

Application for Employment

Teacher/Coach Position



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 professionally 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

The process of applying for a teaching/coaching position at CCA is thorough. This online application makes the process easier to manage. It is divided into 12 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, curriculum vitae, 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 (applicant)*

First Name

Middle Name

Last Name

Preferred Name*

What first name would you like us to use?

Available Start Date

Preferred Phone*

 Mobile Home

Which phone would you like us to use to contact you?

Mobile Phone

Home Phone

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. Position Desired



Preferred Area(s) *

Pre-Grammar (PK3 - Pre-1st)

Grammar School (grades 1-4)

Logic School (grades 5-8)

Rhetoric School (grades 9-12)

Check all that apply.

1st Choice Position *

Include grade (or range of grades), and subjects.

For example, "3rd Grade", or "9th Grade Spanish", or "Drama/Theater".

2nd Choice Position

3rd Choice Position

Desired Schedule *

Full Time

Part Time

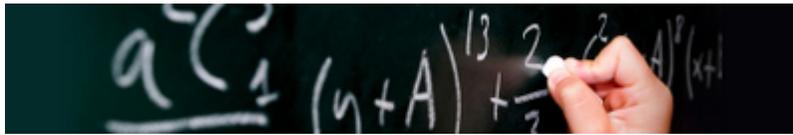
Check both if applicable.

Sports or activities that you would be interested in directing or coaching.

Indicate grade or ability levels

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

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



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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

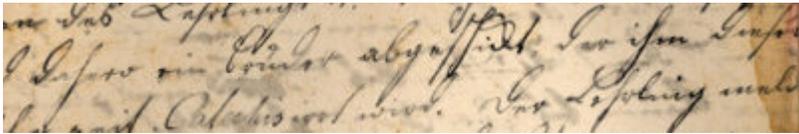
No

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. Professional Qualifications



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

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

Cumulative GPA, Bachelor's Degree*

Cumulative GPA, Graduate Work

How many hours of study have you completed beyond your most recent degree?

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

Do you have an State Teaching Certificate?*

 Yes No

Which State?

Expiration Date?

What kind?

Teaching Certificate Endorsements

List all endorsements and related semester hours.

5. Personal Philosophy



In a separate document, please label and succinctly answer each of the following questions in one or two paragraphs. An [outline](#) is available for download. Upload your answers in the Attachment section at the end.

1. Why do you wish to teach in a classical Christian School?
2. What are the main characteristics that distinguish a classical Christian school from a modern public school education?
3. Who have been the most influential writers in your life? Why?
4. What are the last five books you have read? Why did you choose these books in particular?
5. Philosophers throughout the ages have discussed the meaning of the good life. What would you say is the good life?
6. What is the purpose of education?
7. Describe the role of a teacher.
8. How has God prepared you to be a teacher?
9. What do you consider to be the proper classroom atmosphere for learning?
10. What is your philosophy of discipline?
11. What do you believe about the origin of the earth and mankind?
12. Please summarize any additional information that you would like to present regarding your candidacy for this position, particularly as it relates to your experience in classical education.



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6. Employment History



Please list your 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 5 positions.

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

Position #1

Name of School or Institution (1)*

Address (1)*

City

State

ZIP Code

Phone (1)*

Supervisor's Name, Title (1)*

Dates of Employment (1)*

Position(s) held and experience gained (1)*

Roles, positions, grades/subjects taught

Reason for Leaving (1)*

Add a 2nd Position?

Yes

Position #2

Dates of Employment (2)

Name of Position (2)

Name of School or Institution (2)

Address (2)

City

State

ZIP Code

Supervisor's Name, Title (2)

Phone (2)

Position(s) held and experience gained (2)*

Roles, positions, grades/subjects taught

Reason for Leaving (2)*

Add a 3rd 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?

Are you holding or have you already signed a contract for next year with any other educational institution?

Yes No



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7. Personal Character 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.

Pastoral Reference

Pastor's Name*

Church

Email (p1)

Phone (p1)

Address (p1)

City

State

ZIP Code

Character Reference #2

Name (p2) *

Affiliation (p2)

How did this person come to know you?

Email (p2)

Phone (p2)

Address (p2)

City

State

ZIP Code

Character Reference #3

Name (p3) *

Affiliation (p3)

How did this person come to know you?

Email (p3)

Phone (p3)

Address (p3)

City

State

ZIP Code



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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 school principal or supervisor first and be sure to include complete address information. Do not list family members or relatives for references.

Educational & Training Reference #1

Name (t1)*

Role (t1)

Position, Department, Institution

Email (t1)

Phone (t1)

Address (t1)

City

State

ZIP Code

Educational & Training Reference #2

Name (t2)*

Role (t2)

Position, Department, Institution

Email (t2)

Phone (t2)

Address (t2)

City

State

ZIP Code

Educational & Training Reference #3

Name (t3)*

Role (t3)

Position, Department, Institution

Email (t3)

Phone (t3)

Address (t3)

City

State

ZIP Code



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9. 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 can prepare by gathering your **driver's license** and **social security number**. You should also 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:

- Exceptions to our [Statement of Faith](#) (Section 3)
- Postsecondary Transcripts
- Teaching Certificate(s)
- Resume
- Curriculum Vitae
- Personal Philosophy (Section 5)
- 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.

[Save and Resume Later](#)

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10. 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.

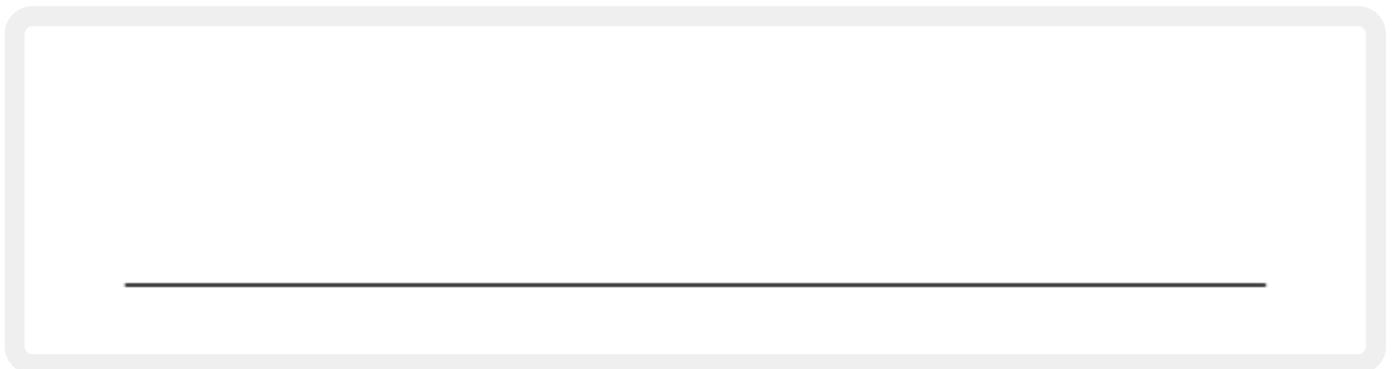
I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former 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 your's. 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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11. 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 right.

Signature Date *

10 ▾ 04 ▾ 2017 ▾ 

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12. 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.

Exceptions to Statement of Faith

No file chosen

File uploads may not work on some mobile devices.

From Section 3, Christian Background. Please explain any exceptions you have in a separate document and upload here.

Postsecondary Transcripts

No file chosen

File uploads may not work on some mobile devices.

From Section 4, Professional Qualifications. Should you be offered a position, official copies of your postsecondary transcripts must be provided to the school for inclusion in your personal file. You may upload photocopies of your transcripts here.

Teaching Certificates

No file chosen

File uploads may not work on some mobile devices.

To upload multiple certificates, either scan and combine them into a single file and upload here, or upload the first certificate here and upload the rest below.

Resume

No file chosen

File uploads may not work on some mobile devices.

Curriculum Vitae (CV)

No file chosen

File uploads may not work on some mobile devices.

Personal Philosophy*

No file chosen

File uploads may not work on some mobile devices.
From Section 5

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.

Description #4

File #4

No file chosen

File uploads may not work on some mobile devices.

[Save and Resume Later](#)

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](#)

Progress

Submit