



**CENTRAL FLORIDA
CHRISTIAN ACADEMY**
EDUCATE • INSPIRE • EQUIP

2018-2019 Employment Application

Name

CFCA Mission Statement

The purpose of Central Florida Christian Academy as a ministry of the Church at the Cross is to glorify God by partnering with families to educate, inspire and equip every student to know and serve Jesus Christ among all nations by the power of the Holy Spirit.

GENERAL PHILOSOPHY OF CENTRAL FLORIDA CHRISTIAN ACADEMY

Central Florida Christian Academy's purpose and philosophy are based upon a Christian worldview holding that God is the Creator and Sustainer of the universe, the ultimate reality, and the source and essence of all goodness and truth. God has revealed Himself through nature, circumstances of human life and history, and more explicitly through His Son, Jesus Christ, as revealed in Holy Scripture, the Bible. The highest good is realized in the exercise of His will and, on the part of man, in the conformity to that will.

The ultimate objective of Christian education must be to help young people realize their full potential as human beings in GOD'S perfect will for their lives. Each student must be helped to become the "perfect", that is, whole, complete, or fully equipped person in Christ (II Timothy 3:16-17). Accomplishing this objective involves witnessing to and winning the lost child to Christ, providing for intellectual growth and development through academic studies, providing opportunities for social activities consistent with Biblical, moral and spiritual values, and providing for wholesome physical exercise and development.

As ultimate reality and truth, God sets standards by which value judgments are to be made. He has revealed Himself and His will most clearly through His Son and His Word; therefore, Christ and the Bible must be central to every subject or activity. This means that the Biblical viewpoint must permeate the entire school program, including curriculum, co-curricular activities, athletics, business, and the interpersonal relationships of all those associated with the school.

A Christian teacher with a Christian philosophy of education teaches science as God's creation, geography as God's handiwork, history as God's dealing with nations of the world, mathematics as a glimpse of God's orderliness and absolute truth, physical education and health as our responsibility in caring for God's temple, music and art as God's beauty and tools for worship, and reading skills as an opportunity to read and understand God's Word. All of this will help the student relate to everyday living and contribute a positive influence for Jesus Christ.

Central Florida Christian Academy joins with parents and the church in a partnership to train each child to realize his fullest potential as a creation of God. Central Florida Christian Academy attempts to meet its responsibility in this partnership by providing a quality education, which emphasizes basic skill mastery to equip each to be a contributing, functioning adult in society. It seeks to maintain a Christ-centered, Spirit-controlled, Bible-based, pupil-oriented environment. Discipline is developed within the framework of Biblical principles, including emphasis on love of country and respect for others. It is believed that the consistent implementation of this philosophy will provide for the optimum spiritual, academic, social, and physical development for each. Central Florida Christian Academy requires all teachers and staff to be committed, born-again Christians.



Statement of Faith

- 1. THE SCRIPTURES:** I believe that the entire Bible, all 66 books of the combined Old and New Testaments, are verbally inspired by God and are inerrant in the original writings. Through the providence of God, the Word of God has been protected and preserved, and is the only infallible and authoritative rule of faith and practice. (2 Timothy 3:16-17; 2 Peter 1:20-21)
- 2. GOD:** I believe that there is only one true, living, sovereign, holy, and eternally existent God. He exists in three co-equal persons – Father, Son, and Holy Spirit – each being a distinct person and with a distinct function, but all of one essence and all possessing the same nature, perfection, and attributes. The triune God is the creator and sustainer of all things, the source of all truth, and is worthy of worship, confidence, and obedience. (Deuteronomy 6:4-5; Genesis 1:31)
- 3. JESUS CHRIST:** I believe that Jesus Christ is God. He was conceived by the Holy Spirit; born of a virgin, lived a sinless life, performed many miracles, shed His blood on the cross to pay the debt for our sins, was buried, bodily resurrected, and ascended to the right hand of the Father; and will return literally, visibly, and personally in glory and power. (John 1:13,14; Matthew 1:18-25; Philippians 2:5-9; Colossians 1:15; 1 Corinthians 15:1-8; Acts 1:11)
- 4. HOLY SPIRIT:** I believe that the Holy Spirit is God, co-equal and co-existent with the Father and the Son. He is the chief convictor of sin, the chief agent of regeneration and sanctification. The Holy Spirit lives within every believer and empowers every believer to live a godly life. (John 14:16-19; 16:7-15; 1 Corinthians 6:19-20; Romans 8:9-11; Titus 3:5)
- 5. MANKIND:** I believe that in the beginning God created mankind in His image, and man is not in any sense the product of evolution. Mankind was originally created with the ability to live perfectly for God's glory. (Genesis 1:27, 31)
- 6. SIN:** I believe that Adam, the first man, sinned by disobedience. This act resulted in the fall of all mankind; therefore, all people have sinned and lost their ability to live for the glory of God. Every person's sin incurs both physical and spiritual death until there is forgiveness and salvation by the grace of God. (Genesis 3:1-24; Romans 3:10-23, 5:12-21, 6:23)
- 7. SALVATION:** I believe the salvation of lost and sinful people is a free gift of God's grace apart from human works, based solely upon Christ's vicarious and atoning death, effected by the regenerating work of the Holy Spirit, and received only through faith in the person and finished work of Jesus Christ on the cross and His resurrection from death. (Ephesians 2:8-10; 2 Corinthians 5:21)
- 8. THE CHURCH:** I believe that the church is the body of Christ and the family of God. It is made up of saved and baptized believers, who regularly join together for worship, fellowship, and ministry. (Matthew 16:18; 1 Corinthians 12:12-14; Hebrews 10:25)
- 9. EVANGELISM:** I believe that it is the responsibility and privilege of every Christian to proclaim the good news of Jesus Christ and to seek to make growing disciples. (Matthew 28:18-20; Acts 1:8)
- 10. THE HOME:** In addition to these important beliefs, I also believe that God has given the parents and the home the responsibility to bring up their children in the nurture and admonition of the Lord (Ephesians 6:4; Proverbs 22:6). I believe that a consistent and while education will occur when home, church and school work closely together and are in agreement on the basic concepts of life.

After reading the Statement of Faith, indicate your degree of support below by placing your initials on the answer that most closely reflects your support.

_____ I fully support the Statement as written without any reservations.

_____ I support the Statement except for the area(s) listed and explained on a separate sheet. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

_____ I strongly hold doctrines that are not in the Statement (e.g., instrumental music should not be a part of a worship service; you should not eat pork). Please describe:



EMPLOYMENT APPLICATION

Your interest in Central Florida Christian Academy is appreciated. We invite you to fill out this application. If an opening occurs for which it appears you may qualify, your application will be thoroughly reviewed. If there is continued interest in your candidacy, we will arrange for a personal interview. We may contact your references.

We realize that the key to a successful Christian school is its staff. We are grateful for those who are professionally qualified, who love children, and who, by the pattern of their lives, are Christian role models.

We look forward to receiving your application. Thank you for your interest in the ministry of Central Florida Christian Academy. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

Upon submission of this application, you must include:

_____ Copy of your resume

_____ Copy of your college transcript(s) and any certificate(s).

_____ Three professional references/one being your most recent/current employer (please use provided forms).

Your application will not be considered for a job opening unless the full application is complete with the above items. Please email your resume, transcript(s), any certificates, references (current employer) and application to melissabass@cfcaeagles.org.

APPLICANT'S NAME AND ADDRESS

Full Name _____ Application Date _____
Miss () Mrs. () Mr. () Dr. ()

Street _____ Phone: Home _____

City _____ State _____ Zip _____ Cell _____

Email _____

Position Desired _____

Full Time _____ Part Time _____ Substitute _____ Date Available _____

Grade Level Preference _____ Subject(s) Preference _____

How did you learn about this position? _____

PROFESSIONAL QUALIFICATIONS

Where did you graduate from high school?

(School Name)

(City, State, Zip)

Educational Background: List most recent school first.

College/University

Degree Earned

Major/Minor

Mo/Yr Received



Do you hold a valid state teaching certificate? _____ In what state? _____ Certificate Number _____

In what areas are you specifically certified to teach? _____

Do you hold ACSI Certification? _____ Interim ___ Temporary___ Standard___ Professional___ Lifetime ___

Certificate Number _____

In what areas are you specifically certified to teach? _____

If state and/or ACSI certified, please attach a copy of the certificate.

Begin with your most recent teaching experience.

| School | Grades or Subject | Dates |
|--------|-------------------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Number of years teaching experience: Public _____ Christian _____ Total: _____

List any conferences or seminars you have led. _____

Please list activities or sports that you would be capable and willing to direct, sponsor, advise, or coach. (indicate grade or levels)

CHRISTIAN BACKGROUND (Use more paper if necessary.)

Briefly give your testimony and statement of your personal relationship to Jesus Christ. _____

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, conduct, and truth? Yes _____ No _____

Present Church _____ \ _____ Number of Years _____

What church activities are you involved and to what degree of regularity? _____

What are some other Christian service you have done since becoming a Christian? _____



CHRISTIAN/EDUCATIONAL PHILOSOPHY *(Share your views.)*

CFCA holds that the aim of Christian Education is to teach students how to live for God in a non-Christian world. What does it mean to you to teach a Christian world view?

What is the role of the parent in the education of their children?

Why are you interested in teaching at CFCA?

If a student came to you and wanted you to pray with him/her to receive the Lord, how would you proceed and follow up?

What are the main characteristics that distinguish a Christian school from a public school?

What do you consider to be the proper classroom atmosphere for learning?

Is there any additional information you would like to present regarding your candidacy for this position?



PERSONAL RESPONSIBILITIES

Do you have any commitments that may prevent you from meeting this position’s requirements for on-time arrival, attendance, or work schedules _____

List any professional groups or other organizations you are a member of that you consider relevant to your ability to perform this job. _____

PERSONAL REFERENCES

You will need to **sign** the Authorization to Release Reference Information Form and Authorization for Criminal/Court/Credit Records Check that is included and return it with this application.

Do not list family members or relatives for references.

At the end of the application are three reference forms.

PLEASE GIVE ONE OF THE FORMS TO YOUR MOST RECENT EMPLOYER.

List three references that are qualified to speak of your spiritual experience and Christian service. List your current pastor first.

| Name | City, ST | Phone | Position | Email (Mandatory) |
|-------|----------|-------|----------|-------------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

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

| Name | City, ST | Phone | Position | School | Email (Mandatory) |
|-------|----------|-------|----------|--------|-------------------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

PERSONAL INTERESTS

List memberships, offices, and honors obtained (as appropriate):

High School: _____

College: _____

Currently: _____

List your hobbies and personal interests. _____



PERSONAL INFORMATION

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 bonafide occupational requirement for staff to live by those standards.

Marital Status Single ___ Engaged ___ Married ___ Separated ___ Divorced ___ Re-married ___ Widow(er) ___
 Please attach an explanation if divorced or re-married.

Spouse's name _____ Occupation _____ Years Married _____

Our school committee has adopted the policy that all children of the faculty may attend CFCA with a substantial discount. (Optional) Please list chronologically all children under 18 years of age living with the family.

| Name | Age | Grade |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

What was your most recent annual salary? _____

How many days have you missed for illness in the past three years? _____

PERSONAL BACKGROUND

(If you answer "Yes" to any of the questions in the next section, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition or other appropriate explanation. A conviction record will not automatically be a bar to employment. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job relatedness, and subsequent rehabilitation will be considered.)

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer?
 Yes _____ No _____

Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave a job or volunteer position on the grounds of any unlawful sexual behavior, or violation of an employer's sexual misconduct or harassment policy?
 Yes _____ No _____

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

Have you ever entered a plea of guilty, a 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 _____

Have you ever been suspended, discharged, or resigned in lieu of discharge from any position? Yes _____ No _____



**First Baptist Church of Central Florida
Central Florida Christian Academy
Authorization for Criminal/Court/Credit Records/Reference Check**

RELEASE AUTHORIZATION

1. In connection with my application for placement, I understand that an investigative report will be requested that will include information as to my character, work habits, performance, and experience, along with reasons for disciplinary action or termination or past employment. I understand that as directed by policy and consistent with the position described, you may be requesting information from public and private sources about my criminal record, driving record, education, credit, and previous employment.
2. The fact that applicants have a criminal record will not be an automatic bar to employment or work as a volunteer. Factors such as age at the time of the criminal offense, seriousness and nature of the violation, time elapsed, and subsequent rehabilitation will be taken into account.
3. I acknowledge that a telephonic facsimile (fax) or photographic copy shall be as valid as the original. This release is valid for most federal, state, and county agencies.
4. I hereby authorize, without reservation, any law enforcement agency, court, institution, information service bureau, school, credit bureau, employer, or other organization or person contacted by the employer or its agent to furnish any of the information requested.
5. Furthermore, I, the undersigned, do, for myself, my heirs, executors, and administrators, hereby remise, release and forever discharge and agree to indemnify First Baptist Church of Central Florida and each of their officers, directors, employees, and agents harmless from and against any and all causes of actions, suits, liabilities, costs, debts, and sums of money, claims, and demands whatsoever, and any and all related attorneys' fees, court costs, and other expenses resulting from the investigation of my background in connection with my application to become an employee or volunteer.

PLEASE COMPLETE THE FOLLOWING

Signature _____
Today's Date

Please print your full name

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking records. It is confidential and will not be used for any other purpose.

Please print other last names you have used

Home Address _____
City _____
State _____
Zip

Social Security # _____
Date of Birth



EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past **ten years**. If necessary, you may make copies of this page.

1. Employer _____
Position _____ Dates of Employment _____
Address, City, ST, Zip _____
Supervisor's Name and Phone Number _____
Reason for Leaving _____

2. Employer _____
Position _____ Dates of Employment _____
Address, City, ST, Zip _____
Supervisor's Name and Phone Number _____
Reason for Leaving _____

3. Employer _____
Position _____ Dates of Employment _____
Address, City, ST, Zip _____
Supervisor's Name and Phone Number _____
Reason for Leaving _____

4. Employer _____
Position _____ Dates of Employment _____
Address, City, ST, Zip _____
Supervisor's Name and Phone Number _____
Reason for Leaving _____



CURRENT ISSUES

We live in a pluralistic society with many conflicting beliefs and values. As a teacher your students may ask you specific questions about controversial issues. 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:

Wine, beer and other alcoholic beverages: _____

Smoking and chewing tobacco: _____

Marijuana and other non-prescription drugs: _____

Entertainment (music/dancing): _____

Premarital sex: _____

Divorce and remarriage: _____

Abortion: _____

Homosexuality: _____

Sexual activity outside Christian marriage: _____

Gossip: _____

Lying /cheating: _____

Do you have a personal testimony regarding any of the above items that you would like to share?



Employment Reference Form

| | |
|--|--|
| Applicant Name _____ Email _____ <i>I authorize you to provide CFCA with this information.</i> Applicant Signature _____ Position applying for _____ | Evaluator Name _____ Email _____ Phone _____ Title _____ School/Business _____ |
|--|--|

TO BE COMPLETED BY THE EVALUATOR

The person named above has applied for a position at Central Florida Christian Academy and listed you as a reference.

Please complete the sections below and email this reference form to melissabass@cfcaeagles.org.

Check one of the following: _____ CURRENT EMPLOYER _____ FORMER EMPLOYER _____ OTHER

Rating: 5=Extremely Competent 4=Very Competent 3=Competent 2=Less than Competent 1=Not Observed/Unknown

| PROFESSIONAL/PERSONAL QUALITIES (Complete for all applicants) | 5 | 4 | 3 | 2 | 1 |
|--|----------|----------|----------|----------|----------|
| Quality of Work/Work Habits | | | | | |
| Ability to Work with Others | | | | | |
| Ability to Learn | | | | | |
| Dependability/Attendance | | | | | |
| Attitude | | | | | |
| Judgment/Common Sense | | | | | |
| Initiative | | | | | |
| Appropriate Professional Appearance | | | | | |
| TEACHER DIMENSIONS (Complete for teacher applicants only) | | | | | |
| Planning (<i>content, coverage, utilization of instructional materials, goal focusing</i>) | | | | | |
| Management of Student Conduct (<i>rule explication and monitoring, overlapping-dealing with deviant behavior while teaching, group alert, movement smoothness/slowdown and praise</i>) | | | | | |
| Instructional Organization and Development (<i>efficient use of time, review of subject, lesson development, teacher feedback and management of seatwork/homework</i>) | | | | | |
| Presentation of Matter (<i>presentation of conceptual knowledge, explanatory knowledge, academic rule knowledge and presentation of value knowledge</i>) | | | | | |
| Verbal and Nonverbal Communication (<i>control of discourse, emphasis task attraction and challenge, speech and body language</i>) | | | | | |
| Testing (<i>preparation for testing, test administration and formative feedback</i>) | | | | | |

PLEASE PROVIDE REQUESTED INFORMATION BELOW:

I have known the applicant: ___ As an employee ___ Professionally ___ Other, How _____

Did you supervise this applicant? YES _____ NO _____ Applicant's position? _____

Dates of employment and/or time you have known applicant: _____ to _____ and/or # yrs _____

If applicant left your organization, why? _____

Are you aware of any reason this applicant should not work with children/students? NO _____ YES _____

If yes, please explain _____

If a vacancy existed in your school/business for which the applicant was qualified, would you recommend him/her for employment?

YES _____ NO _____

Additional Comments: (Use additional paper if necessary) _____

(Signature of Evaluator)

(Date)



Employment Reference Form

| | |
|--|--|
| Applicant Name _____ Email _____ <i>I authorize you to provide CFCA with this information.</i> Applicant Signature _____ Position applying for _____ | Evaluator Name _____ Email _____ Phone _____ Title _____ School/Business _____ |
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If yes, please explain _____

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YES _____ NO _____

Additional Comments: (Use additional paper if necessary) _____

(Signature of Evaluator)

(Date)



Employment Reference Form

| | |
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| Applicant Name _____ Email _____ <i>I authorize you to provide CFCA with this information.</i> Applicant Signature _____ Position applying for _____ | Evaluator Name _____ Email _____ Phone _____ Title _____ School/Business _____ |
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|--|---|---|---|---|---|
| Quality of Work/Work Habits | | | | | |
| Ability to Work with Others | | | | | |
| Ability to Learn | | | | | |
| Dependability/Attendance | | | | | |
| Attitude | | | | | |
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If yes, please explain _____

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YES _____ NO _____

Additional Comments: (Use additional paper if necessary) _____

(Signature of Evaluator)

(Date)