

Application for Employment

Staff, Substitute Teacher, Stipend Coach, After-School Care, School of the Arts Instructor



Welcome!

Your interest in Covenant Christian Academy is appreciated. We invite you to complete this application for our records. 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 qualified, who really love children, and who are Christian role models by the pattern of their lives. *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.

The Application Process

This online application makes the process easier to manage. It is divided into several sections. You can download and print a preview of the entire application [here](#).

You may complete the application over time. At any point, you can save your work and resume later. When you save your work, you will be given a custom *Resume Link* to retrieve your application-in-process for up to 30 days. If you lose that link, you will not be able to retrieve your work and will have to start the process over again from the beginning. You should print the page that your *Resume Link* appears on and accept our offer to email the *Resume Link* to you.

Important: Each time you save your work, a *new Resume Link* is created. You must use the *latest Resume Link* to retrieve the most recently saved version of your application.

Some information in the application is required. Other information is optional. Required fields are indicated with a red asterisk. You must complete all required fields in a given section before proceeding to the next section.

At the end of the application, just before submitting you may upload attachments, such as a resume, teaching certificate, etc. We accept all common electronic document formats.

About Us

Information on Covenant Christian Academy may be found on our [school website](#). Topics of interest to job applicants include:

- [Our History](#)
- [Mission](#)
- [Statement of Faith](#)
- [Philosophy of Education](#)
- [Core Purpose and Values](#)
- [About Classical Education](#)

Contact

If you have questions about Covenant Christian Academy, the application process or open positions please contact us.



Becky Hyde, Human Resource Director

hr@covenantchristian.net
Voice: (817) 281-4333, ext. 157
Toll Free: (877) 528-4333
Fax: (817) 514-8201

Covenant Christian Academy
Attn: Human Resources
901 Cheek Sparger Rd.
Colleyville, TX 76034

Non Discrimination Policy

Covenant Christian Academy does not discriminate on the grounds of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, employment practices, financial aid and scholarship programs, and athletic or fine arts administered programs.



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Progress

1. About You



Name*

First Name

Middle Name

Last Name

Preferred First Name*

What would you like us to call you?

Available Start Date*

Mobile Phone

Home Phone

Preferred Phone

 Mobile Home

Best days/times to reach you

Email*

Present Address*

City

State

ZIP Code

Length of time at Present Address

indicate years or months

Is this your Permanent Address?*

 Yes No

Permanent Address

City

State

ZIP Code

Length of time at Permanent Address

indicate years or months

Work Eligibility

If hired, you will be required to complete the [I-9 Employment Eligibility Verification Form](#) of the U.S. Department of Homeland Security. (See page 9 of the I-9 Form for a list of acceptable documents to establish employment eligibility.)

Would you be able to submit verification of your legal employment eligibility as required for the I-9 form?*

 Yes No

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2. Desired Position(s)



Applying for*

Staff Position

Stipend Coach

Substitute Teacher

School of the Arts Instructor

After-School Care

Check all that apply.

Staff Position

What staff position you are applying for?*

Desired schedule*

Full Time

Part Time

Check both if applicable.

Stipend Coach

Which sport(s) are you willing, interested and capable of coaching?*

Which ages and genders do you prefer to coach?*

Jr. High (7th-8th)

Jr. Varsity (9th-10th)

Varsity (11th-12th)

| | | | |
|-------|--------------------------|--------------------------|--------------------------|
| Boys | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Girls | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Do you hold a valid commercial driver's license?*

Yes No

Substitute Teacher

After completion of the interview process, if we decide to make an offer of employment, you would be required to complete a Fingerprint Background Check at your expense (approximately \$45).

Which grade(s) are you willing to substitute for?

PreK-3 year olds

PreK-4 year olds

Kindergarten

Pre-1st

1st

2nd

3rd

4th

5th

6th

7th

8th

9th

10th

11th

12th

Which grade levels do you prefer?

| | Pre-K - Pre-1st | 1st-4th | 5th-8th | 9th-12th |
|--------------|-----------------------|-----------------------|-----------------------|-----------------------|
| First Choice | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Second | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Third | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Fourth | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Second through fourth choices are optional

What is your relative familiarity with class subjects?

| | English | History | Science | Math | Music | Foreign Language | Physical Ed. | Bible |
|---------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| More Familiar | <input type="checkbox"/> |
| Less Familiar | <input type="checkbox"/> |
| Not Familiar | <input type="checkbox"/> |

Subject familiarity is not necessarily a requirement for substitute teachers.

Which days are you available to substitute?*

Monday

Tuesday

Wednesday

Thursday

Friday

School of the Arts Instructor

After completion of the interview process, if we decide to make an offer of employment, you would be required to complete a Fingerprint Background Check at your expense (approximately \$45).

Which of the arts do you wish to instruct?*

Musical Instruments

Voice

Studio Arts

Drama/Theatre

Which instrument(s) do you wish to instruct?*

Violin

Viola

Cello

Piano

Guitar

Drums

Other:

If you subscribe to a particular methodology in your instructing, please describe.

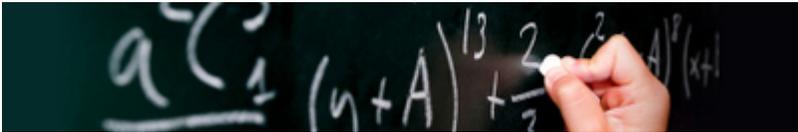
Please describe your availability in detail.

For example: Mon-Tue 3-7pm, Thu 4-6pm

Please list any other activities that you would be interested in directing or sponsoring.

Indicate grade or ability levels

How did you learn about the position you are applying for?



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3. Christian Background



Please carefully read our [Statement of Faith](#) and indicate your degree of support.

Position on Statement of Faith *

I fully support the Statement as written, without mental reservations.

I support the Statement, but with some exception(s) that are either disagreements or items for which I have not yet formed an opinion or conviction. I will explain my exceptions in a separate document and upload in the Attachment section at the end.

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

What is your denominational preference?

What is your current church affiliation? *

Are you a member?

Yes

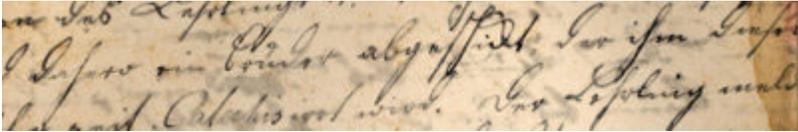
No

How many years have you attended this church?

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

Please describe your routine of personal Bible study and prayer.

Briefly share your testimony of faith in Jesus Christ*



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4. Qualifications



Please provide the following information even if it is covered in your resume, which you may upload in the Attachment section at the end.

High School

Name and location of last High School attended*

Did you graduate?*

Yes No

College

Did you attend college?*

Yes No

Do you have a degree?*

Yes No

Degrees you have earned, and from what institutions*

Please list all degrees you hold, including date received and issuing institution.
Example: B.A. in Elementary Education, 2005, Dallas Baptist University

Major Concentrations*

Minor Concentrations

Other Distinctions

List any other educational or professional advantages you have had, including opportunities for travel, competition or performance.



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5. Employment History



Please list your most recent employment position(s), beginning with your current or most recent employer and work backwards over the past ten years. You may list up to 3 positions.

If you have never been employed, list your volunteer experiences.

Please complete even if they are covered in your resume, which you may upload in the Attachment section at the end.

Position #1

Company or School (1)*

Address (1)*

City

State

ZIP Code

Phone (1)*

Supervisor's Name, Title (1)*

Dates of Employment (1)*

Job Title (1)*

If no longer there, reason for leaving (1)*

Add a 2nd Position?

 Yes

Employment Related

Please provide your salary history*

Have you ever worked under a different name for any of the employers listed?*

 Yes No

for example, under a maiden name

What other name(s) have you worked under?*

Have you ever served in the U.S. Military?*

Yes No

What type of training or education did you receive while serving?



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6. References



Reference #1

Name*

Role

Position, Department, Institution

Email

Phone

Address

City

State

ZIP Code

Reference #2

Name*

Role

Position, Department, Institution

Email

Phone

Address

City

State

ZIP Code

Reference #3

Name*

Role

Position, Department, Institution

Email

Phone

Address

City

State

ZIP Code



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Before Continuing



You're almost finished!

Before continuing, we recommend that you review your application to ensure all relevant information is included.

In the remaining sections you will digitally sign several documents and optionally upload attachments to your application. You should plan to complete the remaining sections just before submitting your application. If you use the *Save Answers and Resume Later* feature *beyond* this point, *Digital Signatures* and *File Attachments* are not saved (although all other entries *are* saved). So plan to submit the application after completing the remaining sections.

You should have ready each of the digital files you wish to upload and attach. Locate them before continuing and ensure that they are current and accurate. Paper versions of documents should be scanned in PDF format. The filename of each attachment should contain your name and a description of the file contents (example: *MarySmith-resume.pdf*).

Attachments may include your Resume and any other documents you wish to attach.

At this time we recommend that you save your work by clicking *Save Answers and Resume Later*. Use the *Resume Link* provided (on the screen that follows) to resume entering your application immediately or after you have gathered the information above. We strongly recommend that you choose the option to email a copy of your *Resume Link* to yourself.

Important: You must use your *Resume Link* within 30 days, otherwise it will expire and you will have to start your application again from the beginning.

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7. Applicant's Certification and Agreement

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

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

I authorize Covenant Christian Academy 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 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.

I authorize Covenant Christian Academy 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 employment contract is being offered at this time.

By submitting this electronic application, I certify that I have carefully read and do understand the above statements.

Signature



[\[clear\]](#)

Use your pointing device to draw your signature above. It doesn't have to be perfect. It just has to be yours. To clear your signature and try again, click the tiny blue "clear" button at the bottom right of the signature field.

Signature Date

10 ▾ 04 ▾ 2017 ▾ 

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8. Authorization to Release Reference Information

I have made application for a position with Covenant Christian Academy. I have authorized the school to thoroughly interview the primary references which I have listed, any secondary references mentioned through interview 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 such disclosure.

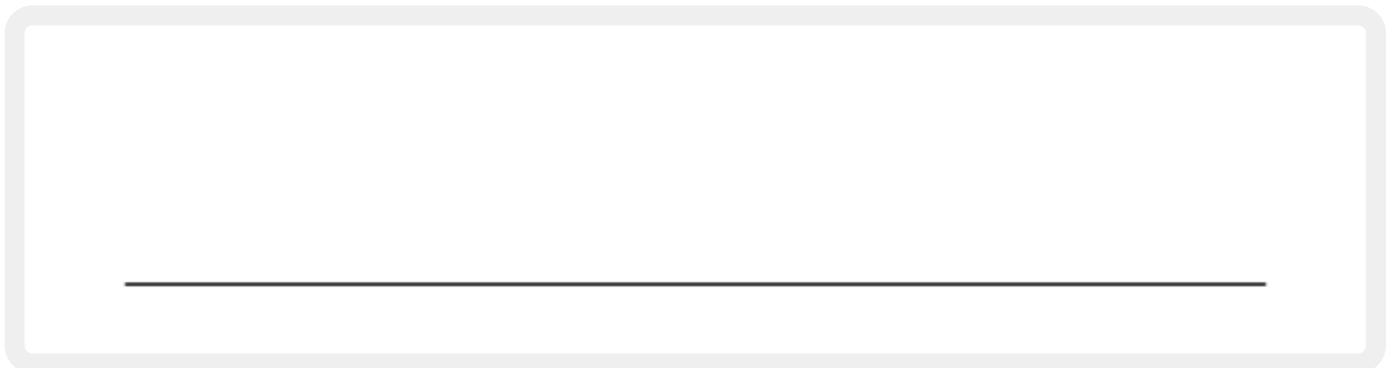
In addition, I hereby release Covenant Christian Academy, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

I waive the right to ever personally view any references given to Covenant Christian Academy.

I agree that a photocopy or facsimile copy of this document and any 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.

Signature



[\[clear\]](#)

Use your pointing device to draw your signature above. It doesn't have to be perfect. It just has to be yours. To clear your signature and try again, click the tiny blue "clear" button at the bottom right of the signature field.

Signature Date

10 ▾ 04 ▾ 2017 ▾ 

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9. Attachments



You may upload all optional attachments here. The filename of each attachment should contain your name and a description of the file contents.

Important: You should complete this Attachments page just before you submit your application. Attachment instructions are not saved if you click *Save Answers and Resume Later*. That's why it is the last step in the process.

Resume

No file chosen

File uploads may not work on some mobile devices.

Other Uploads

Description #1

File #1

No file chosen

File uploads may not work on some mobile devices.

Description #2

File #2

No file chosen

File uploads may not work on some mobile devices.

Description #3

File #3

No file chosen

File uploads may not work on some mobile devices.

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Final Step



Ready? Once you submit your application, you will not be able to make changes.

Please be patient. It may take a few moments to record your application in our database.

Do not close this window until we confirm that your application has been successfully submitted.

If everything is in order, click the Submit button below.

[Save and Resume Later](#)

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Submit