING

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

◆ SPECIAL SKILLS

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

### Former Employers

**OMIT THIS SECTION IF THE BELOW INFORMATION IS INCLUDED ON YOUR RESUME.**

*LIST LAST THREE EMPLOYERS, STARTING WITH MOST RECENT FIRST.*

◆ NAME OF PRESENT OR LAST EMPLOYER

\_\_\_\_\_

◆ ADDRESS

◆ CITY

◆ ST

◆ ZIP

\_\_\_\_\_

◆ STARTING DATE

◆ LEAVING DATE

◆ JOB TITLE

\_\_\_\_\_

◆ WEEKLY/HOURLY STARTING SALARY

◆ WEEKLY/HOURLY FINAL SALARY

\_\_\_\_\_

◆ MAY WE CONTACT  
YOUR SUPERVISOR?

◆ NAME OF SUPERVISOR

◆ PHONE

(\_\_\_\_)\_\_\_\_-\_\_\_\_

YES  NO

\_\_\_\_\_

◆ DESCRIPTION OF WORK

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

◆ REASON FOR LEAVING

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

## Former Employers Continued

◆ NAME OF PREVIOUS EMPLOYER

\_\_\_\_\_

◆ ADDRESS

◆ CITY

◆ ST

◆ ZIP

\_\_\_\_\_

◆ STARTING DATE

◆ LEAVING DATE

◆ JOB TITLE

\_\_\_\_\_

◆ WEEKLY/HOURLY STARTING SALARY

◆ WEEKLY/HOURLY FINAL SALARY

\_\_\_\_\_

◆ MAY WE CONTACT  
YOUR SUPERVISOR?

◆ NAME OF SUPERVISOR

◆ PHONE

(\_\_\_\_)\_\_\_\_-\_\_\_\_

YES  NO

\_\_\_\_\_

◆ DESCRIPTION OF WORK

\_\_\_\_\_

\_\_\_\_\_

◆ REASON FOR LEAVING

\_\_\_\_\_

\_\_\_\_\_

◆ NAME OF PREVIOUS EMPLOYER

\_\_\_\_\_

◆ ADDRESS

◆ CITY

◆ ST

◆ ZIP

\_\_\_\_\_

◆ STARTING DATE

◆ LEAVING DATE

◆ JOB TITLE

\_\_\_\_\_

◆ WEEKLY/HOURLY STARTING SALARY

◆ WEEKLY/HOURLY FINAL SALARY

\_\_\_\_\_

◆ MAY WE CONTACT  
YOUR SUPERVISOR?

◆ NAME OF SUPERVISOR

◆ PHONE

(\_\_\_\_)\_\_\_\_-\_\_\_\_

YES  NO

\_\_\_\_\_

◆ DESCRIPTION OF WORK

\_\_\_\_\_

\_\_\_\_\_

◆ REASON FOR LEAVING

\_\_\_\_\_

\_\_\_\_\_

## References

| ◆ NAME                    | ◆ ADDRESS | ◆ PHONE | ◆ HOW LONG |
|---------------------------|-----------|---------|------------|
| ◆ PERSONAL:               |           | ( ) -   |            |
| ◆ CHURCH RELATED:         |           | ( ) -   |            |
| ◆ ACADEMIC / EDUCATIONAL: |           | ( ) -   |            |
| ◆ ACADEMIC / EDUCATIONAL: |           | ( ) -   |            |

**4 Reference Forms should be given to individuals to complete and return to CCA**

## Church Membership

|                        |            |
|------------------------|------------|
| ◆ CURRENTLY AT         | ◆ HOW LONG |
|                        |            |
| ◆ DESCRIBE INVOLVEMENT |            |
|                        |            |

## Professional Organizations

|                        |
|------------------------|
| ◆ DESCRIBE INVOLVEMENT |
|                        |

## Activities (Civic, Athletic, etc.)

|                        |
|------------------------|
| ◆ DESCRIBE INVOLVEMENT |
|                        |

## Service Record

|                     |                         |
|---------------------|-------------------------|
| ◆ BRANCH OF SERVICE | ◆ DISCHARGE DATE & RANK |
|                     |                         |

## Authorization

I certify that the facts contained in this application are true & complete to the best of my knowledge & understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein & the references & employers listed above to give you any and all information concerning my previous employment & any pertinent information they may have, or otherwise & release the company from all liability for any damage that may result from utilization of such information.

I authorize a background check and any screening that CCA desires to conduct at their own expense.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

# CORNERSTONE CHRISTIAN ACADEMY

## APPLICATION FOR EMPLOYMENT – PART II

Applicant Name \_\_\_\_\_

Daytime phone number \_\_\_\_\_

### Personal Follow-up Questions

Please attach a copy of your college transcript, state certificate, and resume (if available).

### Section A – Personal Information

#### MARITAL/FAMILY

1. Being a Christian role model in all aspects of life is a major requirement for this position. The Bible is our standard for marriage and sexual conduct. It is a bona fide occupational requirement for staff to live by those standards. Please indicate your current marital status.

Single: \_\_\_\_\_ Engaged: \_\_\_\_\_ Married: \_\_\_\_\_ Separated: \_\_\_\_\_

Divorced: \_\_\_\_\_ Re-married: \_\_\_\_\_ Widow(er): \_\_\_\_\_

Please attach explanation if divorced or remarried.

Spouse's name \_\_\_\_\_ Years married \_\_\_\_\_

Occupation \_\_\_\_\_

2. Describe the ways in which you integrate your faith into your family's life.

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

#### EDUCATIONAL

3. In your understanding, what makes a Christian school distinctively "Christian"?

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

4. What, in your opinion, is the proper role of formal evaluation (e.g. grades: A,B,C, etc.) in a child's education? How would you respond to a parent who believes their child earned a grade considerably lower than they felt he was capable of earning?

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

5. What do you hope to see built into your student's life through his/her academic education?
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
6. What constitutes educational excellence in a school?
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
7. What priority of importance do you place upon "Educational excellence" and "Spiritual excellence"? Does one or the other take precedence? Why or Why not?
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**PERSONAL**

8. Have you ever been charged in **civil** or **criminal** proceedings with improprieties regarding children? Yes \_\_\_ No \_\_\_
9. Have you ever entered a court plea of guilty, a court plea of "no contest" (nolo contendere), 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 a minor traffic offense? Yes \_\_\_ No \_\_\_
10. Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please give drivers license, details, date, place, and nature of conviction/disposition.

\_\_\_\_\_

\_\_\_\_\_

11. Have you ever been convicted of a misdemeanor? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please give details.

\_\_\_\_\_

\_\_\_\_\_

12. Are there any criminal charges, including deferred adjudication, pending against you? Yes \_\_\_  
No \_\_\_ If yes, please give details, date, place, and nature of conviction.

\_\_\_\_\_

\_\_\_\_\_

**ABILITY TO PERFORM ESSENTIAL JOB FUNCTIONS**

13. You have read the job description and essential functions for this position. Is there any reason why you might be unable to perform the duties and responsibilities of the position for which you are applying?  
Yes \_\_\_ No \_\_\_. If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

14. If you answered "yes" to above question, is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
15. If you are offered a position, will you be able to verify that you are legally permitted to be employed in the United States? \_\_\_\_\_

### SPIRITUAL

16. Do you have a personal relationship with Jesus Christ such that you describe yourself as a born again (John 3:16) Christian, with Jesus as Lord of your life? \_\_\_\_\_
17. Describe your salvation experience and explain how Jesus is real in your life today:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
18. In your opinion what does it mean to be "born again"?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
19. If you were to stand before God on judgment day and He asked you "why should I let you into my kingdom"? What would you say?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### OTHER

18. Are there any areas of service or leadership other than teaching/educating that you could possibly provide CCA as the Lord leads you? Be as specific as possible to include talents, skills, areas of expertise, calling, etc.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Section B – Current Issues

### Personal Follow-up Questions

1. We live in a pluralistic society with many conflicting beliefs and values. As a teacher you may be asked specific questions about controversial issues by your students. Your answers will come from your personal convictions. We need to know the views of those that would be **Christian role models** for our children. Please share your personal convictions as a Christian toward:

a) wine, beer, and other alcoholic beverages -

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b) smoking and chewing tobacco -

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c) marijuana and other non-prescription drugs -

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d) entertainment (music/dancing) -

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e) pre-marital sex -

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f) divorce and remarriage -

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g) abortion -

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h) homosexuality -

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i) personal debt -

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j) gossip -

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k) lying -

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# CORNERSTONE CHRISTIAN ACADEMY

## DECLARATION OF MORAL INTEGRITY

As an applicant for employment or for a volunteer position with unsupervised access to children at Cornerstone Christian Academy, Melissa, Texas, and its ministries, I recognize, understand, and agree to live by the moral standards of the school.

I further declare that with regard to my personal moral character and conduct, I will not engage in inappropriate conduct, including, but not limited to, such behaviors as the following: adult heterosexual activity outside of marriage commitment; homosexual or lesbian inclinations or actions; or sexual abuse or improprieties toward minors as defined by Scripture and state law; or any activity that would undermine my position as a Christian role model for children.

I do declare that the above statement is factual and true. I also authorize CCA to conduct any level of background check at any time prior, during, or after my tenure at CCA. By affixing my signature, I declare that I meet the moral integrity standards and Christian role model lifestyle requirements of Cornerstone Christian Academy.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's signature  
***after*** discussion with applicant/volunteer

\_\_\_\_\_  
Date

# CORNERSTONE CHRISTIAN ACADEMY

## APPLICANT'S CERTIFICATION AND AGREEMENT

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

I hereby certify that the facts set forth in my initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. 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 Cornerstone Christian Academy of Melissa 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 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 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 the school.

Since I will be working with children, I understand that I may be required to 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 and a drug test. 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 and drug test results. The school may refuse employment or terminate conditional employment if the school deems any background information or drug test results unfavorable or to reflect adversely on the school or on me as a Christian role model.

I understand that this is only part of my 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.

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Signature of Applicant

Date

# **CORNERSTONE CHRISTIAN ACADEMY**

## **ACKNOWLEDGEMENT OF STATEMENTS & POSITIONS**

I acknowledge that CCA is committed to providing its students and parents with a Christian environment that is conducive to the Christian growth and maturity of the student and support of the family. I understand that the following statements define CCA and its staff, their purpose and core beliefs. I understand that the Protestant Statement of Faith expresses the primary doctrine that will be taught in the classroom and that the staff will not promote or endorse any particular denomination. I agree with this position for the purpose of unity and fairness to each student and understand that other doctrinal issues will be referred back to the family and church for final authority. As part of CCA, I desire to remain united in the salvation and love of Christ, avoiding any dissension that may be caused by denominational distinctions.

## **MISSION STATEMENT:**

**Partnering with parents to build a firm foundation in academic excellence and Christian discipleship.**

## **PROTESTANT STATEMENT OF FAITH:**

This ministry's Statement of Faith is fundamental to basic Protestant Christian tenets and contains those doctrines to which we unreservedly adhere and teach. It is our desire to maintain this position and to do so in all fairness to each family. In honoring this desire concerning the outreach of this ministry, there shall be no attempt made by parents, students, staff, or school board members to promote or disparage any doctrinal or denominational beliefs, practices, or positions regarding issues upon which the ministry itself has assumed no official stance. We desire to remain united in the salvation and love of Christ, avoiding the dissension that may be caused by denominational distinctives. It is necessary; therefore, that parents, students, staff and administration recognize that the following areas are to be left to the teaching of home and church:

CCA exists for the Christian Discipleship and Education of Children. In order to excel in this endeavor, Christian unity within the body "School" is a requirement. Therefore, families and teachers must be "likeminded" in regards to the practice and acceptance of CCA Statement of Faith. Please read the Statement of Faith closely to determine if it is in accordance to your personal family's beliefs.

## **PROTESTANT STATEMENT OF FAITH**

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (*2 Timothy 3:15; 2 Peter 1:21*). We believe all other books external to the Bible (i.e.) Book of Mormon, Non-Protestant Bible Translations, Modern Day Writings from Bible Teachers etc... are rooted in man's inability to know the one true God and his revelation as stated in God's Holy Bible.
2. We believe there is only one God, eternally existent in three persons, The Triune God Head\_– The Father, Son and Holy Spirit (*Genesis 1:1; Matthew 28:19; John 10:30*).
3. We believe in the deity of Christ (*John 10:33*) in that He was completely God and completely Human, He (Christ) was not a created being such as the angels are; His virgin birth (*Isaiah 7:14; Matthew 1:23; Luke 1:35*); His sinless life (*Hebrews 4:15; 7:26*); His miracles (*John 2:11*); His vicarious and atoning death (*1 Corinthians 15:3; Ephesians 1:7; Hebrew 2:9*); His physical bodily resurrection (*John 11:25; 1 Corinthians 15:4*); His ascension to the right hand of the Father (*Mark 16:19*); His personal return in power and glory (*Acts 1:11; Revelation 19:11*).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (*John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians*

2:8-10; Titus 3:5). As such, we believe that human works has no merit in one's eternal destiny or entrance into Heaven.

5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (*John 5:28-29*).

6. We believe in the spiritual unity of believers in our Lord Jesus Christ (*Romans 8:9 1 Corinthians 12:12-13; Galatians 3:26-28*).

7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (*Romans 8:13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18*)

### **The Board of Directors Rights**

The Board of Directors of Cornerstone Christian Academy reserves the right to disallow entrance or to remove any family, teacher, administrator or staff at any time. This would occur only if necessary, and only if the board deems an individual or family is interfering with CCA's ability to achieve its mission effectively. This may include, but not limited to, issues concerning the acceptance or actions or verbalizations that do not appear to comply with Cornerstone Christian Academy's Mission Statement, Philosophies, Statement of Faith, Discipline Policy, Student's Academic Achievement, Overall Unity, etc.

### **STATEMENT OF PERSONAL BELIEF**

I believe in Jesus Christ as the one way of salvation; and that through His virgin birth, sinless life, atoning death, and victorious resurrection, He made it possible for mankind to be saved.

### **PUBLICATION RELEASE**

I agree to allow CCA to publish the following information for school purposes only: home phone, mailing address, e-mail address, TEACHER photo/video, and TEACHER birthday.

### **NON-DISCRIMINATION POLICY**

Cornerstone Christian Academy of Melissa,Tx admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to its students and does not discriminate on the basis of race.

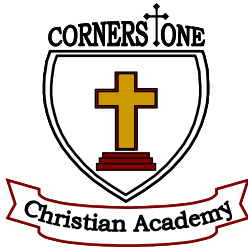
These statements are based on fundamental Christian beliefs that we strongly support as the primary doctrine for teaching. CCA does not promote or endorse any particular denominations. It is our desire to maintain this position for the purpose of unity and fairness to each student. Other doctrinal issues upon which this ministry has no official stance will be considered secondary doctrine and will not be taught. In the event secondary doctrine is brought up, students will be referred back to the family and church for final authority. We desire to remain united in the salvation and love of Christ, avoiding any dissention which may be caused by denominational distinctives.

Parents, staff, and school board members must be in agreement with the CCA mission statement, statements and positions, spiritual objectives, statement of faith, and statement of personal belief. Please sign below if you agree with everything included in the document, and with the following statement of Christian conciliation:

*If I, or any member of my immediate family, reach a point of disagreement on an issue of a non-criminal nature with Cornerstone Christian Academy of Melissa and/or its legal corporate entity, in keeping with 1 Corinthians 6:1, I agree to submit a board of conciliation, the members of which have been mutually selected by myself and officials of the school, rather than take the dispute to civil court. I agree the procedure to be followed, including costs involved, would be that which has been established by the Christian Legal Society.*

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

\_\_\_\_\_  
Date



## TEACHER REFERENCE FORM

TYPE OF REFERENCE (please circle one):

- Personal
- Academic- Educational
- Church-Related

Name of Applicant: \_\_\_\_\_

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

Thank you for taking the time to give your honest evaluation of this applicant. It will help the Administration and/or Faculty Development Committee understand the applicant's potential qualifications for ministry at Cornerstone Christian Academy. Please feel free to call the school at 972-838-2500 if you have any questions regarding this form. Also, you are welcome to provide further statements or explanations on a separate sheet, should you feel a need to do so. We sincerely appreciate your timely attention to this matter.

**4 Reference Forms should be given to individuals to complete. They should return the reference directly to CCA, PO Box 3143, McKinney, TX 75070**

Name of recommender: \_\_\_\_\_

Position or title: \_\_\_\_\_

School, Firm, Church, etc.: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_

1. How long have you known the applicant?

\_\_\_\_\_

2. In what capacity have you known the applicant?

\_\_\_\_\_

\_\_\_\_\_

3. How would you describe the applicant's character and Christian witness, including the witness of his or her lifestyle?

\_\_\_\_\_

\_\_\_\_\_

4. How would you describe the applicant's skills in relating to students?

\_\_\_\_\_

\_\_\_\_\_

5. What do you consider to be the applicant's principal character and personality strengths?

\_\_\_\_\_

\_\_\_\_\_

6. What would you identify as the applicant's main growth need(s)?

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---

7. If you have had an opportunity to observe the applicant in a teaching situation, how would you rate his or her abilities in the following areas? (1 being very weak and 5 being very strong; please circle NO/NC for either not observed or no comment)

|    |   |   |   |   |   |       |  |
|----|---|---|---|---|---|-------|--|
| a. | 1 | 2 | 3 | 4 | 5 | NO/NC | Thoroughness in lesson planning  |
| b. | 1 | 2 | 3 | 4 | 5 | NO/NC | Flexibility of instructional technique                                   |
| c. | 1 | 2 | 3 | 4 | 5 | NO/NC | Knowledge of the subject matter  |
| d. | 1 | 2 | 3 | 4 | 5 | NO/NC | Ability to motivate students   |
| e. | 1 | 2 | 3 | 4 | 5 | NO/NC | Classroom management (discipline)  |
| f. | 1 | 2 | 3 | 4 | 5 | NO/NC | Development of rapport with students                                     |
| g. | 1 | 2 | 3 | 4 | 5 | NO/NC | Ability to relate to the students at their level of ability and maturity |
| h. | 1 | 2 | 3 | 4 | 5 | NO/NC | Level of spiritual maturity/stability                                    |

8. How would you describe the applicant's professionalism and general skills in the following areas? (1 being very poor and 5 being very good; please circle NO/NC for either not observed or no comment)

|    |   |   |   |   |   |       |  |
|----|---|---|---|---|---|-------|--|
| a. | 1 | 2 | 3 | 4 | 5 | NO/NC | Professional ethics                    |
| b. | 1 | 2 | 3 | 4 | 5 | NO/NC | Relationships with colleagues          |
| c. | 1 | 2 | 3 | 4 | 5 | NO/NC | General responsibility                 |
| d. | 1 | 2 | 3 | 4 | 5 | NO/NC | Record-keeping skills                  |
| e. | 1 | 2 | 3 | 4 | 5 | NO/NC | Sound judgment                         |
| f. | 1 | 2 | 3 | 4 | 5 | NO/NC | Professional loyalty                   |
| g. | 1 | 2 | 3 | 4 | 5 | NO/NC | Personal appearance                    |
| h. | 1 | 2 | 3 | 4 | 5 | NO/NC | Punctuality                            |
| i. | 1 | 2 | 3 | 4 | 5 | NO/NC | Initiative                             |
| j. | 1 | 2 | 3 | 4 | 5 | NO/NC | Responsiveness to legitimate authority |

9. Are there any other general comments you would like to make regarding this applicant's character, personality, or abilities that would have a bearing on the probable quality of his or her ministry in Biblically-centered Christian school? (use other side if necessary)

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I \_\_\_\_\_ strongly recommend \_\_\_\_\_ recommend \_\_\_\_\_ do not recommend  
this applicant for employment at Cornerstone Christian Academy.

Name \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please mail this form to CCA, Box 3143, McKinney, TX 75070. Thank you for completing this recommendation form. All information will be considered strictly confidential.**

# STATEMENT OF PURPOSE

Cornerstone Christian Academy (CCA) is a private, parent-based Christian school whose purpose is to provide its students with a comprehensive, college preparatory education from a Christian perspective. This comprehensive approach is accomplished through an educational format that makes provision for both trained classroom instruction and individualized parent involvement.

## SPIRITUAL OBJECTIVES

### I. GENERAL

The spiritual objective of Cornerstone Christian Academy is to encourage students, families, and staff members to live and work whole-heartedly for the Lord and for the building of His body, the Church. We further wish to encourage all associated with this ministry to live in ever increasing obedience to Him by bringing all facets of their lives under His control and authority (*Matthew 22:37 - 40*). Parents, staff, and board members, therefore, must be in agreement with the ministry's statements of faith and affiliation and with its non-denominational position.

### II. PROTESTANT STATEMENT OF FAITH

CCA exists for the Christian Discipleship and Education of Children. In order to excel in this endeavor, Christian unity within the body "School" is a requirement. Therefore, families and teachers must be "likeminded" in regards to the practice and acceptance of CCA Statement of Faith. Please read the Statement of Faith closely to determine if it is in accordance to your personal family's beliefs.

This ministry's Statement of Faith is fundamental to basic Protestant Christian tenets and contains those doctrines to which we unreservedly adhere and teach. It is our desire to maintain this position and to do so in all fairness to each family. In honoring this desire concerning the outreach of this ministry, there shall be no attempt made by parents, students, staff, or school board members to promote or disparage any doctrinal or denominational beliefs, practices, or positions regarding issues upon which the ministry itself has assumed no official stance. We desire to remain united in the salvation and love of Christ, avoiding the dissension that may be caused by denominational distinctives. It is necessary; therefore, that parents, students, staff and administration recognize that the following areas are to be left to the teaching of home and church:

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (*2 Timothy 3:15; 2 Peter 1:21*). We believe all other books external to the Bible (i.e.) Book of Mormon, Non-Protestant Bible Translations, Modern Day Writings from Bible Teachers etc... are rooted in man's inability to know the one true God and his revelation as stated in God's Holy Bible.
2. We believe there is only one God, eternally existent in three persons, The Triune God Head— The Father, Son and Holy Spirit (*Genesis 1:1; Matthew 28:19; John 10:30*).
3. We believe in the deity of Christ (*John 10:33*) in that He was completely God and completely Human, He (Christ) was not a created being such as the angels are; His virgin birth (*Isaiah 7:14; Matthew 1:23; Luke 1:35*); His sinless life (*Hebrews 4:15; 7:26*); His miracles (*John 2:11*); His vicarious and atoning death (*1 Corinthians 15:3; Ephesians 1:7; Hebrew 2:9*); His physical bodily resurrection (*John 11:25; 1 Corinthians 15:4*); His ascension to the right hand of the Father (*Mark 16:19*); His personal return in power and glory (*Acts 1:11; Revelation 19:11*).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (*John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5*). As such, we believe that human works has no merit in one's eternal destiny or entrance into Heaven.
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (*John 5:28-29*).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (*Romans 8:9 1 Corinthians 12:12-13; Galatians 3:26-28*).

7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (*Romans 8:13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18*)

### III. STATEMENT OF AFFILIATION

Cornerstone Christian Academy neither supports nor endorses the World Council of Churches, National Council of Churches or any other world, national or regional organization which gives Christian recognition to unbelievers or which advocates multi-faith union. (*Amos 3:3, II Corinthians 6:14-17*)

### IV. PROTESTANT NON-DENOMINATIONAL POSITION

CCA exists for the Christian Discipleship and Education of Children. In order to excel in this endeavor, Christian unity within the body "School" is a requirement. Therefore, families and teachers must be "likeminded" in regards to the practice and acceptance of CCA Statement of Faith. Please read the Statement of Faith closely to determine if it is in accordance to your personal family's beliefs.

This ministry's Statement of Faith is fundamental to basic Protestant Christian tenets and contains those doctrines to which we unreservedly adhere and teach. It is our desire to maintain this position and to do so in all fairness to each family. In honoring this desire concerning the outreach of this ministry, there shall be no attempt made by parents, students, staff, or school board members to promote or disparage any doctrinal or denominational beliefs, practices, or positions regarding issues upon which the ministry itself has assumed no official stance. We desire to remain united in the salvation and love of Christ, avoiding the dissension that may be caused by denominational distinctives. It is necessary; therefore, that parents, students, staff and administration recognize that the following areas are to be left to the teaching of home and church:

1. Church government-authority
2. Time and mode of baptism
3. Security of the believer
4. Timing of future events
5. Second work of grace-baptism of the Holy Spirit
6. Sinless perfection
7. Gift of the Spirit-tongues, interpretation of tongues, healing, miracle working, discerning of spirits

In honoring this desire concerning the outreach of this school, there will be no attempt made by parents, students, staff, or school board members to promote these denominational positions. We desire to remain united in the salvation and love of Christ, avoiding the dissension that may be caused by denominational distinctives.

### V. STATEMENT OF NON-DISCRIMINATION

Cornerstone Christian Academy admits qualified students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities afforded the student at the school. CCA does not discriminate based on race, color, national or ethnic origin in the administration of its educational and admission procedures, or other school administered programs.

Please, sign below if you agree with Cornerstone Christian Academy's Statement of Purpose Document and other Application Documents in their entirety. Return this form as a part of the teacher's application for employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## TEACHER-SCHOOL PARTNERSHIP

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Cornerstone Christian Academy is a Christian school rooted in the fundamentals of the Christian faith stated in the Protestant Statement of Faith. These belief statements are those held, lived, and espoused by the administration, faculty, and staff of the Academy and those taught in the classroom.

Accordingly, the Academy teaches that Jesus Christ is the Lord of all Creation, and as God's Son, the only Savior for sinful mankind. The Bible is God's inspired and inerrant Holy Word. It is His written revelation to all mankind so that man may both know and love God with all his heart, mind, and strength under the power and direction of the Holy Spirit.

For the well-being of the students and the proper basis of the home and school partnership, it is essential that the teachers and parents affirm, support, and espouse these fundamentals of the Christian faith.

Therefore, in joining with Cornerstone Christian Academy,

1. I have accepted Jesus Christ as my personal Savior by trusting in Him alone for salvation as defined in the following paragraph:

I believe that all have sinned and fallen short of the glory of God and, therefore, have need of a Savior. (Romans 3:23) Jesus Christ died in my place for my sins, was buried and rose again from the dead. (I Corinthians 15:3-5 and II Corinthians 5:21)

2. I understand and support that the Biblical basis for instruction for my students is in accordance with the Statement of Purpose of Cornerstone Christian Academy.
3. I understand and support that a God-centered philosophy of life underlies the training for character development and the instilling of a belief system so that my students will form a Biblical world view regarding the following concepts:

A view of God

A view of man

A view of truth

A view of the future

A view of right and wrong

4. I realize the importance of my role in my students educational and spiritual growth and agree to actively participate and support CCA, the board and the faculty in the education of my students.
5. I agree to participate in the mandatory Parent night, Open House, Teacher In-House and events as agreed to during the teacher training sessions.
6. I agree to have my picture in the Academy's yearbook.
7. I agree to place priority on attending the Mandatory Parent Meeting and the Teacher Training Sessions if offered, to better understand my role in a University Model School.
8. CCA is hereby authorized to print my personal information, address, phone number, and e-mail in the school directory. The information will only be given to Cornerstone Christian Academy families.
9. I understand and acknowledge that continued employment is subject to compliance with the code of conduct, CCA policies and procedures, statement of purpose alignment, teacher-school partnership, etc.

10. I concur with the purpose and spiritual objectives of this school and agree with CCA's mission statement: "Partnering with parents to build a firm foundation in academic excellence and Christian discipleship."
11. In signing this application, I have answered all the questions in the application honestly and to the best of my/our knowledge and ability.
12. I am an active member of a Christian church that is keeping with the CCA Statement of Faith.
13. I agree to the following statement from the Association of Christian Schools International (ACSI) concerning Christian conciliation.

The parties to this agreement are Christian and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of I Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the school relationship, including any claim or statutory claims, shall be settled by Biblically-based mediation.

If resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be submitted to a panel of three arbitrators for binding arbitration. The selection of the arbitrators and the arbitration process shall be conducted in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation as printed in the Christian Conciliation Handbook.

The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the school relationship or this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

Each party, regardless of the outcome of the matter, agrees to bear the cost of their own arbitrator and one-half of the fees and costs of the neutral arbitrator and any other arbitration expenses.

Please sign below if you agree with this Teacher School Partnership document.

---

---

Date



## AUTHORIZATION & CONSENT TO PERFORM A HISTORY/BACKGROUND CHECK

|           |            |                        |
|-----------|------------|------------------------|
| Last Name | First Name | Middle Name or Initial |
|-----------|------------|------------------------|

|  |
|--|
| <b>Maiden or other name(s) used in any and all other records of birth or records of residence.</b> |
|--|

|         |                |                                |
|---------|----------------|--------------------------------|
| Address | Apartment or # | Years Lived at this Residence? |
|---------|----------------|--------------------------------|

|            |
|------------|
| Home Phone |
|------------|

|      |        |       |     |
|------|--------|-------|-----|
| City | County | State | Zip |
|------|--------|-------|-----|

|                  |                        |          |        |
|------------------|------------------------|----------|--------|
| ** Date of Birth | Social Security Number | **Gender | **Race |
|------------------|------------------------|----------|--------|

|                          |                  |
|--------------------------|------------------|
| **Drivers License Number | **State of Issue |
|--------------------------|------------------|

**\*\*TO BE USED FOR CRIMINAL HISTORY CHECKS / CREDIT REPORTS / MOTOR VEHICLE REPORTS ONLY AND NOT A PART OF THE PERSONNEL FILE.**

I, \_\_\_\_\_, am an employee, applicant for employment or volunteer with Collin County Cornerstone Christian Academy (CCA). During the application process and at any time during the tenure of my employment or volunteer service with Collin County Cornerstone Christian Academy (CCA), I hereby authorize ChoicePoint Services Inc., on behalf of Collin County Cornerstone Christian Academy (CCA) to procure a consumer report which I understand may include information regarding criminal history, my character, general reputation, personal characteristics, credit worthiness/standing/capacity, or mode of living. This report may be compiled with information from courts record repositories, governmental occupational licensing or registration entities, educational institutions, credit bureaus, departments of motor vehicles, past or present employers and business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification, to the extent such investigation includes information bearing on my character, general reputation, personal characteristics or mode of living. I do hereby consent to the use of any and all information provided as part of the hiring or volunteer due diligence process.

The following are my responses to questions about my criminal history (if any).

1. \_\_\_YES \_\_\_NO Have you ever been convicted or plead guilty before a court for any federal, state or municipal criminal offense? (exclude minor traffic misdemeanors). If yes, please provide details below.

|                        |         |                  |   |   |  |
|------------------------|---------|------------------|---|---|--|
| State:                 | County: | Date of Offense: | / | / |  |
| Details of conviction: |         |                  |   |   |  |
|                        |         |                  |   |   |  |
|                        |         |                  |   |   |  |

2. \_\_\_YES \_\_\_NO Have you ever received deferred adjudication or similar disposition for any federal, state or municipal offense? If yes, please provide details below.

|                     |         |                  |  |
|---------------------|---------|------------------|--|
| State:              | County: | Date of Offense: |  |
| Details of offense: |         |                  |  |
|                     |         |                  |  |

3.  YES  NO Have you ever received probation or community supervision for any federal, state or municipal offense? If yes, please provide details below.

|                         |         |                  |
|-------------------------|---------|------------------|
| State:                  | County: | Date of Offense: |
| Details of supervision: |         |                  |
|                         |         |                  |
|                         |         |                  |

4.  YES  NO Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States? If yes, please provide details below.

|                        |       |                  |
|------------------------|-------|------------------|
| Country:               | City: | Date of Offense: |
| Details of conviction: |       |                  |
|                        |       |                  |
|                        |       |                  |

5.  YES  NO As of the date of this consent form, do you have any pending charges against you? If yes, please provide details below.

|                             |         |                |
|-----------------------------|---------|----------------|
| State:                      | County: | Date of Arrest |
| Details of pending charges: |         |                |
|                             |         |                |
|                             |         |                |

THIS SECTION IS TO BE USED TO LIST ALL COUNTIES AND STATES OF RESIDENCE SINCE HIGH SCHOOL GRADUATION OR AGE 18.

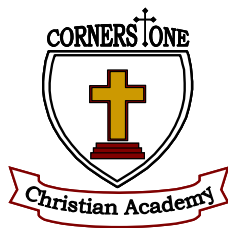
| CITY/TOWN | COUNTY | STATE | YEARS LIVED         |
|-----------|--------|-------|---------------------|
| _____     | _____  | _____ | from _____ to _____ |
| _____     | _____  | _____ | from _____ to _____ |
| _____     | _____  | _____ | from _____ to _____ |
| _____     | _____  | _____ | from _____ to _____ |
| _____     | _____  | _____ | from _____ to _____ |
| _____     | _____  | _____ | from _____ to _____ |
| _____     | _____  | _____ | from _____ to _____ |

**I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THIS CONSENT FORM IS TRUE, CORRECT AND COMPLETE. IF ANY INFORMATION PROVES TO BE INCORRECT OR INCOMPLETE, I UNDERSTAND THAT GROUNDS FOR CANCELING OF ANY AND ALL OFFERS OF EMPLOYMENT OR USE OF MY VOLUNTEER SERVICES WILL EXIST AND MAY BE USED AT THE DISCRETION OF THE SCHOOL. I AUTHORIZE COLLIN COUNTY CORNERSTONE CHRISTIAN ACADEMY TO PROCURE A REPORT TO ENSURE PROTECTION OF THE CHILDREN AND THE SCHOOL.**

**Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_**

APPLICANT/EMPLOYEE/VOLUNTEER (PRINT NAME) \_\_\_\_\_

APPLICANT/EMPLOYEE/VOLUNTEER (SIGNATURE) \_\_\_\_\_



## EMERGENCY MEDICAL RELEASE

Teacher's Name: \_\_\_\_\_ Birthdate \_\_\_/\_\_\_/\_\_\_

I give my authority and consent to Cornerstone Christian Academy and its representatives to make such decisions and to perform such medical treatment including x-rays, the prescription of drugs, and/or surgery which may in their sole discretion be necessary and proper for me at their discretion in the event of any emergency. I agree to release Cornerstone Christian Academy and its representatives from any and all actions, damages, or liabilities that may arise from this action. I will assume liability for any resulting expense that is not covered by insurance. I have listed any medical problems or history I may have below.

MY DOCTOR IS: \_\_\_\_\_

DOCTOR'S PHONE: \_\_\_\_\_

INSURANCE CO: \_\_\_\_\_

GROUP NO.: \_\_\_\_\_ MEMBER NO.: \_\_\_\_\_

PHONE NUMBERS TO CALL IN CASE OF EMERGENCY:

NUMBER

PERSON TO ASK FOR

\_\_\_\_\_

\_\_\_\_\_

---

SPECIAL MEDICAL INFORMATION AND INSTRUCTIONS:

\_\_\_\_\_

\_\_\_\_\_

---

Signature

---

Date

# CORNERSTONE CHRISTIAN ACADEMY

## COURSE PLANNING WORKSHEETS

\_\_\_\_\_  
**APPLICANT NAME**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DEGREE (S)**

\_\_\_\_\_  
**CERTIFICATIONS / LEVELS**

### TEACHING PREFERENCES – Core Classes

Please complete the table below for each course and corresponding grade that you are qualified for and/or may be interested in teaching at CCA. Please put a number from 1 to 5 in each of the boxes below, with the numbers defined as follows:

- 5- Very interested, area of expertise or certification, majority of my teaching experience
- 4- Very interested, area of expertise or certification, some teaching experience
- 3- Interested, some expertise, minimal teaching experience
- 2- Would teach, not necessarily an area of expertise, no teaching experience
- 1- Not interested!

Example- If your major area of expertise, certification and expertise is Science, K-2 and you are very interested in teaching, put a 5 in the K, 1 and 2 rows corresponding with the Science column. If you are not interested in teaching 3, 4, 5, 6 Science, put a 1 in those rows corresponding with the Science column. PLEASE score all blocks and identify all areas of teaching potential!

|                              | <b>Language Arts</b> | <b>Science</b> | <b>Social Studies</b> | <b>Math</b> |
|------------------------------|----------------------|----------------|-----------------------|-------------|
| <b>Pre-K4</b>                |                      |                |                       |             |
| <b>Kindergarten</b>          |                      |                |                       |             |
| <b>1<sup>st</sup> Grade</b>  |                      |                |                       |             |
| <b>2<sup>nd</sup> Grade</b>  |                      |                |                       |             |
| <b>3<sup>rd</sup> Grade</b>  |                      |                |                       |             |
| <b>4<sup>th</sup> Grade</b>  |                      |                |                       |             |
| <b>5<sup>th</sup> Grade</b>  |                      |                |                       |             |
| <b>6<sup>th</sup> Grade</b>  |                      |                |                       |             |
| <b>7<sup>th</sup> Grade</b>  |                      |                |                       |             |
| <b>8<sup>th</sup> Grade</b>  |                      |                |                       |             |
| <b>9<sup>th</sup> Grade</b>  |                      |                |                       |             |
| <b>10<sup>th</sup> Grade</b> |                      |                |                       |             |

## TEACHING PREFERENCES – Electives

Please complete the table below for each elective you may be interesting in teaching. Feel free to add any that you would consider. Please put a number from 1 to 5 in each of the boxes below, with the numbers defined as follows. List your experience or comments for the ones you ranked > 3.

- 5- Very interested
- 4- Somewhat interested
- 3- Not certain- need more information
- 2- Probably not interested
- 1- Not interested!

|                         | <b>K-2<sup>nd</sup><br/>Interest</b> | <b>3<sup>rd</sup> - 5<sup>th</sup><br/>Interest</b> | <b>6<sup>th</sup> – 9<sup>th</sup><br/>Interest</b> | <b>Experience or Comments</b> |
|-------------------------|--------------------------------------|---|---|-------------------------------|
| <b>Bible</b>            |                                      |   |   |                               |
| <b>Spanish</b>          |                                      |   |   |                               |
| <b>Music</b>            |                                      |   |   |                               |
| <b>Drama</b>            |                                      |   |   |                               |
| <b>Musical Drama</b>    |                                      |   |   |                               |
| <b>Art</b>              |                                      |   |   |                               |
| <b>Computers</b>        |                                      |   |   |                               |
| <b>Keyboarding</b>      |                                      |   |   |                               |
| <b>Sign Language</b>    |                                      |   |   |                               |
| <b>Orchestra/Band</b>   |                                      |   |   |                               |
| <b>Choir</b>            |                                      |   |   |                               |
| <b>Literature</b>       |                                      |   |   |                               |
| <b>P.E.</b>             |                                      |   |   |                               |
| <b>Creative Writing</b> |                                      |   |   |                               |
| <b>Study Hall</b>       |                                      |   |   |                               |
| <b>Athletics/Coach</b>  |                                      |   |   |                               |
| <b>Yearbook</b>         |                                      |   |   |                               |
| <b>Journalism</b>       |                                      |   |   |                               |
| <b>Other</b>            |                                      |   |   |                               |
| _____                   |                                      |   |   |                               |
| _____                   |                                      |   |   |                               |
| _____                   |                                      |   |   |                               |
| _____                   |                                      |   |   |                               |

## TEACHING PREFERENCES – Hours & Availability

Please complete the table below to help us identify the best time for scheduling courses. Please be aware that the UMS model's flexibility for student's sometimes makes for a challenging schedule effort :)

Please put a number from 1 to 5 in each of the boxes below, with the numbers defined as follows:

- 5- Best time for my classes
- 4- Good time for my classes, am available
- 3- Will work, but not first choice
- 2- May be difficult, but not impossible
- 1- Absolutely will not work

|                    | <b>Availability</b> |
|--------------------|---------------------|
| <b>8:15-9:30</b>   |                     |
| <b>9:30-10:30</b>  |                     |
| <b>10:30-11:30</b> |                     |
| <b>12:15-1:30</b>  |                     |
| <b>1:30-2:30</b>   |                     |
| <b>2:30-3:30</b>   |                     |

# Employment Application Checklist

## Initial

- \_\_\_\_\_ Mail Employment Application (Include Resume if you have one)
- \_\_\_\_\_ Distribute Reference one (to be mailed independently)
- \_\_\_\_\_ Distribute Reference two (to be mailed independently)
- \_\_\_\_\_ Distribute Reference three (to be mailed independently)
- \_\_\_\_\_ Distribute Reference four (to be mailed independently)
- \_\_\_\_\_ College transcript (can be sent after interview)
- \_\_\_\_\_ Copy of diploma (can be sent after interview)
- \_\_\_\_\_ Copy of certifications (can be sent after interview)
- \_\_\_\_\_ Copy of social security card
- \_\_\_\_\_ Copy of driver's license
- \_\_\_\_\_ W-4 form (can be sent after agreement)