



1133 E County Line Rd  
Lakewood NJ 08701-2196  
Phone: 732-363-3633  
Fax: 732-363-7337  
Email: principal@calvaryacademy.org

## **Calvary Academy Professional Employment Application**

Your interest in **Calvary Academy** is appreciated. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which you may qualify, we will notify and ask you to send your placement file to our office. We will also contact your references. If we have continued interest in your candidacy, we will send you some follow up questions 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 believe in Christian education and who, by the pattern of their lives, are Christian role models. Luke 6:40.

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

### **A. APPLICANT'S NAME AND ADDRESS**

Full name: \_\_\_\_\_

Application date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date available: \_\_\_\_/\_\_\_\_/\_\_\_\_

Present Address \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Best time to call you? \_\_\_\_\_ Email: \_\_\_\_\_

SSN: \_\_\_\_\_ How long have you lived at the above address? \_\_\_\_\_

Permanent Address and Phone number if different than present address

\_\_\_\_\_

\_\_\_\_\_

List any additional addresses where you have resided at any time during the past five years:

\_\_\_\_\_

### **B. POSITION DESIRED**

Describe the position you are applying for: \_\_\_\_\_

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

What specific skills do you have that have prepared you to qualify for this position? \_\_\_\_\_

### **C. CHRISTIAN BACKGROUND**

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?

Yes \_\_\_\_\_ No \_\_\_\_\_ Signature: \_\_\_\_\_

Please carefully read our Statement of Faith and indicate below your degree of support.

#### **CALVARY ACADEMY STATEMENT OF FAITH**

- WE BELIEVE...**The Scriptures are Inspired by God** and declare His design and plan for mankind. (2 Timothy 3:15-17; I Thessalonians 2:13; 2 Peter 1:21)
- WE BELIEVE...**There is only One True God**—revealed in three persons...Father, Son, and Holy Spirit (commonly known as the Trinity). (Deuteronomy 6:4; Isaiah 43:10,11; Matthew 28:19; Luke 3:22)
- WE BELIEVE...**In the Deity of the Lord Jesus Christ**. As God's son Jesus was both human and divine. The Lord Jesus Christ is the eternal Son of God. The Scriptures declare:
  - a. His virgin birth (Matthew 1:23; Luke 1:31, 35).
  - b. His sinless life (Hebrews 7:26; 1 Peter 2:22).
  - c. His miracles (Acts 2:22; 10:38).
  - d. His substitutionary work on the cross (1 Corinthians 15:3; 2 Corinthians 5:21).
  - e. His bodily resurrection from the dead (Matthew 28:6; Luke 24:39; 1 Corinthians 15:4).
  - f. His exaltation to the right hand of God (Acts 1:9, 11; 2:33; Philippians 2:9-11; Hebrews 1:3).
- WE BELIEVE...though originally good, **Man and Woman Willingly Fell into Sin**—ushering evil and death, both physical and spiritual, into the world. (Genesis 1:26, 27; 2:17; 3:6; Romans 5:12-19).
- WE BELIEVE...**Every Person Can Have Restored Fellowship with God Through 'Salvation'** (trusting Christ, through faith and repentance, to be our personal Savior). Man's only hope of redemption is through the shed blood of Jesus Christ the Son of God. Salvation is a free gift of God's grace apart from works, affected by faith alone. (Luke 24:47; John 3:3; Romans 10:13-15; Ephesians 2:8; Titus 2:11; 3:5-7; Ephesians 4:24; Titus 2:12).
- WE BELIEVE...and practice two ordinances—(1) **Water Baptism by Immersion** after repenting of one's sins and receiving Christ's gift of salvation, (Matthew 28:19; Mark 16:16; Acts 10:47, 48; Romans 6:4). And (2) **Holy Communion** (the Lord's Supper) as a symbolic remembrance of Christ's suffering and death for our salvation. (2 Peter 1:4; 1 Corinthians 11:26)
- WE BELIEVE...**the Indwelling of the Holy Spirit is a Special Experience Following Salvation** that empowers believers for witnessing and effective service, just as it did in New Testament times. And that Christians experience this in various ways as referenced in Scripture. (Luke 24:49; Acts 1:4,8; 1 Corinthians 12:1-31; Acts 8:12-17; 10:44-46; 11:14-16; 15:7-9; John 7:37-39; Acts 4:8)
- WE BELIEVE...**Sanctification Initially Occurs at Salvation** and is not only a declaration that a believer is holy, but also a progressive lifelong process of separating from evil as believers continually draw closer to God and become more Christ like. (Romans 12:1,2; 1 Thessalonians 5:23; Hebrews 12:14, 13:12; 1 Peter 1:15,16)

- WE BELIEVE... **The Church is the Body of Christ**, the habitation of God through the Spirit, with divine appointments for the fulfillment of her Great Commission. Each believer, born of the Spirit, is an integral part of the general assembly and church of the firstborn, which are written in heaven. Since God's purpose concerning man is to seek and to save that which is lost, to be worshiped by man, to build a body of believers in the image of His Son, and to demonstrate His love and compassion for all the world. (Ephesians 1:22,23; 2:22; Hebrews 12:23)
- WE BELIEVE...**A Divinely Called and Scripturally Ordained Leadership Ministry Serves the Church**. The Bible teaches that each of us under leadership must commit ourselves to reach others for Christ, to worship Him with other believers, to build up or edify the body of believers—the Church and to meet human need with ministries of love and compassion. (Psalms 112:9; Galatians 2:10; 6:10; James 1:27)
- WE BELIEVE...**Divine Healing of the Sick** is provided for in Christ's atonement (His sacrificial death on the cross for our sins). (Isaiah 53:4,5; Matthew 8:16,17; James 5:14-16)
- WE BELIEVE...in **The Blessed Hope** (the second coming). At this future moment in time all believers who have died will rise from their graves and will meet the Lord in the air, and Christians who are alive will be caught up with them, to be with the Lord forever. (1 Thessalonians 4:16,17; Romans 8:23; Titus 2:13; 1 Corinthians 15:51,52)
- WE BELIEVE...in **The Millennial Reign of Christ** when Jesus returns with His saints at His second coming and begins His benevolent rule over earth for 1,000 years. (Zechariah 14:5; Matthew 24:27,30; Revelation 1:7; 19:11-14; 20:1-6)
- WE BELIEVE...**A Final Judgment Will Take Place** for those who have rejected Christ. (Matthew 25:46; Mark 9:43-48; Revelation 19:20; 20:11-15; 21:8)
- WE BELIEVE...and look forward to the perfect **New Heavens and a New Earth** that Christ is preparing for all people, of all time, who have accepted Him. We will live and dwell with Him there forever following His millennial reign on Earth. 'And so shall we forever be with the Lord!' (2 Peter 3:13; Revelation 21,22)
- WE BELIEVE...that the term **marriage has only one meaning**: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18–25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2–5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
- WE BELIEVE...**God wonderfully foreordained and immutably created** each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27). Rejection of one's biological sex is a rejection of the image of God within that person.
- WE BELIEVE...We believe that **every person must be afforded compassion**, love, kindness, respect, and dignity (Mark 12:28–31; Luke 6:31). Harassing and hateful behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture.
- WE BELIEVE...We believe that **any form of impurity**, lust, evil desires, and sexual immorality (including but not limited to, adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and

use of pornography) is sinful and offensive to God (Colossians 3:5; Matthew 15:18–20; 1 Corinthians 6:9–10).

- WE BELIEVE...We believe that **God offers redemption and restoration** to all who confess and repent of their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19–21; Romans 10:9–10; 1 Corinthians 6:9–11).

Our Statement of Faith is not exhaustive of all of our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior.

I fully support the Statement as written without mental reservations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

\_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\* In your own handwriting on separate paper briefly give your Christian testimony.**

Church Denominational preference: \_\_\_\_\_

What is your local church affiliation? \_\_\_\_\_

Are you presently a member in good standing? \_\_\_\_\_ Years? \_\_\_\_\_

In what church activities are you involved and with what degree regularity? \_\_\_\_\_

\_\_\_\_\_

To what extent do you believe you should become involved in Sunday and other weekday ministries of the sponsoring church or the church of which you are a member?

\_\_\_\_\_

\_\_\_\_\_

#### **D. 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 personnel file.*

Do you hold a high school diploma? \_\_\_\_\_

Issuing high school: \_\_\_\_\_

High school address: \_\_\_\_\_

What college degree or degrees do you hold? \_\_\_\_\_

\_\_\_\_\_

Date Received: \_\_\_\_\_ Issuing Institution(s) \_\_\_\_\_

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

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

Cumulative grade point average for all college work: Undergraduate \_\_\_\_\_ Graduate \_\_\_\_\_

Have you had any formal computer training? \_\_\_\_\_

If so describe: \_\_\_\_\_

Has an employer ever formally evaluated you? \_\_\_\_\_

Describe how employee evaluation has been helpful to you: \_\_\_\_\_

\_\_\_\_\_

Have you received a PPD test to screen for Tuberculosis? \_\_\_\_\_ (please provide documentation)

**E. PERSONAL PHILOSOPHY**

1. What areas do you feel are your strengths?

2. What areas do you feel are your weaknesses?

**F. 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 or following the same format, use the reverse side.

1. Employer \_\_\_\_\_

Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

2. Employer \_\_\_\_\_

Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**List your current pastor.**

1. Name: \_\_\_\_\_

Position: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**References:** Please submit the attached personal and pastoral recommendation sheets to your pastor and personal reference. They will need to mail completed recommendations to the school.



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## Personal Recommendation

Please complete and return to the above address, attention "Principal." CA cannot arrange an interview until receipt of this form.

Name of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Position desired: \_\_\_\_\_

I  waive my right;  do not waive my right to examine this form.

Applicant's Signature: \_\_\_\_\_

The individual named above is applying for a teaching position at Calvary Academy (CA). We appreciate your honest evaluation of the applicant's personal life. Thank you for your part in this recommendation process.

Your name (please print): \_\_\_\_\_ Phone: \_\_\_\_\_

Please give us your honest evaluation of the following areas of the applicant's personal life.

1. Is a person of integrity?
2. Displays a passion for teaching
3. Shows a genuine interest in others
4. Is dependable
5. Is reliable
6. Is honest
7. Encourages others
8. Manages time well
9. Effectively handles conflict and disagreement
10. Sets personal goals and follows through with them
11. Shows respect toward others
12. Is trustworthy
13. Is self-disciplined
14. Shows a consistency between words and actions
15. Is a good listener
16. Is loving toward others
17. Is always available and accessible
18. Easily builds relationships with others
19. Offers a helping hand when others are in need

	Not Observed	Weak	Fair	Very Good	Out-standing
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					

How would you describe the applicant's overall character? (Please describe actions or behaviors which can support your comments, if possible)

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How would you describe the applicant's overall personality and how it fits with working at a Christian school?

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Is there anything we should know about the applicant's life that would cause concern regarding his/her ability to teach young children at CA?

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How long have you know this applicant? \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

What is your place of employment: \_\_\_\_\_ Position: \_\_\_\_\_

Please include any additional comments below.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





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## Pastor/Spiritual Recommendation

Please complete and return to the above address, attention "Principal." CA cannot arrange an interview until receipt of this form.

Name of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Position desired: \_\_\_\_\_

I  waive my right;  do not waive my right to examine this form.

Applicant's Signature: \_\_\_\_\_

The individual named above is applying for a teaching position at Calvary Academy (CA). We appreciate your honest evaluation of the applicant's spiritual life. Thank you for your part in this recommendation process.

Your name (please print): \_\_\_\_\_  
 \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_

Please give us your honest evaluation of the following areas of the applicant's spiritual life.

1. Personal commitment/devotion to Jesus Christ
2. Life reflects the life of Jesus Christ in moral purity
3. Actions are temperate and self-controlled
4. Has a good working knowledge of the Bible
5. Capable of communicating God's Word to children
6. His/her life reflects Christian ethics
7. His/her life is above reproach
8. Manages his/her household well
9. Exhibits control over emotions
10. Actively extends Christ's love to others
11. Has a great desire to learn and grow spiritually
12. Deals with conflict in a biblical manner
13. Is content with his/her life
14. Is not given to drunkenness
15. Is not materialistic
16. Regularly attends church service
17. Is a good influence on others
18. Exhibits self-discipline
19. Leads a respectable life
20. Exhibits a life surrendered to the Lord

	Not Observed	Weak	Fair	Very Good	Out-standing
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

How would you describe the applicant's overall spiritual character? \_\_\_\_\_

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If the applicant is hired, is there an area of his/her spiritual life that CA could help to nurture and grow?

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Is there anything we should know about the applicant's life that would cause concern regarding his/her ability to teach children at CA?

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How long have you know this applicant? \_\_\_\_\_

What is your relationship to this applicant? \_\_\_\_\_

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Please include any additional comments below.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Church: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_



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## APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that **Calvary Academy** does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

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

I authorize **Calvary Academy** to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals which 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 job.

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 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.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as is necessary for such an investigation. 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 to 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 employment contract is being offered at this time.

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

Printed name: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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