



Application for Employment  
Cornerstone Christian School

Applicant Name \_\_\_\_\_  
Last First Middle

Application Date \_\_\_\_\_ Applying for Position \_\_\_\_\_

# Information Regarding Employment

## Table of Contents

- Mission Statement
- Statement of Faith
- Application for Employment Checklist
- Address Location for Completed Applications
- Employment Application
  - Applicant Information
  - Position Desired
  - Christian Background
  - Professional Qualifications
  - Personal Philosophy
  - Employment History
  - Personal Character References
  - Educational & Training References
  - Applicant Certification and Agreement
- ADA Statement
- Consent for Criminal Background Check
- Reference Information Release

# Mission Statement

The mission of Cornerstone Christian School is to provide a Christ-centered, accredited education for students in an environment where God and education come together. Cornerstone graduates will be prepared both spiritually and academically to serve God faithfully and be a light unto the world as they proceed in life.

In order to accomplish this mission:

- Cornerstone offers each student an education which is rooted in Christian tradition. Our Christian foundation recognizes the Bible as the final authority in matters of life and thought. Cornerstone draws upon the heritage of Western civilization and culture. Students are encouraged to develop a worldview that integrates Christian faith with all areas of learning and living.
- Cornerstone emphasizes the greatness of America's heritage. Students come to understand the present and gain perspective on the future through acquiring knowledge of the past. They are challenged to live virtuously and nobly through the example of those who have gone before. Biblical precepts of self discipline, respect for authority, obedience to law, and love for country are emphasized.
- Cornerstone functions as a nurturing community in which students are seen as unique persons created in the image of God with individual talents and needs. Students are taught by skilled teachers whose desire is for each student to achieve his or her highest potential, both spiritually and academically.
- Cornerstone offers its students a mathematics and science program that prepares them for the scientific and technological advances of the modern world. Beginning in the early grades, the mathematics curriculum emphasizes a solid foundation of concepts and skills which prepares the students for the upper level courses and practical application to real life problems. The science curriculum enables students to gain an understanding of the God created world and the designed laws which govern it. The implementation of technology in the CCS classroom is ever expanding and serves as an excellent tool for teaching and learning.
- Cornerstone offers classes in the fine arts including Middle School and High School Choir, Drama, Art, as well as enrichment classes including Spanish and Technology.
- Most importantly, Cornerstone encourages each student to establish and develop a personal relationship with our Lord Jesus Christ. The faculty takes an active interest in cultivating the student's spiritual, moral, intellectual, and physical habits and growth. Cornerstone provides an atmosphere in which the early development of a disciplined lifestyle in relationship to Jesus promotes a solid foundation for a responsible and joyful life.

## Statement of Faith

- We believe in the Scriptures of the Old and New Testament as being inspired by God and inerrant in the original writing. The Scripture is the supreme and final authority in faith and life.
- We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.
- We believe that Jesus Christ was conceived of the Holy Spirit, born of the virgin Mary, and is fully God and fully man.
- We believe that man was created in the image of God; that he sinned, and thereby incurred not only physical death but also spiritual death, which is separation from God; therefore all human beings are born with a sinful nature.
- We believe in the Biblical teaching that man was created as a direct act of God and not from previously existing forms of life; and that all men are descended from the historical Adam and Eve, first parents of the entire human race.
- We believe that the Lord Jesus Christ died for our sins, according to the Scriptures and in fulfillment of them, as a representative and substitutionary sacrifice; and that all who believe in Him are justified on the grounds of His shed blood.
- We believe in the resurrection of the crucified body of our Lord, in his ascension into Heaven, and in his present life there for us as High Priest and Advocate.
- We believe that all who receive the Lord Jesus Christ as Savior by faith are born again of the Holy Spirit, thereby becoming children of God, and those believing in Him shall have everlasting life.
- We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

# Application Requirements

## Teacher Application

Your interest in Cornerstone Christian School is appreciated. We invite you to fill out this application and return it to our school office. If an opening occurs for which you may qualify, we will contact you and arrange for a personal interview.

We realize that the key to a successful Christian School is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models. *Luke 6:40.*

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

## Application Checklist

- \_\_\_\_\_ Completed Teacher Application
- \_\_\_\_\_ Written Statement of Christian Testimony
- \_\_\_\_\_ Photocopies of Postsecondary Transcripts
- \_\_\_\_\_ Photocopies of Teaching Certificates/Endorsements
- \_\_\_\_\_ Statement of Personal Philosophies
- \_\_\_\_\_ Signed Consent for Criminal History Background Check
- \_\_\_\_\_ Signed Reference Information Release Statement

## Return Completed Application Materials To

1502 N. Jefferson  
San Angelo, Texas 76901  
(325) 655-3439  
(325) 658-8998 Fax  
[www.ccs-sanangelo.com](http://www.ccs-sanangelo.com)

## Non Discrimination Policy

Cornerstone Christian School does not discriminate on the grounds of race, color, national or ethnic origin, in the administration of its educational policies, admission policies, scholarship programs, tuition assistance, and athletic or other school administrated programs.

# Application for Employment

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

Date Available \_\_\_\_\_

## Application Information

Full Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Present Address \_\_\_\_\_ Apt. No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Length of Time at the Address \_\_\_\_\_

Daytime Phone (\_\_\_\_\_) \_\_\_\_\_ Evening Phone (\_\_\_\_\_) \_\_\_\_\_

Mobile Phone (\_\_\_\_\_) \_\_\_\_\_ Best Time to Call You \_\_\_\_\_

Email Address \_\_\_\_\_

Permanent Phone Number and Address, if different from above \_\_\_\_\_

## Position Desired

Please indicate your choice in the parenthesis, in order of preference. Indicate grades and subjects to the right.

	Preferred Grade	Preferred Subjects
( ) Kindergarten	_____	_____
( ) Elementary	_____	_____
( ) Middle School	_____	_____
( ) High School	_____	_____
( ) Staff	Position: _____	_____

## Application for Employment—Part 2

Desired Schedule \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time

How did you learn about the position for which you are applying? \_\_\_\_\_

Can you submit verification of your legal right to work in the United States? \_\_\_\_\_

Please list activities or sports for which you have knowledge and would be capable and willing to direct, sponsor, or coach. Please indicate grade and ability. \_\_\_\_\_

What would you like to be doing five years from now? \_\_\_\_\_

### Christian Background

- **On a separate piece of paper, briefly give your Christian Testimony.**
- Please carefully read our Statement of Faith and indicate your degree of support.

\_\_\_\_\_ I fully support the Statement of Faith.

\_\_\_\_\_ I support the Statement except for the areas listed and explained on a separate piece of paper. These exceptions represent either disagreement or items for which I have not yet formed an opinion or conviction.

- Do you believe the Bible to be the only inspired and infallible Word of God, our final authority in all matters of faith, truth, and conduct? \_\_\_\_\_
- What is your denominational preference \_\_\_\_\_
- What is your local church affiliation? \_\_\_\_\_
- Are you a member in good standing? \_\_\_\_\_ How many years have you attended this church? \_\_\_\_\_
- In what church activities are you involved and with what degree of regularity? \_\_\_\_\_

- Describe your routine of personal Bible study and prayer \_\_\_\_\_

# Application for Employment—Page 3

## Professional Qualifications

Please attach photocopies of all your postsecondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personal file.

List Degrees that You Hold

Degree	Date Received	Issuing Institution
_____	_____	_____
_____	_____	_____
_____	_____	_____

List your concentrations

Your Major(s) \_\_\_\_\_

Your Minor(s) \_\_\_\_\_

How many units of study have you completed after receiving Bachelor's Degree? \_\_\_\_\_

Sequentially list your teaching experience beginning with most recent.

School Name/District	Grades or Subjects	Dates of Employment
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you have ACSI Teaching certification? \_\_\_\_\_ Expiration Date \_\_\_\_\_

What level? \_\_\_\_\_

Do you have a State Teaching Certificate? \_\_\_\_\_ Which State? \_\_\_\_\_

What kind? \_\_\_\_\_ Expiration date \_\_\_\_\_



# Application for Employment—Page 4

Endorsement(s)

List Semester Hours in Endorsement Area(s)

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If you do not hold a certificate, what requirements do you lack? \_\_\_\_\_

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Please attach photocopies of any teaching certificates that you hold.

## Personal Philosophy

On a separate piece of paper, please label and succinctly answer in one or two paragraphs each of the following questions.

1. Why do you wish to teach in a Christian school?
2. What are the main characteristics that distinguish a Christian school from a public or private non-Christian school?
3. What do you consider to be the proper atmosphere for learning?
4. What is your philosophy of discipline?
5. What areas do you feel are your strengths and weaknesses?
6. What do you believe about the origins of Earth and mankind?
7. Explain your personal Christian philosophy and how you would implement it in the classroom.
8. How would you lead a person to Christ?
9. Being a Cornerstone employee involves being a Christian role model when serving at school or school related functions as well as when away from campus. Personal lifestyle choices made by staff members can affect their Christian witness and effectiveness as a Christ-centered person. Lifestyle choices encompass a wide range of areas such as alcohol use, sexual behavior, movie attendance, social establishments frequented, etc. Are your lifestyle choices consistent with a strong Biblical worldview? Please explain.

# Application for Employment—Page 5

## Employment History

Please begin with your current or most recent employer and work background. If necessary you may follow this same format on the back of this page.

1. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Name of School or Institution \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Phone Number (\_\_\_\_\_) \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

2. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Name of School or Institution \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Phone Number (\_\_\_\_\_) \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

3. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Name of School or Institution \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Phone Number (\_\_\_\_\_) \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

## Application for Employment—Page 6

4. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Name of School or Institution \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Phone Number (\_\_\_\_\_) \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

5. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Name of School or Institution \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Phone Number (\_\_\_\_\_) \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

Have you ever worked under a different name for any of the employers listed? If so, what were the other name(s)?

\_\_\_\_\_

Have you ever served in the US military? \_\_\_\_\_ If so, what type of military training or education did you receive? \_\_\_\_\_

\_\_\_\_\_

# Application for Employment—Page 7

## Personal Christian References

Please list three references who are qualified to speak of your Christian character and service. List your current Pastor first and be sure to include complete address information. Do not list family members or relatives for references. You will also need to sign a Reference Release Information Statement and return it with your application.

1. Pastor's Name \_\_\_\_\_ Church \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_
  
2. Name \_\_\_\_\_ Church \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_
  
3. Name \_\_\_\_\_ Church \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_

# Application for Employment—Page 8

## Educational & Training References

Please list three references who are qualified to speak of your professional training and experience. List your current or most recent principal or supervisor first and be sure to indicate complete address information. Do not list family members or relatives for references. You will also need to sign the Reference Release Statement and return it with your application.

1. Name \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_
  
2. Name \_\_\_\_\_ Church \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_
  
3. Name \_\_\_\_\_ Church \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_

# Application for Employment—Page 9

## Applicant's Certification and Agreement

I understand that Cornerstone Christian School does not discriminate in its employee practices against any person because of race, color, and national or ethnic origin.

I hereby certify that that facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement of 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 and agree that I will be paid and receive benefits only through the date of release.

I authorize Cornerstone Christian School to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who 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 position.

I authorize references and my former employees 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.

I authorize the school to conduct a criminal records check. 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. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

I understand that this is only an application for employment and that no contract is being offered at this time.

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

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

Date \_\_\_\_\_

# American Disabilities Act (ADA) Statement

Employee Name (Please Print) \_\_\_\_\_

Do you need any special accommodations in order to fulfill the essential duties of the job description?

\_\_\_\_\_ No                      \_\_\_\_\_ Yes, please explain

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

# Consent for Criminal Background Check

## Authorization / Waiver / Indemnity

I hereby give my permission to Cornerstone Christian School to obtain information relating to my criminal history record through the Texas Department of Public Safety, and any other agencies in other states. The criminal history record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudications and delinquent conduct as committed as a juvenile. I understand that this information will be used, in part, to determine my eligibility for admission with this organization. I also understand that as long as I remain an employee here, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history as received by Cornerstone Christian School and a procedure is available for clarification, if I dispute the record as received. I also understand that the criminal history record could contain information presumed to be expunged.

I understand that:

- a. The information that I have provided may be verified, if necessary, by contacting any person or organization that may have information regarding me, or by conducting a criminal background check. I hereby release and agree to hold harmless from liability any person or organization that provides information. I also agree to hold harmless Cornerstone Christian School and its officers, directors, employees, and agents.
- b. In signing this application, I have read the attached information and apply for employment with Cornerstone Christian School. I affirm that the information I have given on this form is true and correct.

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

## Complete the following, please print. Please attach photocopies of current driver license.

If you have not attached a copy of each license, please explain on the back of this page.

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Maiden \_\_\_\_\_  
Driver License State \_\_\_\_\_ No. \_\_\_\_\_ Is copy attached? \_\_\_\_\_  
Social Security Number\* \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_

\*Information used for internal records only and will be destroyed upon completion of background review

## Background Information

	Applicant	Spouse
Do you use illegal drugs?	_____	_____
Have you ever been convicted of a criminal offense?	_____	_____
Have you ever been charged with child neglect or abuse?	_____	_____
Has your driver license ever been suspended or revoked?	_____	_____
Other than the above, is there any fact or circumstance involving you or your background that would call into question your being entrusted with supervision, guidance, and care of young people?	_____	_____

If answered yes to any of the above, please explain. Use the back of this page if needed.

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# Authorization to Release Reference Information

I have made application for a position as a \_\_\_\_\_ with Cornerstone Christian School. I have authorized the school to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals that know me and have knowledge regarding my character and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and all 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 disclosure.

In addition, I hereby release Cornerstone Christian School, my former employers, references, and all other parties from any 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 Cornerstone Christian School.

I agree that a photocopy or facsimile copy of this document and signature shall be considered for all purposes as the original signed release on file.

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

Applicant's Name (Print) \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Social Security Number \_\_\_\_\_