

# Corning Christian Academy

## Non-Instructional Employment Application

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Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

E-mail \_\_\_\_\_

Telephone \_\_\_\_\_

Date of Application \_\_\_\_\_

Position Desired \_\_\_\_\_

Full Time       Part Time       Substitute

This application should be mailed to:

Administrator  
Corning Christian Academy  
11 Aisne Street  
Corning, NY 14830  
Phone (607) 962-4220

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Have you ever been convicted of a crime other than a misdemeanor? Y N

If so, when? \_\_\_\_\_

Explain \_\_\_\_\_  
\_\_\_\_\_

Would you be willing to be fingerprinted in New York State? Y N

When will you be available? \_\_\_\_\_

### **Education**

	School or Institution	Major	Diploma/Degree	Year Graduated	Dates of Attendance
High School					
Undergraduate					
Graduate					

List any other certifications or degrees you hold.

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

### **Work Experience**

Organization	Address	Dates	Position

### **References**

Please list 3 references, one being your pastor.

Name	Position	Address	Work Phone	Home Phone

**Statement of Faith** (Attach additional sheets if necessary)

1. Write a brief testimony of your conversion to Christ.

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2. Describe your personal involvement in your home church (include the name and address of the church to which you belong).

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3. How would you handle a disagreement with a fellow believer?

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4. What role, if any, do you see yourself taking on in the area of giving spiritual guidance to students?

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**General Questions**

5. In a school, confidentiality is important. In the position you are applying for, how do you see confidentiality as being important?

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6. Describe your skills and strengths, particularly in the area in which you are applying.

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If you are not hired for a full or part time position, would you be willing to be added to our substitute list?    Y    N

Where and when could you be reached for substituting? \_\_\_\_\_

Name positions you would sub for: \_\_\_\_\_

# Corning Christian Academy

Preschool- 12th Grade

11 Aisne Street  
Corning, NY 14830  
(607) 962-4220

## **AUTHORIZATION TO RELEASE REFERENCE INFORMATION**

I have made application for a position as a \_\_\_\_\_  
with Corning Christian Academy. I have authorized the school to thoroughly  
investigate references, work record, evaluations, education, and 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 Corning 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 Corning  
Christian Academy.

I certify that I have carefully read and understand the above statements.

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Applicant's Name (Print)

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Applicant's Signature

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Applicant's Social Security Number

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Date