



7700 NCR 1200 E
Charleston, IL 61920
Office: 217.345.2028

EMPLOYMENT APPLICATION FOR FACULTY AND STAFF

Position for which you are applying _____

Name _____ Date _____

Address _____

Phone number _____

List, in order of preference, the grades or subjects for which you are applying.

1. _____

2. _____

3. _____

Full-time _____ Part-time _____ Substitute _____

Can you submit verification of your legal right to work in the US? YES _____ NO _____

EDUCATIONAL BACKGROUND

List the colleges or universities you have attended and the degrees received.

Name	Year(s)	Degree	Major/Minor
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TEACHING EXPERIENCE

School	Grades/Subjects Taught	Years Employed
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OTHER RELEVANT EMPLOYMENT OR EXPERIENCE

Employer	Position	Years Employed
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List any valid teaching certificates or endorsements that you currently hold.

List any honors, commendations, or distinctions you have received.

APPLICATION FOR FACULTY AND STAFF – Page 3 of 4

List areas of expertise or interest in the following. Be specific as to whether the area is hobby, mild interest, some training, or proficiency.

Art _____

Music _____

Piano _____

Other Instrument _____

Sports _____

Speech _____

Drama _____

Foreign Language _____

Photo/Video _____

Computer/Web Design _____

Other _____

List any church ministries in which you are regularly involved.

Name of church _____

Name of pastor _____

List four references, include their name, phone number, and occupation.

APPLICATION FOR FACULTY AND STAFF – Page 4 of 4

Briefly state how and when you became a Christian _____

Do you agree with CCA's Statement of Faith? YES _____ NO _____

BACKGROUND

If you answer yes to any of the three questions below, please attach a written response describing, in detail, an explanation of the circumstances involved.

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 any employer's sexual misconduct or harassment policy?

YES _____ NO _____

Have you ever been previously charged with or arrested for a felony?

YES _____ NO _____

Has any court lawsuit or other civil action (including but not limited to a request for a personal protection order) been filed against you based on a claim that you engaged in unlawful or improper conduct with a child, domestic violence, and assault, or sex offense of any nature?

YES _____ NO _____

AUTHORIZATION

Please read carefully and sign your name if you agree to the terms of this understanding.

"I hereby certify that the statements made by me in this application and all related information which I have provided are true, accurate, and complete to the best of my knowledge. I understand that if I provide any false, inaccurate, or incomplete information, I will not be eligible for employment, or if I am hired, I will be subject to disciplinary action or dismissal regardless of the date on which the Board of Directors discover the violation. I give permission for my references to be contacted."

Signature

Date