

Corning Christian Academy

Non-Instructional Employment Application

-of-

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.

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

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

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

General Questions

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

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

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
Little Lambs / Elementary School / High School

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.

Applicant's Name (Print)

Applicant's Signature

Applicant's Social Security Number

Date